



Visitor & Access Control Log

Control site entry: visitor details, host, ID checks, escort rules, and badge return — ready to digitize in AuditDAT.

SITE / BUILDING

ACCESS POINT / RECEPTION

OFFICER / RECEPTIONIST

DATE

Shift

☐ Day ☐ Night ☐ Weekend

1. Access point readiness

Reception / gate staffed and visible ☐ Pass ☐ Fail ☐ N/A

Visitor policy and banned-list guidance available ☐ Pass ☐ Fail ☐ N/A

Badge stock, printer, and reader working ☐ Pass ☐ Fail ☐ N/A

Turnstiles / doors / intercom operating ☐ Pass ☐ Fail ☐ N/A

CCTV covering entry point recording ☐ Yes ☐ No ☐ N/A

2. Visitor / contractor entries

ACCESS LOG

NAME / COMPANY	HOST	ID CHECKED	BADGE #	IN	OUT	ESCORT?
----------------	------	------------	---------	----	-----	---------

All contractors inducted / site rules acknowledged ☐ Yes ☐ No ☐ N/A

High-risk areas require escort followed ☐ Yes ☐ No ☐ N/A

DENIED ENTRIES / ANOMALIES

3. Close of period

All temporary badges returned or accounted for ☐ Pass ☐ Fail ☐ N/A

Tailgating / piggybacking observations addressed ☐ Pass ☐ Fail ☐ N/A

HANDOVER NOTES FOR NEXT SHIFT

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	