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| **Ref. No.** |  |

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|  Visitors during the month of  |  | Year: |  | At Approved Location: |  |  |
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|  | **FULL NAME of VISITOR** | **COMPANY or AFFILIATION** | **DATE OF ENTRY** | **ENTRY****TIME** | **EXIT****TIME** | **ENTER SECURE AREA?** *(Specify Areas)* | **PHOTO IDENTIFICATION** | **ESCORT** |  |
| **ID Type** | **ID Number** | **Name** | **Signature** |
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| ***Signature and permit details*** |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name : |  | Position: |  |
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| Permit Holder: |  | Permit No. |  |  | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |
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Explanatory Notes

\*\* Use as many ASO308 forms as necessary to list all visitors during the calendar month listed, for this location \*\*

\*\* Reports shall be submitted to ASNO within 10 working days of the end of the month being reported \*\*

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| **Ref. No.**  | A sequential reference number is required for each form of this type submitted by the Permit Holder (eg, 001, 002, 003, etc). Where amendments are made to a previously submitted form, please use the same reference with a sequential revision number (eg, 003-Rev.1). |
| **Signature and permit details**  | This form must be signed by a representative of the Permit Holder (ie, the organisation) who will take responsibility for, and sign documents on behalf of, the organisation. |
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| **This form replaces the following forms 🡪** | ASO308 (Version 2 issued 16 September 2004) |