

## APPLICATION FOR LABORATORY PASS

Pass No.								
DATE								
ENTRY TIME								
EXIT TIME								
FULL NAME AND POSITION							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
							(signature) *	
COMPANY / ORGANISATION								
APPOINTMENT WITH								
REASON FOR VISIT								
SAFETY DEVICES ASSIGNED	<input type="checkbox"/> HELMET No. ____ <input type="checkbox"/> RETRO-REFLECTIVE BRACES No. ____							

**(\*) YOUR SIGNATURE CONFIRMS FULL ACCEPTANCE OF THE FOLLOWING CONDITIONS:**

### DECLARATION OF CONDUCT BY VISITORS LISTED ABOVE

I will comply with the Istituto Giordano S.p.A. Visitor's Code of Conduct as detailed below:

1. I will keep the laboratory pass in a clearly visible position for the duration of the visit.
2. I will follow the instructions given by the guide.
3. I will follow the signs located on the premises.
4. I will obey the No Smoking regulation throughout the company premises.
5. I will refrain from carrying out any form of unsupervised activity on company premises.
6. I will not use company instruments, facilities, equipment or vehicles without the express prior written consent of Istituto Giordano S.p.A. management.
7. I will wear any personal protective equipment issued to me.
8. I will stay with Istituto Giordano S.p.A. staff at all times.
9. I will refrain from taking photos and/or filming with prior written consent.
10. I will not impede staff in the course of their duties.
11. I will beware of operated machinery and test equipment.
12. I will keep away from hanging or moving loads.
13. I will not touch machinery, systems or laboratory instruments and material stored by or situated close to machinery.
14. I understand that Istituto Giordano S.p.A. cannot be held responsible for the consequences of any wilful and/or negligent actions carried out during the visit by the undersigned and/or any members of my group.
15. I authorise Istituto Giordano S.p.A. to use my personal data according to Legislative Decree No. 196/2003.

[Such persons also permit the simultaneous presence of other subjects of other companies that operate in the area used for laboratory tests.](#)

Where these regulations are not respected or if people or equipment are placed at risk by a visitor's behaviour, Istituto Giordano S.p.A. will be obliged to take whatever action is necessary according to the gravity of the misdemeanour, whether it be a verbal or written warning or expulsion from the laboratory or section.