

# Standard Operating Procedure:

## Visitor Check In/Check Out

July 2025, Rev 1.2

<b>Document ID</b>	HR86.4
<b>Originating Department</b>	Human Resources
<b>Audience</b>	All employees of Company Ink, LLC
<b>Scope</b>	The process of checking in/out scheduled and unscheduled visitors into the office.
<b>Purpose</b>	To ensure the safety of Company Ink, LLC employees, properties, and premises.

## Glossary

**Visitor** - Non-employee of Company Ink, LLC including contractors and vendors

## Procedure

### Check In

1. Receptionist or host of visitor greets visitor at front office doors and escorts them inside to the front desk.
2. Visitor completes the sign in portion of the Visitor Sign In/Out sheet located at the front desk.
3. Receptionist verifies visitor's identity and purpose of visit.
  - a. Identity is verified by inspection of driver's license or equivalent identification.
  - b. Purpose of visit is confirmed verbally.

4. Receptionist contacts the appropriate person(s) to announce the arrival of the visitor, if host is not already present.
5. Receptionist issues visitor a temporary pass using the TagWiz program. The temporary pass must display the visitor's photograph and full name. The temporary pass must be worn or affixed to visitor and must be visible at all times.
6. Receptionist or host escorts visitor to the appropriate location. All visitors must be escorted by a Company Ink employee at all times.

*Note: Multi-day visitors need to check in on their first day only. Visitors must have their temporary pass with them on all days they are in the office.*

## Check out

1. Receptionist collects the temporary pass from visitor before leaving the office.
2. Visitor completes the sign out portion of the Visitor Sign In/Out sheet located at the front desk.
3. Receptionist or host of visitor escorts visitor through office front doors.

*Note: Multi-day visitors need to check out on their last day only.*

## Additional Resources

[Visitor Sign In/Out sheet template](#)

[Company Inc. organizational hierarchy](#)

[TagWiz user guide](#)

## Change Log

Date of Change	Change Description	Name	Revision
11/30/2023	Initial document	Nicole Gogel	1.0
11/23/2024	Annual documentation review, no changes required	Nicole Gogel, Elizabeth Lemler	1.1
7/12/2025	Inclusion of TagWiz	Nicole Gogel, Walter Slattery	1.2