**Science Security Access Request Form**

***By completing and submitting this form you are declaring the person(s) listed in the above table have completed***

***all essential training, induction processes and*** [***Research Project Safety Plan (RPSP)***](https://staff.uts.edu.au/teams/scienceworkhealthsafety/pages/documents.aspx?library=Research%20Project%20Safety%20Plan)

*(Note: it is at the discretion of the Facility Manager to approve access to this request based on the fulfilment of all essential requirements to access the required facilities)*

**To be completed by supervisor**

**Do not scan this form, please submit in word format**

|  |  |  |
| --- | --- | --- |
| **Supervisor Name:** |  | Enter name here |
|  |  |  |
| **Faculty / School / Institute:** |  | Choose an item. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name***Example: Doe* | **First Name***Example: John* | **Staff / Student / Honorary***Example: Student* | **Staff / Student / Honorary****(ID Number)***Example: 000000* | **Provide a description for the type of access required. Please provide as much detail as possible to assist****e.g. after hours, standard hours, general floor, foyer, workspace access**[**You can also refer here for more specific access groups**](https://staff.uts.edu.au/teams/scifacilities/pages/documents.aspx?RootFolder=%2Fteams%2Fscifacilities%2FSecurityAdministration%2FDoor%20and%20Floor%20Access%20Groups&FolderCTID=0x0120009C30D959C501A048AE3AA2D75CD4693F&View=%7b8FFD20D8-84A6-4D1C-B75D-90B9601E896A%7d)*Example: Requires general floor access and lab access to Environment Research labs or general office space only etc.* | **Building (s) Access****Bldg. 4****Bldg. 7** *Example:**4 and 7* | **Floor(s) Access***Example:**5* | **List Access lifts***Example:**Thomas St: lvl 2,3,4,6**Harris st:**Lvl 2,3,4,6* | **Key Cabinet****(specify what keys)** *Example: level & lab key, glass house key etc.* | **Include a hyperlink to the relevant RPSP to assist the relevant facility manager in verifying the need for access** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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