



Laser Activation Checklist

Complete the following checklist to introduce Class 3b or 4 laser system into a laboratory. This form shall be filled out by Laser Instrument Specialist during assembly and reviewed/approved by the Laser Safety Officer. This form must be filled out when a laser system is modified or moved to a new location.

General Information:

Laser Instrument Specialist(s): (Point of Contact for this laser)	
Hazard Analysis reviewed by Laser Instrument Specialist?	
Operators will include: (Check all that apply)	<input type="checkbox"/> Student(s) <input type="checkbox"/> External(s)
Reminder: Each lab user must have L 001 training	
Reminder: Each Operator must complete Qualification process per S-SA-M-065	
Have all users of the laboratory been notified about this laser (Y/N)	
Have all lab users completed general laser safety training?	
List Lab users	
List Operating Procedures:	(If the user manual for a commercially acquired laser shall be used for procedures, indicate here. Else, record the document ID from Teamcenter)
Startup/Shutdown:	
Reminder: Alert all room occupants when starting the laser	
Alignment:	
Operating:	
Maintenance:	
Service:	
How will users obtain procedures?	

Personal Protective Equipment:

Is LPE available for visitors?	
Is all eyewear labeled correctly?	
Z136 ?	
Z87 ?	
Are there other forms of protective eyewear available at the entry point?	Circle: YES –or- NO Circle Type: Laser, Mechanical, Chemical, Other
Is LPE Stored separately from other types of protective eyewear? (Y/N)	



Does this laser present a skin hazard? If Yes, how will this hazard be mitigated? (low power alignment mode, protective gloves, other)	
Other Hazards (Circle all that apply) Describe	Mechanical, Chemical, Electrical, Cryogenics, Other _____

Laser Interlocks and Signs:

Door signs have appropriate wavelength(s) and OD requirements?	
Signs are at all entry points for the room?	
Signs are functional?	
How are the signs activated?	Software –or- switch
Perform interlock test with the LSO: • Enable Interlock Circuit • Enable the laser, check for function • Disable interlock circuit, verify laser is not emitting	

Beam Paths:

Are all beam paths terminated?	
Are stray beams terminated into an approved beam dump for thermal load?	
Are any beam paths at eye level for standing or sitting person?	
Can light propagate outside of the room of use? (During room entry?)	
Do alignment activities cause large deflections of beams?	
Are there two states with reflective surfaces?	
Do the reflections sweep through personnel space?	
Do all periscopes (if any) have a beam block on the back side of the mirror mount?	

Operational Paradigm:

Will laser system be unattended while the laser is on?	
Are doors locked during operation?	
Will the buddy system be employed at all times?	___ All times ___ After hours with supervisor approval
Who will perform maintenance on this laser?	
Who will perform service on this laser?	

 Laser Instrument Specialist / Date

 Work Area Supervisor / Date

 Laser Safety Officer / Date