



Visitor management risk scorecard

Instructions: For each question, assign a score based on your organization's current controls.

- 0 = No Controls in Place
- 1 = Minimal Controls (Basic policies but inconsistently enforced. No VMS* technology enabled)
- 2 = Moderate Controls (Policies in place, generally enforced. Some VMS technology enabled)
- 3 = Strong Controls (Fully implemented and enforced policies. VMS technology fully enabled.)

Calculate the total score and use the risk rating scale to determine your organization's risk level

Visitor access control

Ensuring proper visitor identification and restricted area access is critical for compliance with regulations like, ITAR, PCI-DSS, and HIPAA, to prevent unauthorized entry

1. Do you require visitor pre-registration and approval?

Score (0-3): ____

2. Do you verify visitor identity (e.g., government-issued ID, background check)?

Score (0-3): ____

3. Are visitors assigned temporary badges with access restrictions?

Score (0-3): ____

4. Do you track visitor check-ins/outs digitally for auditing?

Score (0-3): ____

5. Are visitors prevented from accessing restricted areas without authorization?

Score (0-3): ____

Subtotal: ____ /15

Compliance & documentation

Maintaining accurate visitor logs and consent forms supports regulatory adherence to GDPR, CCPA, and OSHA by ensuring data security and workplace safety.

1. Do you maintain detailed visitor logs that comply with industry regulations?

Score (0-3): ____

2. Are visitors required to sign NDAs or confidentiality agreements?

Score (0-3): ____

3. Do you regularly review visitor records for compliance?

Score (0-3): ____

4. Are visitor records securely stored and retained per regulatory guidelines?

Score (0-3): ____

5. Are compliance requirements for visitors clearly communicated?

Score (0-3): ____

Subtotal: ____ /15

Security & safety

Implementing security screenings, surveillance, and escort policies aligns with standards like, CISA, NERC CIP, and FDA, to protect sensitive environments

1. Do you conduct security screenings (bag checks, metal detectors) for high-risk areas?

Score (0-3): ____

2. Are all visitors escorted in sensitive or high-security areas?

Score (0-3): ____

3. Are visitor activity and movements monitored via security cameras?

Score (0-3): ____

4. Are visitors trained or briefed on safety and emergency procedures?

Score (0-3): ____

5. Are visitor policies reviewed and updated regularly?

Score (0-3): ____

Subtotal: ____ /15

Cybersecurity & data protection

Restricting visitor access to networks and sensitive data helps organizations comply with SOC 2, ISO 27001, and FINRA to mitigate cyber threats.

1. Are visitors restricted from connecting personal devices to internal networks?

Score (0-3): ____

2. Is visitor Wi-Fi access controlled and monitored separately from corporate networks?

Score (0-3): ____

3. Are visitor interactions with sensitive data limited and controlled?

Score (0-3): ____

4. Are cybersecurity policies clearly communicated to visitors?

Score (0-3): ____

5. Are visitor cybersecurity risks assessed periodically?

Score (0-3): ____

Subtotal: ____ /15

Emergency preparedness

Tracking visitor locations and integrating them into evacuation plans ensures compliance with NFPA, FEMA, and CFATS for effective emergency response.

1. Are visitors accounted for in emergency evacuation plans?

Score (0-3): ____

2. Can security teams track visitor locations in real time during emergencies?

Score (0-3): ____

3. Are visitors included in emergency drills or safety briefings?

Score (0-3): ____

4. Are there clear procedures to alert visitors of security incidents?

Score (0-3): ____

5. Is emergency response training provided for front desk/security teams?

Score (0-3): ____

Subtotal: ____ /15

Final score calculation

Visitor access control | 15 | ____

Compliance & documentation | 15 | ____

Security & safety | 15 | ____

Cybersecurity & data protection | 15 | ____

Emergency preparedness | 15 | ____

Total score: ____ /75

0 - 25 | High Risk: Immediate action needed to secure visitor management.

26 - 50 | Medium Risk: Gaps exist; enhance policies and controls.

51 - 75 | Low Risk: Strong visitor management in place; maintain and improve as needed.

Close the gaps

If this quiz highlighted that your current process isn't cutting it, let us fix that. Book a demo of Sign In App and see how smarter visitor management closes security gaps, streamlines compliance, and gives your team their time back.

