

# Warehouse Visitor Pass Request

Please complete all sections of this template prior to entering the warehouse facility. This document must be printed and displayed by the visitor at all times.

## 1. Visitor Information

Full Name:

Company/Organization:

Contact Phone Number:

Email Address:

## 2. Visit Details

Date of Visit:

Estimated Arrival Time:

Estimated Departure Time:

Purpose of Visit:

## 3. Warehouse Host & Escort Information

Warehouse Host Name:

Host Department:

Host Contact Number:

## 4. Safety & PPE Acknowledgement

All visitors must wear required Personal Protective Equipment (PPE) and be accompanied by a host escort at all times.

Safety Vest Issued (Type YES or NO):

Steel-Toed Boots/Shoe Covers Issued (Type YES or NO):

Safety Glasses Issued (Type YES or NO):

Visitor Agreement (Type "I AGREE" to confirm safety rules adherence):

## 5. Authorization Signatures (For Print and Sign)

Visitor Physical Signature:

Sign on printed line

Date Signed:

MM/DD/YYYY

Authorizing Manager Signature:

Sign on printed line

Approval Date:

MM/DD/YYYY