[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Visitor Register

Maintaining a complete visitor record for security and safety: name, company, host, arrival, and departure.

Day details

Register date	**[Register date]**
Receptionist	**[Receptionist name]**
Restricted areas	**[Restricted areas]**

Sign-in

Keep this register out of public view and file it securely at day end.

Visitor	Company	ID checked?	Host	Purpose of visit	Badge no.	Arrival time	Signed in by

[Company name]

Sign-out

Visitor	Departure time	Signature	Badge returned	Badge issued by

Completion

✓	Check	Notes
	Every visitor has a name, company, host, and purpose recorded.	
	Badges are issued and returned, with numbers logged both ways.	
	No visitor entered **[Restricted areas]**, and the register is filed at day end.	

Document	Visitor Register
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**