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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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_