

Procedure for requesting authorisation FVC

Introduction

For research and education purposes, a large number of substances with various hazard properties are used at the Faculty of Health, Medicine and Life Sciences (FHML). To prevent hazards from becoming risks, FHML has implemented procedures and provisions at various levels.

The Fire Ventilated Cabinet (FVC), in Dutch: BrandVeiligheidsKast (BVK), is a physical facility whose accessibility is restricted by means of a procedure. To this end, only authorised employees are given access to the FVC. Authorisation is based on knowledge and skills. This is done by means of a diploma and/or assessment from the chemical manager and HSB.

Working method

The employee applies for authorisation to the chemicals manager of the department. This assesses the application for necessity and suitability. The chemicals administrator applies for authorisation for the employee to HSB. HSB assesses the application, applying the criteria below. If necessary, asks for an approval by department chairperson/department head.

If the criteria are met, authorisation is requested at UM-card.

Criteria for authorisation Fire-safe cabinet (FVC)

The following requirements have been drawn up for obtaining authorisation for one or more FVC.

- The applicant must have a registration at FHML/University of Maastricht;
- The applicant must have an e-mail address under the domain maastrichtuniversity.nl;
- The applicant must have the need to access a FVC;
- The applicant must have knowledge and skills to handle materials in FVC, at the discretion of the chemicals administrator /HSB

	Requirements	Appointment	Duration authorisation
UM employees	Suitable prior education	indefinite	5 years
UM employees	Suitable prior education	temporary	Contract duration or maximum 2 years
AIO/PhD student	Suitable prior education	temporary	Contract duration or maximum 2 years
Externals (other than department/division)	Suitable prior education, Approval of department chairman	temporary	Contract duration or maximum 2 years
Employees	No appropriate prior education, Approval of department chairman	temporary	Contract duration or maximum 1 years

Abbreviations list

BVK	Brand Veiligheid Kast
FHML	Faculty of Health, Medicine and Life Sciences
FVC	Fire Ventilated Cabinet
UM	Maastricht University

Request for authorisation Fire Ventilated Cabinet (FVC)

Department / Division :

Department Chairman / Head :

Chemical Administrator :

Subject to knowledge and skills.

- Knowledge demonstrable through training.
- Skills to be assessed by chemical administrator or HSB

Employee :

Department/Organisation/Company :

Position :

E-mail address :

Appointment :

End date appointment :

SAPnr (8 digits) :

Umc card nr (6 digits) :

Readernr FVC :

Location FVC (roomno.) :

Signature

Department Chairman / Head

Signature

Chemical Administrator

Date:

Date: