**XXX单位**

**访问记录表**

V1.0

20XX年XX月

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# 目的

本规范规定了XXX单位信息安全技术项目相关访问记录表模板。

# 适用范围

本规范适用于XXX单位信息安全技术项目。

# 访问记录表

附件1 访问记录表

**访问记录表**

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| 表编号： | | | | | | | | | | | | |
| **姓名** | **联系方式** | **单位部门** | **内部人员** | **外部人员** | **访问**  **时间** | **事件** | | | | **带入/带出物品** | **审批人员** | **备注** |
| 设备  安装 | 系统  维护 | 资源  访问 | 其他 |
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