

Visitor Access Form

Escort must meet Visitors at the Main Gate. Sponsor (HoD) will be responsible for providing Visitors with Mess Hall badge if they require meals. Visitor must have proper Identification (Voter ID, SSNIT Card, Driver's License or Passport) to be registered in the security system. **No High Risk activities including but not limited to excavation, hot work, working at heights, crane operation, isolation or electrical works may be performed without the express permission of the HSE Manager granted by completing Visitor Safety Induction.**

Section A : Visitor Details

Arrival Date:	Departure Date:
Name:	Identification No: Company:
Visitor Type: <input type="checkbox"/> (ADAMUS) employee from other site <input type="checkbox"/> Consultant <input type="checkbox"/> VIP <input type="checkbox"/> Contractor <input type="checkbox"/> Other specify:	
Reason for Visit:	Cell Phone:
Visitor Category: <input type="checkbox"/> Day Visitor <input type="checkbox"/> Short Term Visitor (7 Days Max)	

Section B: Access Level

	Bus-hrs 24x7 Area
--	-----------------------------

Section C: Site Sponsor's Approval (Only persons as per specimen signature list)

Name:	HR ID #:	Cell Phone:
Approval: Pending	Date:	

Section D: Site Access Approval (Only persons as per specimen signature list)

HR Manager:	Approval: Pending	Date:
Security Manager:	Approval: Pending	Date:
General Manager:	Approval: Pending	Date:

Section E: Visitor Signature

Declaration: I hereby declare that the information provided by me is true to the best of my knowledge and understand that it is my responsibility to notify Adamus Resources Limited of any change(s). I will provide appropriate documentation outlining my qualifications to drive/operate equipment and will not do so unless legally authorized.

Signature:	Date:/...../.....
Security Office Use Only - HR ID #:	
Date Received:...../...../.....	Date Issued:...../...../.....
Supervisor's Signature:.....	