

VISITOR SIGN-IN LOG

SiteSafe — Professional Visitor Management

Site / Location: _____

Date: _____

Site Manager: _____

Phone: _____

#	Date	Visitor Name	Company	Host / Contact	Purpose	Time In	Time Out	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

#	Date	Visitor Name	Company	Host / Contact	Purpose	Time In	Time Out	Signature
15								

Instructions for Use

- 1. All visitors must sign in upon arrival and sign out upon departure.
- 2. Visitors must present valid photo ID if requested by site personnel.
- 3. Safety briefing acknowledgment required for all construction and manufacturing sites.
- 4. This log must be retained for a minimum of 3 years for audit and compliance purposes.
- 5. Report any incidents immediately to the site manager or safety officer.

Emergency Contact: _____

Emergency Phone: _____