

HAZOP COVERPAGE

This form **must** be stapled to the required documentation* (relating to any SMOU and HAZOP performed). **No one is to sign this form until the relevant documentation has been reviewed.** The User is to keep this form and documentation in his/her *Green Folder*. **This completed coveragepage AND related documents on SMOU and HAZOP constitute a Permit to Work.**

Name of User (Researcher) : _____

Project Title: _____

By signing this form the:

- **User** agrees to follow the work process as detailed in the accompanying documentation (SMOU and HAZOP)
- **Supervisor** confirms that he/she has reviewed the attached documents (SMOU and HAZOP), consulted with the CTO and appropriate PIC/s where necessary or required, and is satisfied that the user can proceed safely with the work.
- **NOTE:** If there is a new procedure to be used, or any modification to be made, the USER and SUPERVISOR must prepare a NEW coveragepage with attached documentation.

	Name	Signature	Date	Remarks
USER				
SUPERVISOR				

This cover page refers to the documentation enclosed and is for the following:

Lab Room number/s:	
Specific experiment or procedure (Name the experiment/s for which you have prepared the HAZOP for)	
Equipment (Name the major equipment that is involved in the HAZOP)	

NOTES/GUIDE

- This coveragepage **must be accompanied** with all relevant supporting *documentation (e.g. HAZOPS, MSDS, Risk Assessments, Hazard Identification) contained within a department-issued *Green Folder*.
- PIC = Person-In-Charge of the lab; CTO = Chief Technical Officer
- The researcher/user named above should be able to produce this work permit AND the green folder when required to by an authorised person (e.g. PIC, CTO). Non-compliance will be dealt with accordingly..