

DATE

NAME

COMPANY

WHOM VISITING

SIGNATURE (See below)

TIME IN

VISITOR

**THIS PASS MUST BE WORN AT ALL TIMES.
WHILE ON THE PREMISES**

**PLEASE RETURN TO RECEPTION AND
SIGN OUT BEFORE LEAVING THE PREMISES.**

PASS No. 100001

IMPORTANT NOTICE TO ALL VISITORS

Your signature above indicates understanding of the following conditions of entry into the premises:

HEALTH & SAFETY

Your safety is important to us. You must remain in the company of the person you are visiting. You have a responsibility to care for your own health and the health and safety of others.

EMERGENCY PROCEDURE

In the event of an emergency, leave the building by the nearest safe exit and report to the evacuation point as directed.

INCIDENTS & ACCIDENTS

Any incident or accident whilst on the premises must be reported immediately.

SMOKING

Smoking is not permitted anywhere on the premises.