

Log - Visitor

Food Safety & Quality Template · Provided by GIFSQ

Everyone who enters gets logged - name, company, purpose, time in and out. It's security, it's traceability, and it's the record you need when something goes wrong and you ask 'who was on site that day?'

Instructions: Every visitor signs in on arrival and out on departure - no exceptions, including senior management from other sites. Confirm the induction briefing was given. Keep the log at reception; retain per your document control procedure.

Record details

- Site: []
- Date: [YYYY-MM-DD]

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- All visitors signed in and out
- Induction confirmed for every entry

Log

Time in	Name	Company	Purpose / visiting	Induction given? (Y/N)	Time out	Host
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]

Time in	Name	Company	Purpose / visiting	Induction given? (Y/N)	Time out	Host
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]
[Time in]	[Name]	[Company]	[Purpose / visiting]	[Induction given? (Y/N)]	[Time out]	[Host]

Notes and corrective action

Contractors sign in here too, and their work permits cross-reference this log. When the log shows someone on site that nobody remembers briefing, fix the reception process - that's where it broke.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026