visitly

ITAR visitor access checklist

Set up the program

- [ ] Define which sites and areas hold ITAR-controlled work or data
- [ ] Name who reviews visitor exceptions and access requests
- [ ] Collect the status information your export-control policy requires
- [ ] Separate U.S.-person status from citizenship alone
- [ ] Define host and escort responsibilities
- [ ] Protect visitor records and set retention
- [ ] Test the workflow on a schedule

Every visit

- [ ] Pre-screen the visitor before arrival
- [ ] Screen against your watchlists and government denied-party lists
- [ ] Apply access rules by site or controlled area
- [ ] Send foreign-person visits down a set escalation path
- [ ] Link the badge and door access to the approved visit
- [ ] Record approvals, exceptions, check-in and check-out

Source: the ITAR visitor guide at visitly.io/itar-visitor-management-system