

### FACILITY VISIT FORM

Warehouse Location: \_\_\_\_\_ DATE OF VISIT: \_\_\_\_\_ VISIT TIME: \_\_\_\_\_  
 Purpose of Visit: \_\_\_\_\_

CUSTOMER/VISITOR DETAILS		
NAME OF COMPANY	_____	
DEPARTMENT	_____	
AUTHORISED REPRESENTATIVE (CUSTOMER/VISITOR)		
NAME	_____	
DEPARTMENT	_____	
BRANCH	_____	
CONTACT DETAILS	MOBILE: _____	EMAIL: _____
SIGNATURE AND COMPANY STAMP		
LIST OF STAFF VISITING OEC FACILITY		
#	NAME	SIGNATURE
1		
2		
3		
4		
Note: In case more persons are visiting the Facility, kindly attach another sheet.		

**REQUIRED DOCUMENTS:** PROOF OF IDENTITY - AUTHORISED PHOTO ID CARD

**RULES & REGULATIONS**

- 1: Mobile phones and/or any other restricted items will have to be deposited at the main Security Check. 2: Bags, etc. will be checked at the Security Check.
- 3: Do not misuse company property and equipment. 4: Do not misbehave with company staff or within company premises.
- 5: OEC reserves the right to take action with the help of the local Police Department for any crime committed within OEC premises.
- 6: It is mandatory to carry the Visitor's Identity Card at all times within OEC premises. 7: VISIT TIMINGS: 9:30 AM To 6:00 PM

**SMOKING IS PROHIBITED.**

**THE FOLLOWING ITEMS / MATERIALS ARE NOT PERMITTED WITHIN WAREHOUSE:**

- Flammable Items:** Cigarettes, fuel, paints, lighter fluid, match-sticks, alcohol, oils, etc.
- Explosive Materials:** Fireworks, signal flares, sparklers, helium, gun powder, petrol, diesel, etc.
- Dangerous Chemicals:** Bleach, adhesives, linseed oil, spray starch, insecticides, cleaners and solvents, pepper spray, dry ice, poisons, etc.
- Pressure Containers:** Spray cans, butane, fuel, scuba tanks, propane tanks, CO2 cartridges, mace, etc.
- Sharp / Dangerous Objects:** Firearms, hand-guns, ammunition, box cutters, knives, razor blades, scissors, swords, welding or cutting torches, lighters, kitchen utensils or equipment or tools, replicas of the above, etc.
- Electronic / IT Equipment:** Mobile phones, cameras, video cameras, laptops, pagers, radios, radio scanners, modems, any other battery powered devices, USB Storage Drives, portable HDDs, CDs, DVDs, other Optical Media, portable Optical Drives, Input Devices (Keyboard, Mouse, etc), any other IT Hardware and/or Software.
- Other:** Objectionable / Prohibited Content (film, game, video, publication); anything modified from its usual form to enable something to be concealed in it, anything that poses a risk to the security or good order of the facility, including, for example, a drawing, plan or photo of the facility.

**I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS OF OEC RECORDS MANAGEMENT COMPANY PVT LTD AND HEREBY AGREE TO ABIDE BY THEM. I AM RESPONSIBLE FOR THE ABOVE MENTIONED PERSONS AND THEIR ACTIONS WHILE IN OEC PREMISES. OEC HAS THE RIGHT TO TAKE CORRECTIVE ACTION IN CASE OF VIOLATION OF ANY OF THE ABOVE RULES & REGULATIONS.**

**Note:** Facility Visit does not include retrievals / reference to files / documents.

Signature of Authorized Person (CUSTOMER/VISITOR)			 please register	 please allow bag check	 please allow frisking
 no data storage devices	 no mobile phone	 no laptop	 no alcohol	 no inflammables	 no smoking