Competency Training Record for use of **Ruby Laser Spectrometer (realignment and maintenance)**.

Location: **Physics Room 127**.

PIs: **Paul Goddard**.

Synopsis of training

The training will establish that the user:

— has read and understood the details of the risk assessment and the safe system of work
— has undertaken all online training modules required by University
— is registered as a Laser User with the University
— has read all instruction manuals relevant to using equipment
— understands what actions to take in case of emergency
— understands the out-of-hours working policy

In addition, the following key issues/hazards will be discussed:

— Dangers of Class 3B laser to eyes and skin
— Dangers of reflected light
— Use of goggles and choice of goggles
— Purpose of interlock system
— Securing the room
— Two-person rule

Competency in the following tasks is to be established:

— Safely accessing and switching on equipment
— Realignment procedure
— Switching equipment off and making safe the interlock system

Note: for previously trained users a training refresh can be completed through the user demonstrating competence and understanding of the standard operating procedures, rather than a formal training session.

List of approved users

Name	Training Date	Refresh Date	Authorised by	Signature
Matthew Coak	30/11/21	30/11/24	Paul Goddard	