

# TRI Tour Request and Authorisation Form – TRI-550-009

Use this form to request a Tour of TRI facilities as detailed in the [TRI Event Procedure](#).

For tours held on Levels 3 to 7, external (non-TRI), guests must:

- Sign in as visitors at TRI Reception; and
- Be accompanied by a TRI access cardholder at all times.

Tours that will visit TRI Laboratories and/or Cleanrooms, should not:

- Exceed 8 guests\*.
- Include minors under 18 years\*.

\*Organisers must seek special approval from the WHS team and the Cleanroom Services Manager (as relevant) if the proposed tour includes more than 8 guests or minors under 18.

**This application form must be accompanied by a floorplan marked with the proposed tour route.**

Additional approval is required for to visit TRI's Cleanroom. Please note, tours are not permitted to access high risk areas, such as the PC3 laboratories.

If approved, laboratory tours must comply with all requirements in the [TRI Laboratory Visitors Information Sheet](#) including the Laboratory Visitor Safety Rules.

## Tour information

Tour name	Tour date and time	Who requested	Date requested
Proposed tour leaders		Contact names	Contact numbers

## Building access

TRI building cardholder will attend entire tour	TRI building cardholder names	TRI building cardholder contact numbers	TRI/Partner institution name
<input type="checkbox"/> Yes <input type="checkbox"/> No			

## Tour details

Spaces you intend to visit at TRI (please list the floor/s and specific space/s, and **please specify if you are requesting to visit the TRI Cleanroom area**)

Guest list - attach a separate sheet if required. Identify any minors and mobility impaired guests.  
NOTE: Group sign-in is available - guest names must be forwarded to TRI Events at least 3 days in advance.

Emergency plan - including lost guests, evacuation and other considerations

**For tours that will visit any Laboratory areas,**  
approval from the WHS Manager is required (safety@tri.edu.au)

**For tours that propose to visit Cleanroom areas,**  
approval from the Cleanroom Services Manager is required (cleanroom@tri.edu.au)

**All tour requests must be submitted to the TRI Events team for approval**  
(events@tri.edu.au)

Tour assessment - TRI Internal Use Only			
Approval – by WHS			
Name	Role	Outcome	Date
	WHS Manager/ representative	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Notes			

**FORWARD TO Cleanroom Services Manager cleanroom@tri.edu.au (as required)**

Approval – by Cleanroom Services Manager			
Name	Role	Outcome	Date
	Cleanroom Services Manager	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Notes			

**FORWARD TO events@tri.edu.au**

Endorsement – by Director - Communications and Marketing			
Name	Role	Outcome	Date
	Director	<input type="checkbox"/> Endorsed <input type="checkbox"/> Not endorsed	