



## SAFETY PERMIT FOR IIUM EVENT (SPIE)

OCCUPATIONAL SAFETY, HEALTH AND BUILT ENVIRONMENT (OSHBE) DEPARTMENT

### 2. Document Checklists

The listed documents are compulsory and must be attached together to this form:

No.	Item	Tick
1	Copy of programme proposal 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
..... <b>PROGRAMME MANAGER</b> (Signature)	..... <b>OFFICER-IN-CHARGE</b> (Signature and Official Stamp)
Name:	Name:
Date:	Date:

Recommended by	Approved by
..... <b>DEAN/DIRECTOR/HOD/PRINCIPAL</b> (Signature and Official Stamp)	..... <b>DIRECTOR OSHBE</b> (Signature and Official Stamp)
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.*