Card Access Application Form

Part A: Instructions

All new applicants for card access must submit this form together with the <u>completed Safety and Health Induction Form</u>

Part B: Applicant's Details

Name: _____   Card Number: _____

Email: _____   Contact Number: _____

Access Type:

☐ Staff   ☐ Postgraduate   ☐ Undergraduate   ☐ Others

Duration of candidature / contract / visiting period: _____ to _____

Card Access Required:

☐ E7-02-03   ☐ E7-02-04   ☐ E7-02-05   ☐ E7-04-05

☐ E7-04-06   ☐ E7-05-01   ☐ E7-05-02   ☐ E7-05-06

☐ E7-06-02   ☐ E7-06-03/03G*   ☐ E7-06-04   ☐ E7-06-05

Please note:
- Default Access Hours: Staff & postgraduate – 24 hours
  Undergraduate – Office hour

- "Buddy System" is a must for staff/student working after office hour

*For access to E7-06-03G, please submit risk assessment and OSHBIO08 training certificate to Dinah

Part C: Approval by PI/Lab supervisor

☐ Approved   ☐ Not Approved

PI / Lab Supervisor: _____   _____
                                                                                Signature / Date

Part D: To be completed by Card Access Administrator

Card Access Administrator: _____   _____
                                                                                        Signature/Date