

Temporary Site Access Pass

Sample Document

Name: _____ **Company/Organisation:** _____

Site Location: _____ **Date of Issue:** ____ / ____ / ____

Access Valid From: ____ / ____ / ____ **Access Valid To:** ____ / ____ / ____

Purpose of Visit: _____

Areas Authorized: _____

Pass ID: _____ **Contact Number:** _____

Terms & Conditions

- This pass must be carried at all times during your stay on site and presented on request.
- All site safety and security procedures must be strictly observed.
- Access is restricted to the authorized areas as stated above.
- This pass is not transferable and is valid only for the person named above.
- Report any safety incidents to site management immediately.
- Return this pass to the issuing authority upon leaving the site or expiry.

Visitor Signature

Authorized Signatory