

FLOW CHART TO APPLY FOR NEA N3 LICENSE EXEMPTION FOR CONFOCAL MICROSCOPES

With effect from 5 Oct 2018, Faculty / School / Department / Research Centre or Research Institute (“Department”) using confocal microscopes containing class 3B or 4 lasers can be exempted from the NEA requirement for users to have N3 User licences.

1. “Department” appoints “[Senior Staff](#)” who is competent with laser safety and cognisant of the risk of confocal microscopes



2. “Senior Staff” completes the [Letter of Undertaking and supporting Annexes](#) (oversees and ensures that the [conditions](#) from NEA are met)



3. “Senior Staff” makes sure the Letter of Undertaking is signed by the Head of Department/Director



4. “Senior Staff” submits Letter of Undertaking and supporting Annexes to OSHE (safety@nus.edu.sg) for review via email



5. OSHE submits Letter of Undertaking to NEA for approval

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6. OSHE approaches “Senior Staff” for any clarification of issues raised by NEA



7. OSHE arranges site inspection upon NEA’s request



8. NEA issues N3 Licence exemption notification to OSHE via email



9. OSHE issues N3 licence exemption notification to “Senior Staff” and SHO via email



10. Department/ Principal Investigator maintain OSHE N3 licence exemption notification email and all supporting documents at Department / Principal Investigator’s [WSHIR](#)



11. When there are changes to the “Senior Staff”, “Senior Staff” submits [Annex A](#) to OSHE via email



12. OSHE submits [Annex A](#) to NEA for notification

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13. When there are changes to the laser power, “Senior Staff” submits [Letter of Undertaking](#) to OSHE for review via email



14. OSHE submits Letter of Undertaking to NEA for approval



15. “Senior Staff” ensures laser power measurements are updated annually and whenever a new laser is used and maintain the record at Department / Principal Investigator’s WSHIR



16. OSHE will audit the documents and records during the periodic SHMS audit.

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