

<i>HACCP</i> Europa.com	QUALITY SYSTEMS MANUAL	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Visitors Questionnaire	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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Visitors Questionnaire	
Visitors Name:	
Company Name:	
Host/Person Visiting:	
Date:	
Time:	

In order to maximise the quality and safety of all our products, we request that you take a few moments to complete this questionnaire. By completing the below sections you are complying with food hygiene legislation, health and safety and our Company's policies.

Before entering food areas please indicate if you have had any of the following illness:	YES	NO
1. Have you within the last 7 days suffered from vomiting, diarrhoea and / or stomach infection?		
2. Have you been in contact with anyone with any of the above symptoms?		
3. Have you suffered from any skin infections?		
4. Are you suffering from any ear, nose or throat infections?		
5. Any history of epilepsy or asthma?		
6. Are you currently taking any medication? (No personal medication can be taken into food areas without the consent of the management)		
7. Have you been abroad in the last 4 weeks?		
If yes, can you please indicate the country /countries* that you visited:		

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- We reserve the right to prohibit entry into food areas to anyone who has visited any country that is deemed a potential high risk to personnel and food safety.

We request that you adhere to our policies and procedures. The following is prohibited in all food areas:
1. To wear items of jewellery including watches, earrings, necklaces, bracelets, tie pins etc... (Ethnic jewellery can be worn, but ONLY with the consent of the Quality/Technical Management)
2. To bring food, drinks into the food areas of the premises. This is currently a “Nut Free” environment and all nut type products, including snack bars are prohibited in food areas.
3. Photographic equipment is not allowed without previous permission of the staff member accompanying you. You are required to disclose the intended use of the photographs / footage.
4. Glass / Hard plastic is forbidden in food areas. Visitors who wear glasses or contact lenses must inform their host of any loss or breakage immediately.

IMPORTANT: Please note the following site rules:
In case of fire, please leave the building by the nearest exit and meet other workers / visitors at the nearest designated assembly point at the front of the building.
Please take into account that manual handling equipment is driven on the premises. Please be cautious, accompany your host at all times and be vigilant. Please keep to designated walkways at all times.
Hats and high visibility vests MUST be worn at all times in all operational areas.
Please read the signs beside the visitors’ book; by signing the visitors’ book you are agreeing to abide by the rules indicated.
Unannounced visitors may be asked to produce formal company identification prior to entering the facility.

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Visitors Signature:	
Receptionist / Host Signature:	
Date:	

<i>Amendment Record Sheet</i>			
Issue No	Date	Revised Issue Details	Revised by