

ANNEX A

Model letter for appointing NWSSP – SES Authorising Engineer (VENTILATION)

Note 1: Letters of appointment should be on health board/Trust headed paper.

Note 2: Where the health board/Trust appointment relates only to specific sites, these should be stated in the appointment letter.

Dear

APPOINTMENT OF AUTHORISING ENGINEER (VENTILATION)

You are hereby appointed as the Authorising Engineer (Ventilation) for, to undertake the duties set out in NHS Wales documents HTM 03-01 Specialist Ventilation for healthcare premises Part B: Operation management performance verification.

Please confirm your acceptance of the appointment.

Yours sincerely

Designated Person