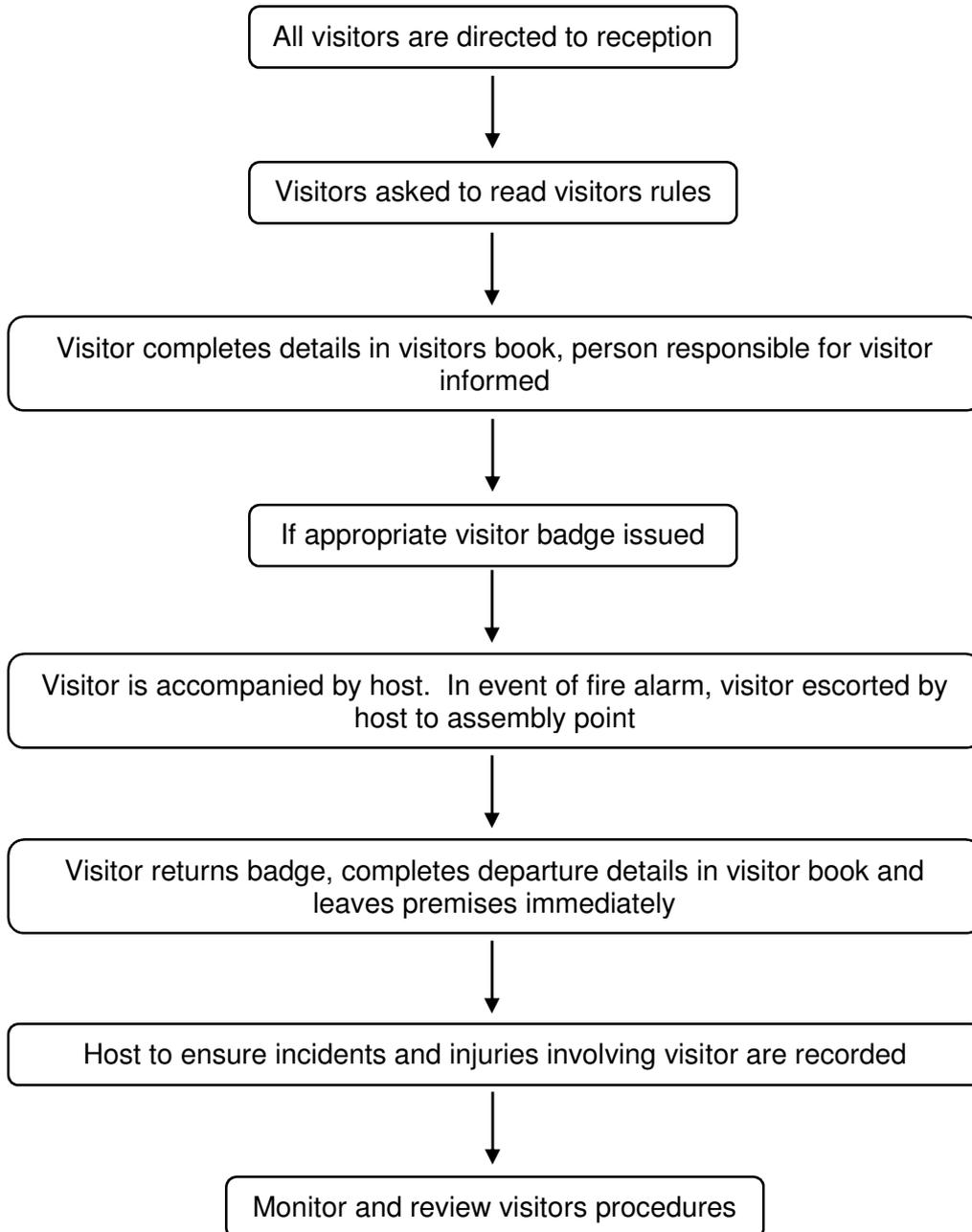


VISITOR PROCEDURE



VISITOR RULES

All visitors must:

- Follow the evacuation procedures displayed at premises
- Adhere to the 'No smoking' controls
- Park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- Either be (1) accompanied or (2) authorised to enter the premises
- Remain within the authorised areas and not enter any restricted areas unless accompanied
- Not take anything from the premises without permission
- Report all incidents / injuries to your host
- Wear protective clothing and equipment which will be supplied when necessary

Visitor Attendance Register

Use this format or purchase a visitors book which includes this information.

Contractors must also sign in and out.

Date	Time in	Name	Company	Mobile number	Visiting who	Time out	Signature
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