


ISS. LEVEL: 03	ISSUE DATE: 13 th Aug 2012	SUPERSEDES: 0000085 06 th Oct 2010	AUTH. 
DOC REF: AEU00085	TITLE: VISITORS PROCEDURE		

1. Introduction

A visitor is anyone on site who is not an employee. This will include temporary workers and contractors, as well as people only on site for a very short time. Advanex has created procedures for visitors for their safety and the safety of our employees and for the security of our premises.

2. Registration

We must be aware of any visitor that is on the premises for emergency evacuation and security purposes. This will be done by registering all visitors in the visitors' book at reception.

- It is the responsibility of the person receiving the visitor to ensure that the visitor has been entered into the visitors' book. For confidentiality a member of staff should complete the details and not the visitor (we may not wish visitors to see names of our customers and suppliers that are in the book).
- Visitors entering the premises from Stores should still be entered into the visitors' book in Stores or reception. The person admitting the visitor is responsible for ensuring they are registered.

3. Identification

Visitors should be given a numbered visitors' badge to wear whilst on the premises.

- Badges are located with the visitors' book in reception and in the Stores Office at the rear of the building. The number of the visitor's badge is shown on the bottom of the badge. This number should be entered into the visitors' book when signed in.

4. Visitors Information Card

You should ensure that all visitors have read the information on our display screen in reception or have read the visitor's information card so that they are aware of all relevant procedures for their own comfort and safety.

5. Contractors

If your visitor is a contractor working on site you should ensure that they have completed an Approved Contractors Registration Form (Document No 000073) and are authorised before allowing them to commence work.

6. Access to Areas

As far as reasonably practicable, all visitors will be accompanied by an employee. Visitors should not wander freely around working areas. Visitors not accompanied should be made aware of areas they should not access and shown exits and facilities. This is important for safety and security reasons.

7. Accidents & Dangerous Occurrence

Any accident or near miss should be reported in line with normal procedures.

8. Departure

When leaving the premises visitors will return their badge. Their departure time must be noted in the visitors' book.

- Not doing this could be potentially dangerous in an emergency evacuation.

9. Security

You should check any person in the building who is not an employee and is not wearing a badge to see if they require assistance and escort them to reception so that the visitors procedure can be completed. Alternatively you should immediately report them to a line manager.