**[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 |
|---|---|---|---|---|---|---|---|
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**[Company name]**

## Sign-out

| Visitor | Departure time | Signature | Badge returned | Badge issued by |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
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## 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]** |