

TELFORD

TELFORD SVC PHILS., INC.

EMPLOYEE GATE PASS

DATE:

DEPARTMENT:

EMP. NO.

NAME/S:

1

2

3

4

5

TIME OUT:

TIME IN:

DESTINATION :

PURPOSE

Approved by :

Immediate Supervisor

Noted by :

HR Department

Guard on duty

TELFORD SVC PHILS., INC.

SEC-01 (Rev.1)