

JSASTC – Visitor Notification Form

This form must be submitted at least **24 hours** prior to date of visit.

On completion, please send to: JSASTC Security office jsastcsecurity@hotmail.co.uk

Failure to inform the security office may result in delays or access being denied.

Details of Host

PHOTO IDS TO BE SHOWN IN AND OUT AT ALL TIMES

Name of Host	Organisation	Host's Contact Number	Start Date of Visit	End Date of Visit	Reason for Visit	Visit Destination (inc. Boat Name)	Host's Email Address

Detail of Visitor(s).

Title	Full Name	Representing (Company, Self, etc)

Details of Vehicle(s).

Make	Model	Colour	Registration Number

A site brief will be given at the gate. **All activities requiring compliance with Safe Systems of Work e.g. Accessing confined space, Hot work etc, must not commence without the MoD Permit to Work request form being completed and submitted to the JSASTC 4C's Duty Holder for approval, prior to work commencing.**

ID: Passes and visitor passes to be worn at all times whilst on the site

The notes that follow must be read before submitting this form.

As sponsor/host, you will accept responsibility for: -

- ◆ The conduct of your visitor(s)
- ◆ Ensuring that all visitor(s) are in possession of a valid pass and some form of photo ID (e.g., driving license, passport)
- ◆ Ensuring Security Regulations are complied with as set out in JSASTC Security Standing Orders.
- ◆ Ensuring the visitor(s) fully comply with the appropriate safety legislation and with local procedures for Health & Safety and Environment management.
- ◆ Foreign National visitors are to be met and escorted on all visits when clearance details are unknown