

VISITOR SIGN-IN & ORIENTATION LOG

Site Access Control · PPE Verification

SITE INFORMATION

DATE	PROJECT / JOBSITE
<input type="text"/>	<input type="text"/>
PROJECT NUMBER	SITE SUPERINTENDENT / HOST
<input type="text"/>	<input type="text"/>

VISITOR TYPE

IF 'OTHER', SPECIFY...

VISITOR INFORMATION

FULL NAME	COMPANY / ORGANIZATION
<input type="text"/>	<input type="text"/>
TITLE / ROLE	PHONE NUMBER
<input type="text"/>	<input type="text"/>
EMAIL	
<input type="text"/>	
PHOTO ID VERIFIED?	
<input type="text"/>	
VEHICLE / LICENSE PLATE (IF DRIVING)	NUMBER IN PARTY
<input type="text"/>	<input type="text"/>
REASON FOR VISIT / SCOPE	
<input type="text"/>	
TIME IN	EXPECTED TIME OUT
<input type="text"/>	<input type="text"/>
ESCORT / POINT OF CONTACT	AREAS AUTHORIZED TO ACCESS
<input type="text"/>	<input type="text"/>

PPE VERIFICATION

REQUIRED PPE (VERIFIED WORN)

- Hard Hat (ANSI Z89.1)
- Safety Glasses (ANSI Z87.1)
- Hi-Vis Vest (Class 2 or 3)
- Steel-Toe / Safety Boots
- Long Pants
- Sleeved Shirt
- Hearing Protection
- Gloves

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- Dust Mask / Respirator
- Fall Harness (if at height)

PPE PROVIDED BY STEALTH?

LOANER PPE ITEMS ISSUED

PPE VERIFIED BY (SITE PERSONNEL)

LOANER PPE RETURNED AT SIGN-OUT?

SIGNATURES

VISITOR SIGNATURE

SIGNATURE

Type name to sign — or open in Adobe Fill & Sign and tap to draw signature

PRINT NAME

DATE / TIME

STEALTH HOST / SUPERINTENDENT SIGNATURE

SIGNATURE

Type name to sign — or open in Adobe Fill & Sign and tap to draw signature

PRINT NAME

DATE / TIME

SIGN-OUT (COMPLETE WHEN VISITOR LEAVES)

ACTUAL TIME OUT

INCIDENTS / CONCERNS DURING VISIT?

NOTES (INCIDENTS, OBSERVATIONS, FOLLOW-UP NEEDED)

VISITOR SIGN-OUT SIGNATURE

SIGNATURE

Type name to sign — or open in Adobe Fill & Sign and tap to draw signature

L DAILY VISITOR LOG

VISITOR SIGN-IN & ORIENTATION LOG

Site Access Control · PPE Verification

LOG DATE

JOBSITE

SUPERINTENDENT

E EMERGENCY EVACUATION ROSTER

DATE

TIME OF EVACUATION

TYPE OF EVENT

MUSTER POINT LOCATION

ROSTER COMPLETED BY

TOTAL VISITORS ACCOUNTED FOR

INCIDENT NOTES / FOLLOW-UP

SUPERINTENDENT SIGNATURE _____

SIGNATURE

Type name to sign — or open in Adobe Fill & Sign and tap to draw signature