

# Temporary Site Access Pass

Sample Document

Name: \_\_\_\_\_ Company/Organisation: \_\_\_\_\_

Site \_\_\_\_\_ Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Location: \_\_\_\_\_

Access \_\_\_\_\_ Access Valid To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Valid From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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