# Factory Visitor Log

**Purpose:** This document serves as a log to record individuals visiting the factory premises. It supports safety, security, and compliance policies by maintaining an accurate visitor log at all times.

## Visit Details

**Date of Visit:** {visitDate}

**Time In:** {timeIn}

**Time Out:** {timeOut}

**Location:** {location}

**Host Name:** {hostName}

## Visitor Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Company** | **Purpose of Visit** | **Identification Shown** | **Safety Briefing** |
| {#visitors}{fullName} | {company} | {purpose} | {idShown} | {safetyBriefing}{/visitors} |

## Visitor Guidelines

All visitors must:

{#guidelines}

* {item}

{/guidelines}

## Security Clearance

{#hasSecurityClearance}**Security Clearance Provided**{/hasSecurityClearance}

{^hasSecurityClearance}**Security Clearance NOT Provided**{/hasSecurityClearance}

## Additional Notes

*{notes}*

## Authorized By

**Name:** {authorizedBy}

**Designation:** {designation}

**Approval Time:** {approvalTime}