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| **To the**  **Directorate IV Real Estate Management**  **Unit IV A Safety and environmental protection**  **Technical University of Darmstadt** | **By:** Institute/Facility: |

**1. I hereby request that Ms/Mr be appointed as laser protection officer:**

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| Last name, first name: |  |
| Activity performed: |  |
| Employment relationship:  (please specify any time limit) |  |
| Phone / email: |  |
| Area of responsibility (institute/department/research group) of the laser protection officer: |  |
| Technical qualification certificates for the acquisition of the required knowledge in laser protection must be attached: | 1. Certificate of timely performed activity at correspondinglaser facilities  2. Certificate of successful attendance of a recognised laser protection course |
| Name of the responsible person: |  |

**2. The following employees continue to be employed by the institute/facility or university, but are to be relieved of their duties as laser protection officers:**

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| Last name, first name: | **Date, signature of the laser protection officer** |
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**3. The following employees are leaving the institute/facility and the university and can therefore no longer act as laser protection officers:**

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**After the appointment/dismissal of laser protection officers by Unit IV A, I will announce the changes in the institute/facility.**

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| --- | --- |
| Date, signature of the responsible person |  |

**Attachments: Qualification certificates of the future laser protection officer**