

Visitor and Contractor Sign-in

Sign-in record for a visitor, contractor or delivery: who they are and who they are seeing, a short safety briefing, contractor checks, and sign-out.

1. Arrival

Who is here and who they are seeing.

Project

Filled in from the project in SiteSurvey.

Site *

Date *

Time in

Name *

Company

Here as * (choose one)

☐ Visitor ☐ Contractor ☐ Delivery or collection ☐ Interview or meeting

Who are they here to see?

Vehicle registration

Badge or pass number

This record holds personal details. Keep only what you need, do not leave earlier entries where other visitors can read them, and decide how long you keep it.

2. Contractor checks (if applicable)

Before any work starts.

What work are they here to do, and where?

Have you seen a risk assessment and method statement for the work?

☐ Yes ☐ No

Does the work need a permit?

☐ Yes ☐ No

Permit reference (if applicable)

If applicable: Do not start work that needs a permit until the permit has been issued.

Have they had a site induction?

☐ Yes ☐ No

Is their insurance on file and in date?

☐ Yes ☐ No

3. Safety briefing

What every visitor is told.

They have been told (tick all that apply)

- ☐ What the fire alarm sounds like and where to assemble
- ☐ To stay with their host or in the areas agreed
- ☐ The site rules that apply to them
- ☐ What protective equipment is needed
- ☐ Who to tell if they have an accident or see a hazard

Would they need help to leave the building in an emergency?

☐ Yes ☐ No

If applicable: Tell their host now, and agree who will help them if the alarm sounds.

Visitor signature

4. Sign-out

Complete when they leave.

Time out

Badge or pass returned?

☐ Yes ☐ No

Signed out by