

# Factory Visitor Safety Induction and Agreement Form

Please read the safety guidelines below, complete the visitor details, and sign the agreement prior to entering the factory floor. This document will be kept on file for safety compliance purposes.

## 1. Visitor Information

Visitor Full Name:	<input type="text"/>
Representing (Company):	<input type="text"/>
Factory Host / Contact Person:	<input type="text"/>
Date of Visit:	<input type="text" value="DD/MM/YYYY"/>
Arrival Time:	<input type="text"/>

## 2. Safety Induction Checklist

The host has explained and the visitor understands the following safety requirements:

- **Personal Protective Equipment (PPE):** Safety shoes, high-visibility vest, and safety glasses must be worn at all times on the factory floor.
- **Emergency Procedures:** In the event of an emergency evacuation siren, follow your host immediately to the designated assembly point.
- **Pedestrian Safety:** Walk only within marked green pedestrian walkways. Yield the right of way to forklifts and heavy machinery.
- **Hazards:** Do not touch any machinery, control panels, or products unless authorized by your host.
- **Incident Reporting:** Report any injury, near-miss, or hazard to your host immediately.
- **No Smoking/Eating:** Smoking, vaping, eating, and drinking are strictly prohibited on the factory floor.

## 3. Visitor Declaration & Agreement

I confirm that I have received the safety induction, understand the safety rules of this factory, and agree to comply with them at all times during my visit.

Visitor Signature (Print Name to Sign):	<input type="text"/>	Date:	<input type="text"/>
Host Signature (Print Name to Sign):	<input type="text"/>	Date:	<input type="text"/>

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Note: Please print this completed form and hand it to reception or your host before entering the production area.