

Visitor Information Request

Date:

Name of applicant:

Designation:

Department / Organization:

Email:

Mobile:

Chemical Eng. Personal Accompanying:

Purpose Of Visit:

Date and Time Of Visit:

Duration Of Visit

Requestor Signature:

*\*\* For Office Use Only*

Lab Coordinator Signature:

Head of Department Signature:

Notes:

- The visitor should follow all updated Covid-19 protocols implemented by the government authorities, not limited to the use of facemask, sanitizer and practicing social distancing.
- The visitor is not allowed to enter the lab without proper PPE.
- The visitor can bring his own PPE otherwise should inform earlier to arrange the same.
- The visitor is not allowed to operate any laboratory equipment or conduct any experiment.
- The visitor should follow all the safety guidelines from QU, also depends on the specific nature of the lab based on the guidelines provided.