We're All Just Passing Through
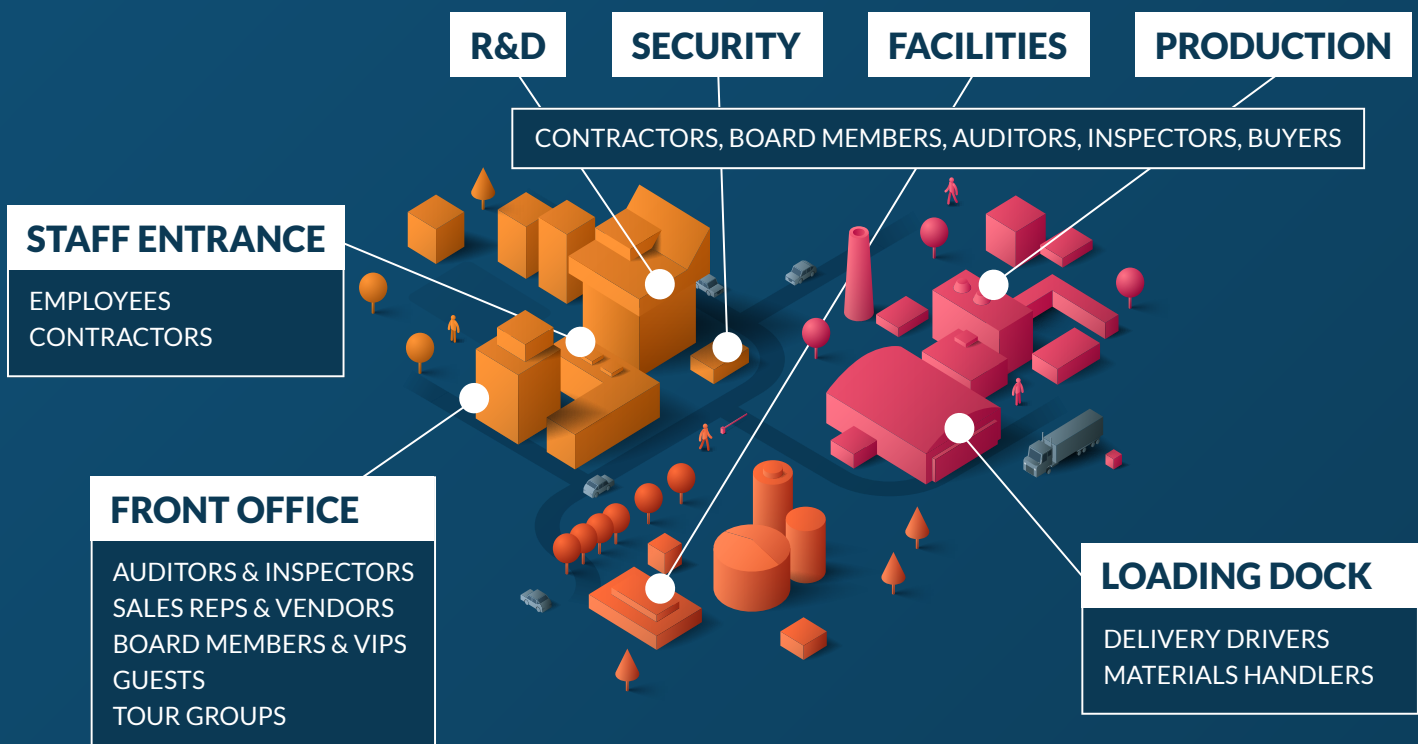
Defining Every Type of Visitor
at Your Manufacturing Facility

"Why would we need a visitor management system? We don't get that many visitors."

We often hear this statement from people in charge of safety, security, and compliance at manufacturing facilities. While you might not think your facilities receive many visitors daily, the reality is likely very different.

Simply put, anyone outside of your organization who enters or accesses your facilities is technically a visitor — not just guests who come through the front doors. A system to accurately track them is critical to ensuring incidents, security threats, or compliance risks don't disrupt or halt production.

Here are some of the most common visitor types your enterprise manufacturing business encounters, the typical areas where they access your facilities, and some examples of what information you might need to collect from them to ensure they don't pose a risk to your security and compliance posture.

R&D **SECURITY** **FACILITIES** **PRODUCTION**

CONTRACTORS, BOARD MEMBERS, AUDITORS, INSPECTORS, BUYERS

STAFF ENTRANCE
EMPLOYEES
CONTRACTORS

FRONT OFFICE
AUDITORS & INSPECTORS
SALES REPS & VENDORS
BOARD MEMBERS & VIPS
GUESTS
TOUR GROUPS

LOADING DOCK
DELIVERY DRIVERS
MATERIALS HANDLERS

From front lobbies to loading docks and warehouse doors, your facilities' different access points likely receive a constant flow of people outside your organization or who don't regularly enter the building. Although you may anticipate and plan for their arrival, these individuals are still considered visitors and must be fully managed and tracked to ensure your organization is proactive in preventing security breaches, compliance failure, and damaging downtime.

Information You'll Need from Various Visitor Types

- **Reason for Visit**
- **Time In/Time Out**
- **Area Accessed**
- **Host Name**
- **Safety Signoff**
- **Liability Waiver**
- **NDA**

- **Citizenship**
- **Security Clearance**
- **Permit Verification**
- **Bill of Lading**
- **Driver Checklist**
- **Identification**
- **Equipment Checkout**

Receptful is a visitor management system built specifically for large-scale manufacturers and the broad spectrum of daily visitors they receive across facilities around the globe. Our software's easily customizable check-in workflows empower you to welcome each and every visitor — from contractors to drivers and everyone in between — with confidence. Learn more at Receptful.com.