Flow Chart for obtaining Laser User Licence (N3 licence)

An N3 licence is required for individuals who work with Class 3B and/or Class 4 laser equipment. The laser classification of the equipment can be obtained from the operation manual or from the equipment manufacturer.

Complete <u>CANVAS</u> Laser Safety training (OSHRAD02) Instructions on how to complete CANVAS training can be found <u>here</u>.

Fill in <u>Authorization Form</u> for Occupational Health Services and obtain approval. Bring the form to the clinic on the day of the medical check.

Make an appointment with NUS Occupational Health Clinic to complete the medical certificate for laser operator.

For Appointments: https://odmc.as.me/
General Enquiries: OHClinic@nus.edu.sg Tel: 6601 1781

Submit online application for licence on <u>GoBusiness Licensing</u>.

A step-by-step guide on user licence application can be found <u>here</u>.

(Select the licences you need and apply for them with the Self-Service feature)

NEA RPNSG will notify applicant if a licence qualifying test is required.

Schedule and complete qualifying test at RPNSG
Study notes for the test can be downloaded from the <u>NEA website</u>
(Our Services > Radiation Safety > Radiation Protection Services > Training & Education)

Licence will be sent to applicant via email that was indicated in the GoBusiness Licensing application.

Provide licence information to Safety Coordinator / Safety Lead to update into PI or Department WSHIR.

Start work with Class 3B / Class 4 lasers