

## Process for obtaining basic items of Personal Protective Equipment (PPE) from the Faculty of Engineering Stores

1. If not already completed, complete the Faculty of Engineering online Health and Safety Induction Course (SHINE) and print/download your certificate to evidence completion (contact [Faculty Safety Team](#) if not registered)
2. You must discuss your PPE requirements with your line manager. Basic items of PPE available are Safety boots, Laboratory coat and Safety glasses and for some areas, a Safety helmet
3. Access the sizing charts on this web page to determine your size of Laboratory coat and Safety boots. (Items are also available to try on at the stores if you are still not sure, please contact the stores for access to sizing items [EZ-Faculty-Stores](#))
4. View The Faculty Stores Catalogue and select the required items of basic PPE. (PPE can be found under the heading **SAFETY EQUIPMENT** (search 'safety'))
5. Add details of the basic PPE items required to an online requisition form (there is no need to add an ACCT/JOB No.)  
**NB** Non-basic items of PPE such as gloves, close fitting face masks, respirators etc. can be purchased from the stores, but an ACCT/JOB No. will be required
6. Submit your completed requisition form online to [EZ-Faculty-Stores](#)
7. Stores will email arrangements for the collection of requested PPE items
8. On arrival at the Engineering Stores to collect requested PPE items you will need to show your **university ID card** and your **certificate of completion** of the Faculty Online Health and Safety Induction Course (SHINE)
9. Engineering Stores will issue you with the requested items of PPE