



## Worksheet (form)

Document G\_10\_LQM\_Ap\_31\_A Author: J Ferguson Authorised: W Porau 2/11/21 Review: 2/11/24

### Visitor log

1. Print page 2 and copy as required
2. Display at laboratory reception where approved visitors gain access to the laboratory
3. Require visitors to complete a record before entry and upon departure from the laboratory
4. File completed sheets in the visitor log folder kept at reception
5. Retain completed sheets for at least 2 years

