Version No.: 01 Revision No.: 02 Effective Date: Oct 2024



SAFETY PERMIT FOR IIUM EVENT (SPIE)

OCCUPATIONAL SAFETY, HEALTH AND BUILT ENVIRONMENT (OSHBE) DEPARTMENT

This Safety Permit for IIUM Events (SPIE) is part of the Occupational Safety, Health & Built Environment (OSHBE) Department's initiatives to be implemented at the International Islamic University Malaysia (IIUM). This permit will assist organizations within IIUM in reducing the likelihood of incidents or accidents during high-risk programs or activities that require mitigation support from the OSHBE.

*THIS SPIE SHALL BE APPLIED AT LEAST 2 WEEKS BEFORE THE PROGRAMME COMMENCES AND THE APPROVAL IS SUBJECT TO SUBMISSION OF COMPLETE REQUIRED DOCUMENTS.

1. Programme/Event Information				
Name of programme				
Programme description				
Programme organiser(s)				
Contact person	Name: Staff/Matric/ID no.: Mobile no.: Email:			
Venue				
Proposed programme date/time	Start date: End date:	Start time: End time:		
Estimated attendance				

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The listed documents are compulsory and must be attached together to this form:				
No.	Item	Tick		
	Copy of programme proposal			
1	Details of event, tentative, details of activities, time(s), location(s), Organising			
	Committee, Safety plan, Emergency plan, etc.			
2	Copy of certificate for competencies i.e. First Aider, Life Saver and others (if			
	applicable)			
3	Copy of insurance coverage policy for non Staff or Students			
4	Copy of Appendix I: Indemnity letter. Each participant is required to fill in the form			

Requested by	Checked by
PROGRAMME MANAGER	OFFICER-IN-CHARGE
(Signature)	(Signature and Official Stamp)
Name:	Name:
Date:	Date:

Recommended by	Approved by
Name:	Name:
Date:	Date:





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This SPIE has been appropriately checked, however, the programme/event organiser is responsible for the health, safety, and welfare of people attending your programme/event, as well as that of employees, contractors, and subcontractors working at the programme/event. This document is intended to disseminate guidance and good practice. No responsibility can be accepted by the author or its contributors for any inaccuracies or omissions. OSHBE Department is not liable for any unplanned accident or damages caused by the organizer.