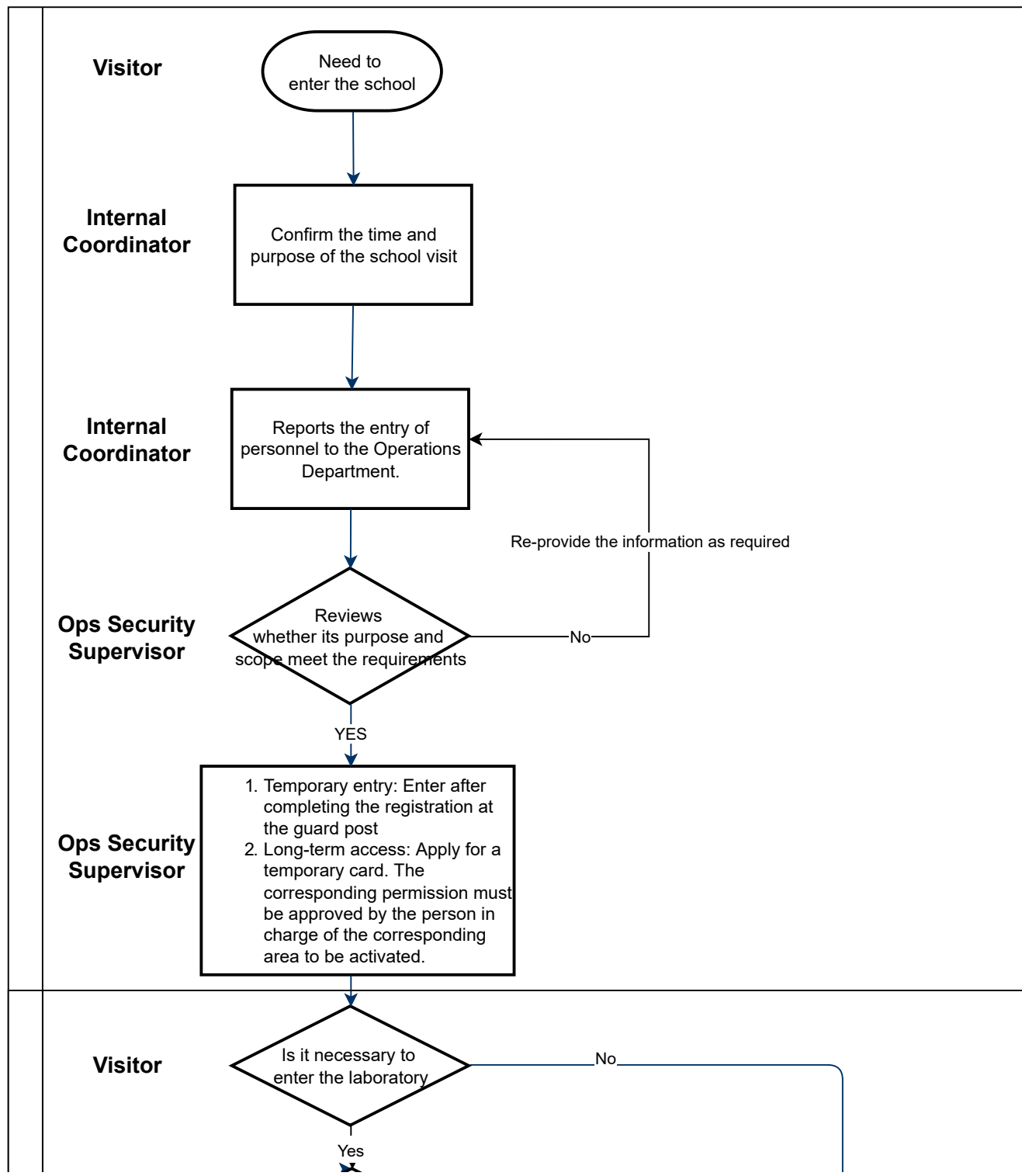


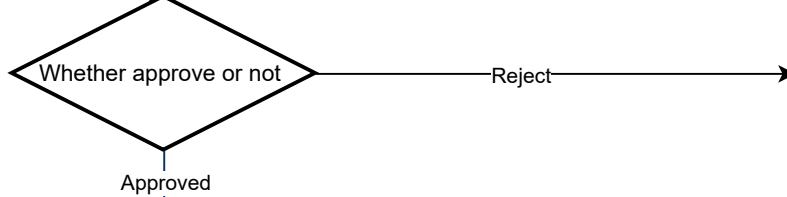


Guidelines on the access of External Laboratory Personnel

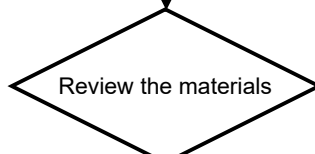
The guideline aims to standardize the access process for external personnel attending laboratory activities.

Applicable to the following personnel:

1. Collaborative exchange projects between universities.
2. Joint training programs with other institutions for scholars.
3. Staff from external enterprises

Lab PI/safety officer**Visitor**

Provide relevant materials to the laboratory supervisor/safety officer (Work plan, work content, personnel insurance, contract content (if any), etc.

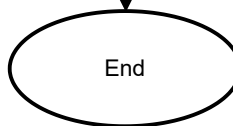
Lab PI/safety officer**EHS**

The lab PI/safety officer informed EHS, and EHS provided safety training

Visitor

Participate in the training and pass the assessment sign a safety commitment letter with the target laboratory

If you hold a temporary card, you need to return it to the Operations Department after the visit ends



外来人员

需要申请入校

校内联络人

确认访校时间和目的

校内联络人

向运营部
申报人员入校。

运营部安保主管

审核其目的
及范围是否符合要求

按要求重新提供信息

YES

运营部安保主管

办理准入类型：
1. 临时进入：在门卫处
完成登记后进入
2. 长期进入：申请领取
临时卡，对应的权限
需获得对应区域负责
人同意以开启。

否

外来人员

是否需要进入实验室

是

广以关于外来实验人员准入指引

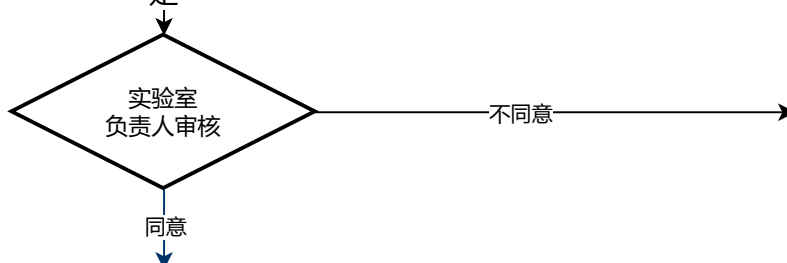
本指引旨在协助广以规范外来实验会人员准入流程。

适用于以下人员准入：

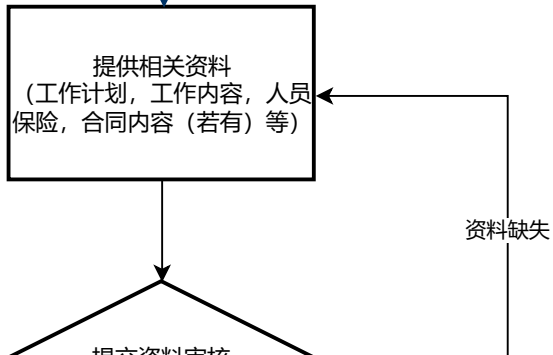
- 一、高校间合作交流项目。
- 二、与其他机构联合开展学者培训项目。
- 三、企业人员。

实验室准入申请流程

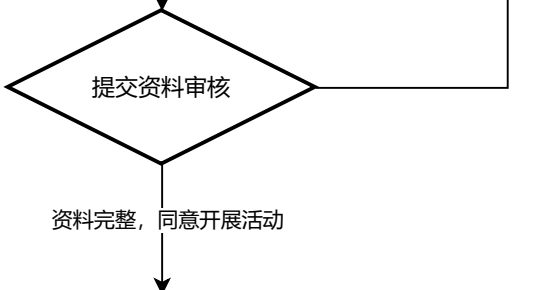
被访问实验室
负责人



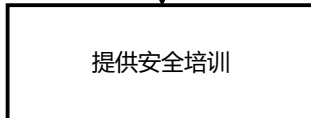
外来人员



实验室负责人/
安全员



EHS



外来人员

