Unit Sign-In Tracking Log

All non-operating personnel (e.g. Maintenance, contractor, laboratory, or other support personnel, visitors) and operating personnel not assigned to the unit must sign in and acknowledge any particular unit safety precautions and verbally communicate to unit operations the nature of business, number of people in the group, the location to be entered, and the expected time they will be at the unit. When leaving the unit, notify operations and sign out.
In the event of a unit evacuation, proceed to the closest safe designated evacuation area so that you can be accounted for. If you don't know your closest evacuation area, contact Operations.

This tracking sheet is not meant to relieve the operator of their duty to ensure the work area is safe by conducting a walk-through.

Name *(Legibly Print Full)* **First and Last Name**	**Company**	**Unit**	**Date**	**Purpose**	**Time In**	**Time Out**

This document can be found on the Operations SharePoint Site or in DMS Standing Instructions HSS-262