

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.