



This form is to be used where a Standard Work or Operating Procedure indicates that a permit is required for a student to carry out a process unsupervised, or where a student wishes to operate equipment and machinery unsupervised.

**APPLICATION**

Name of Applicant: \_\_\_\_\_

Department: \_\_\_\_\_

I wish to apply for approval to carry out, unsupervised, the following Standard Work or Operating Procedure (SWP/SOP), and/or to use, unsupervised, the following equipment and facilities:

Process/Equipment: \_\_\_\_\_

Studio/Location: \_\_\_\_\_

From (Start): \_\_\_\_\_ AM/PM      Date: \_\_\_\_\_

To (Permit Expires): \_\_\_\_\_ AM/PM      Date: \_\_\_\_\_

*I certify that I have read and understand the requirements of the SWP/SOP, and/or I have been instructed on the correct operating and safety procedures applicable to this process or equipment. I agree to, comply with the SWP/SOP requirements and, follow the correct operating and safety procedures and, comply with any special precautions and/or instructions listed below.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(To be completed by Lecturer in Charge of the Studio)

**Special precautions/instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(To be completed by Lecturer in Charge of the Studio)

**APPROVAL**

The above applicant is authorised to carry out, unsupervised, the procedure and/or operate the equipment as detailed above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**APPROVING OFFICER NOTE:**

A copy of this Permit is to be forwarded to the Operations Manager. The original is to be held by the applicant.