APPENDIX A: LAB COMMISSIONING NOTIFICATION & VERIFICATION FORM

Details of Academic Supervisor		
Name	Contact No. (office)	Designation
Department/Organization/Institution	Location of laboratory/workshop	Email
Key Contact Person of Laboratory/Workshop (i.e. LO,RF,RA) Name		Contact No.:
☐ New Laboratory/Workshop Space (new constructed or renovated laboratory/workshop) ☐ Occupancy (take over existing laboratory/workshop space from another Academic Supervisor) Remarks_____ _____		Notification Date:

	Items	Yes	No	NA	Comments
Security					
Academic Supervisor to conduct an assessment and ensure the relevant security controls have been identified					
1	Access to laboratory/workshop is secure and functioning. (Lock and key, card access system etc.)	☐	☐	☐	
General Safety & Health					
Academic Supervisor to conduct risk assessments to determine the relevant sections below and implement controls for general housekeeping and labelling.					
2	Risk assessments have been conducted.	☐	☐	☐	
3	Appropriate Personal Protective Equipment have been identified and provided for: • Eye protection (safety glasses, goggles/laser goggles, face shield) • Gloves (gloves against chemical and biological hazards, thermal resistant gloves) • Body protection (Lab coat, apron/lead apron) • Respiratory protection (N95, gas cartridges) • Hearing protection (ear plugs, ear muffs) • Foot protection (safety boots/shoes)	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	
4	Heavy items are stored on lower shelves.	☐	☐	☐	
5	Items stored on top of shelves have a distance of at least 50 cm clearance from the sprinkler.	☐	☐	☐	
6	Laboratory/Workshop notice displaying the various safety hazards and PPE requirements is posted at the entrance.	☐	☐	☐	
7	Eating and drinking prohibition signage is posted.	☐	☐	☐	
8	Food storage prohibition signage is posted on refrigerator door(s).	☐	☐	☐	

9	Hangers/ hooks for lab coats are available.	☐	☐	☐	
10	Waste bins / bags / carboys / sharp bins are available for proper waste segregation and disposal.	☐	☐	☐	
11	Inventory records for hazardous materials are available: a) Regulated chemicals b) Biological materials (including all lentivirus vectors) c) Radioactive materials	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
Laboratory/Workshop Equipment					
Academic Supervisor to conduct risk assessments and implement controls to manage laboratory/workshop hazards (i.e. biological, chemical, radiation, mechanical and electrical hazards)					
12	These equipment have been certified, tested or examined: • Fume hood • Biosafety Cabinet (BSC) • Glovebox • Pressure vessel e.g. autoclaves • Other statutory equipment e.g., lifting equipment or machine • UPS system	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	
13	Cryogenic storage containers are kept in well ventilated places (i.e. not to be kept in cold rooms)	☐	☐	☐	
14	Equipment have the relevant warning labels.	☐	☐	☐	
Biological Safety (☐ NA)					
BSL level – BSL1 / BSL2 / BSL3 / Others					
15	Applicable licences/permits/approvals have been obtained for regulated biological agents (under BATA), RG2 veterinary biologics, GMOs, arthropods and lab animals, and are valid.	☐	☐	☐	
16	Biosafety cabinets are available for use where there is a potential for generating aerosols when handling biological samples.	☐	☐	☐	
17	Centrifuge safety cups are available for use in BSL2/BSL3 laboratory.	☐	☐	☐	
18	HEPA filter is available in the vacuum line of a vacuum flask in BSL2 laboratory.	☐	☐	☐	
19	Biological samples are labelled properly and stored in a secure place.	☐	☐	☐	
Chemical Safety (☐ NA)					
20	Chemicals are kept in appropriate storage cabinets (e.g. Acids and Bases in separate Corrosive Cabinets & Flammables in Flammable Safety Cabinets)	☐	☐	☐	
21	Controlled substances are kept under log, lock & key (e.g. poisons, controlled drugs, explosive precursors, NACWC chemicals)	☐	☐	☐	

22	Flammable liquids and gases are kept within the maximum allowable limit (MAQ) *Indicate the MAQ (_____)*	☐	☐	☐	
23	Flammable liquids are not stored near ignition sources.	☐	☐	☐	
24	Chemical bottles/containers are in good condition and labelled (e.g. identity of chemical, GHS label).	☐	☐	☐	
25	Each gas cylinder is marked with the identity of its contents.	☐	☐	☐	
26	Gas cylinders are secured and chained (chain or strap) so that they will not tip over or topple.	☐	☐	☐	
27	Semi-quantitative risk assessment (SQRA) has been conducted.	☐	☐	☐	
Radiation Safety (☐ NA)					
28	Licences are available and valid. (R1 / L2 / L3 / L4 / L5 / L6 / N2 / N3 / Others)	☐	☐	☐	
29	Hazard warning signage/label is available: • Entrance of work area • Ionising radiation label at work area and on materials / equipment / tools • MRI warning label at work area and on materials / equipment / tools • Laser radiation warning labels on all laser systems or machines • Laser warning sign at entrance of the laser control area	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
30	Controls are in place to manage exposure: • Shielding for ionizing radiation / MRI work • TLD badge for exposure monitoring • Detector, Scintillation counters for contamination monitoring and calibration records are available • Protective housing with safety interlocks (for enclosed systems/equipment) • Laser control area with appropriate laser barriers/filters & controlled access for use of laser, where exposure is above the Maximum Permissible Exposure Limits (during normal use or maintenance) • Class 3B/4 laser system/equipment incorporated with key controlled master switch or computer access code. • Laser eyewear protection with appropriate OD for the relevant laser wavelength	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	
31	Radioactive materials/waste are stored appropriately, properly shielded, labelled and secured.	☐	☐	☐	
Mechanical and Electrical Safety					
32	Rotating equipment parts are appropriately guarded.	☐	☐	☐	
33	No overloaded electrical outlets, no daisy-chaining.	☐	☐	☐	

34	Cords are not placed in pathways or other areas which obstruct pathways/pose tripping hazards (i.e. taped down, covered)	☐	☐	☐	
35	Plugs, cords and outlets are in good condition.	☐	☐	☐	
36	Electrical plug of equipment has one of the following labels - Safety Mark, BS 1363, BS 4573, BS EN 50075 or BS 546.	☐	☐	☐	
Emergency Preparedness					
Academic Supervisor to identify emergency response equipment required and ensure their operability.					
37	Emergency telephone numbers are posted near entrances.	☐	☐	☐	
38	Installation, access and visibility of the following safety equipment is adequate: • Safety shower • Eye wash • Emergency exit • Fire call point • Firefighting equipment (e.g. fire extinguisher, fire blanket, sprinkler system) *(ensure safety shower and eye wash is made live)*	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
39	Installation, access and visibility of the following specialized safety equipment/system is adequate: • First aid box • Spill response kit • Fixed/portable gas detection and alarm system • Room emergency purging system • Others (please specify) _____ *(ensure gas detection system, room emergency purging System, auto extinguishing system is made live)*	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
40	Inspection tags and signages for relevant Emergency / specialised safety equipment are present.	☐	☐	☐	
Additional items which will be used/stored in near future? **(biological agents, chemicals, radioactive materials, equipment etc.)**					
Confirmation by Academic Supervisor					

_____ Name and Signature of Academic Supervisor	_____ Date

S/N	Follow-up Action	Completion date
Verification by Safety and Health Officer		
_____ _____ Name Signature		_____ Date