

# Identifying Visitors

(WAL Security Procedure 3.2)

WAL takes visitor's positive identification procedures seriously, as it is crucial for safeguarding against unauthorized access, protecting assets and information, and maintaining the overall security and integrity of the company facility.



# Identifying Visitors

(WAL Security Procedure 3.2)

- ❑ The visitors must be issued a temporary visitor badge to enter WAL facilities.
  - All visitors must have an appointment with a WAL employee before arrival.
  - All visitors must show a valid photo identification to receive a temporary badge.
  - All visitors must enter their name, company name, visiting employee name, and visiting date on the visitor log, and sign the log before entering WAL property.
  - All visitors must wear visitor badges while on WAL property.
  - All visitors must return the badge to the reception desk when departing WAL property.

## VISITOR

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Identifying Visitors

(WAL Security Procedure 3.2)

- ❑ The visitor badge must display the following information for positive identification:
  - The visitor’s name
  - The visitor’s company name
  - Badge issued date.
  
- ❑ Visitor badges must be prominently visible while visitors are on WAL property.
  - Badges should be worn on the upper torso, above the waistline, and below the shoulders, where they are easily visible.
  - Visitors should not obstruct or cover their badges with clothing or personal items.
  - Visitors should not alter or deface their badges in any way.
  - It is prohibited to lend or share badges with others.
  
- ❑ Use “Visitor Log” to document the visitor information before granting access to the facility.
  - The log should be maintained by the reception desk.

**Visitor Log**

Date	Name of Visitor	Name of Company	Time In	Time Out	Visitor Signature	ID Type	Name of WAL Employee Visited