

## CEDT FACILITIES ACCESS, SAFETY TRAINING AND QUALIFICATION RECORDS

Revision: 2012-11-12

**SECTION A: ACCESS REQUEST to ( ) TANDEM ACCELERATOR BUILDING-TAB (1), ( ) CLEAN ROOMS-JHE 302, 305, 314 (2), ( ) OPTICAL LAB-JHE 317, 318, 318A, 319 (3)**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>USER'S SIGNATURE:</b>
<b>EMAIL (MACID):</b>	<b>STATUS:</b> (M.Sc., Ph.D., PDF, Prof., Visitor)	<b>DEPARTMENT:</b>
<b>SUPERVISOR:</b>	<b>SUPERVISOR'S SIGNATURE:</b>	
<b>PROJECT KEYWORDS:</b>		

**RULES AND CONDITIONS:**

1. Training is done by CEDT research staff or by a designated qualified person only.
2. Independent access to and use of the CEDT equipment will be granted only after qualification of the trainee by CEDT research staff.
3. Review and operate CEDT equipment only according to the Standard Operating Procedure (SOP).
4. Appropriate workplace and task specific Personal Protective Equipment (PPE) must be used at all times.
5. Inform CEDT staff immediately if equipment is not working properly or a safety hazard is identified.
6. No equipment or tools can be borrowed from, brought into or relocated within the CEDT facilities, without CEDT staff permission.
7. No hardware, software or firmware is allowed to be installed, modified or removed from CEDT computers and equipment without CEDT staff permission.
8. Do not lend your access card or keys to other people or provide access to them.
9. Do not prop open fire doors.
10. The latest fee schedule can be found on the CEDT website.

SECTION B: PRE-QUALIFICATIONS:	TAKEN ON: [dd/mm/yy]	APPLICANT'S SIGNATURE	EXPIRY DATE: [dd/mm/yy]	SECTION C: MANDATORY (IF APPLICABLE)	TAKEN ON: [dd/mm/yy]	APPLICANT'S SIGNATURE	EXPIRY DATE: [dd/mm/yy]
WHMIS CORE				WORK ALONE POLICY (1,2,3)			
CEDT INTRO				FIRE SAFETY (1,2,3)			
SECTION D: TASK-SPECIFIC TRAINING	TAKEN ON: [dd/mm/yy]	APPLICANT'S SIGNATURE	EXPIRY DATE: [dd/mm/yy]	SECTION E: RECOMMENDED COURSES	TAKEN ON: [dd/mm/yy]	APPLICANT'S SIGNATURE	EXPIRY DATE: [dd/mm/yy]
HF(1,2)				HAZARDS AWARENESS (1,2,3)			
RADIATION (1)				BASIC ELECTRICITY (1,2,3)			
GAS CYLINDER (1,2,3)							
CHEMICAL HANDLING AND SPILLS (1,2,3)							
LASER SAFETY (1,2,3)							