

Worksheet (form)

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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

Time in	Name of visitor	Company	Person/Dept visiting	Time out	Signature
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Laboratory Visitor Log: file completed sheets in visitor log folder at reception