Data Center Visitor’s Log Book

All contractors /visitors are required to fill in the required information below to be allowed access into the Server room.   
**National Ambulance is 18001 OHSAS certified in Health & Safety** Please take the chance to look at the Evacuation Map & Emergency Exits which are displayed on the wall inside the front door, and at the other location around the office   
In the event of an evacuation please proceed to the identified assembly point.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Visitor’s/Contractor’s Name** | **Company** | **Mobile Number** | **Purpose of Access** | **Time In** | **Time Out** | **Signature** |
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