

Lab User Application for Visitors

1. Host staff obtains the form "**Application for Visitors Performing Experimental Work in SES Laboratories**" from SES departmental webpage or the lab technician.
2. Host staff completes the above form by providing information of the host staff, visitor and the SES laboratory location
3. Host staff obtain the signatures of the visitor and the visitor's supervisor, as well as the document for insurance coverage from the visitor's organization

Host staff submits the signed form to lab technician together with the insurance document for obtaining **approval from Head of Department (HoD)/Delegate** and for arranging the "**Lab Safety Examination**".

Approval from HoD/Delegate obtained

Visitor attempts the **Lab Safety Examination** on Moodle (minimum score 70%)

Is the visitor's score in the Lab Safety Examination higher or equal to 70% ?

NO

YES

Visitor is eligible to access the laboratories and he/she will be registered in the lab door access system