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| your logo here | [Company Name] |

# Visitor Check-In Food Defense Policy Checklist [Template]

## Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:  |  |  | Start date:  |  |
| Position:  |  |  | Manager:  |  |

## Visitor Check-In

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| --- |
| [ ]  All non-customer visitors must enter the following information into the visitor log book:  printed name, signed name, date, time, company, company phone number.[ ]  Closely examine visitor’s drivers license and company I.D. badge (if available) to verify. |
| [ ]  Collect and make photo copies of company drivers’ license and company I.D. card (if  available). [ ]  Place photocopies into I.D. badge binder.[ ]  Distribute sticker badge, and ensure the visitor wears it in a visible location.[ ]  Contact manager to determine if the visitor needs an escort. |  |  |

I have reviewed, understand, and will follow the food defense policies described in this document.

Team Member (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member (sign):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager (sign):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_