

Visitor Access Documentation Format for IT Equipment

Visitor Information

Visitor Name	
Company/Organization	
Contact Number	
Purpose of Visit	
Date of Visit	
Time In	
Time Out	

IT Equipment Details

Equipment Type	Brand/Model	Serial Number	Purpose of Use	Remarks

Authorization & Verification

Staff in Charge	
Department	
Signature	
Date & Time	

Important Notes:

- All IT equipment brought in by visitors must be documented upon entry and exit.
- Approval from authorized personnel is required before access is granted.
- This documentation must be retained for audit and security purposes.
- Any unauthorized activity or equipment usage should be reported immediately.