



INTERNAL OPERATIONS ADMINISTRATION

Template Description: Visitor Badge

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Effective Date: 2026-02-16

Classification: Internal Use Only

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Document Control

Version	Owner	Approved By	Effective Date	Classification
1.0	Administration Team	Operations Manager	2026-02-16	Internal Use

1. Purpose

This template defines the standard NabtaTech visitor identification badge used at reception for physical access control, host validation, and audit-ready visitor logging.

2. Layout Specification

Parameter	Value
Size	3.5 in x 2 in (business card format)
Branding	NabtaTech official logo on top-left
Title	VISITOR label in emphasized type
Fields	Name, Company, Date, Badge #
Color Theme	Navy base with cyan accent lines

3. Operational Usage

- Reception prints or writes details at check-in.
- Badge number must match the visitor log record.
- Badge is collected on check-out for security closure.
- Damaged or reused badges should be invalidated and reissued.

4. Compliance Notes

The badge process supports front-desk access control, incident tracing, and internal security policies for external guests visiting NabtaTech operations.