**From:**

**Department:**

**Date:**

Designated persons to retrieve/deposit chemical in/from Dangerous Goods Stores

I would like to designate the following members of my staff **who are competent\*** to retrieve/deposit chemicals in/from Dangerous Goods Stores on behalf of my department/office:

(Designated person should not be less than two.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Post** | **Extension** | **E-mail address** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Signature:**

Head of Department

*\*Staff who are appointed as designated persons must be qualified/trained to handle Dangerous Goods in the retrieval /deposit process. Supporting evidence of qualification/training should be sent together with this form. If training is required, department can contact HSEO for arrangement*