

Manufacturing Plant Visitor Pass Request Template

Please complete all sections of this request form. Once completed, print this document and submit it to the Plant Security Office for approval and pass issuance.

1. Visitor Information

Visitor's Full Name:

Visitor's Company / Organization:

Contact Phone Number:

Email Address:

2. Visit Details

Date of Visit (YYYY-MM-DD):

Estimated Arrival Time:

Estimated Departure Time:

Purpose of Visit:

Plant Areas to Access:

3. Host Information (Employee Sponsor)

Host Name:

Host Department:

Host Extension / Phone:

4. Safety & PPE Requirements

Please indicate any Personal Protective Equipment (PPE) required for the designated areas (Type YES or NO):

Safety Glasses Required:

Steel-Toe Boots Required:

High-Visibility Vest Required:

Hearing Protection Required:

YES / NO

5. Authorizations & Signatures (For Print Use)

Visitor Signature:

Sign here upon arrival

Host / Sponsor Signature:

Sponsor Approval Signatu

Plant Security Officer Signature:

Security Authorization Sig

Assigned Pass Number:

To be filled by Security