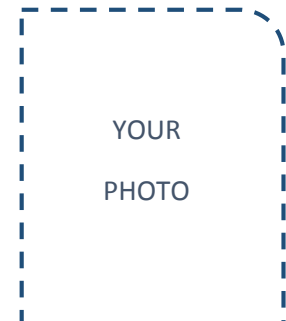




FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT
(FORM A1 : APPLICATION FOR ENVIRONMENT LAB ONLY*)

*Environmental Eng Lab, Waste Water Eng Lab, Environmental Analysis Eng Lab



PART A : COMPLIANCE TO THE RULE AND SAFETY TO WORK IN THE LABORATORY

Please the checklist below

Student of: () Diploma () Degree () Master () PhD

Student should:

1. Provide a complete **Part B : 'Application to use laboratory, material and equipment'**
2. If you are working with chemical / microbes/material contained microbes, please attached the copy of 'Chemical and Biological Hazard Prevention' sticker
3. Attach the following item with A1 form during the form submission to obtain the confirmation, permission and approval from the Assistant Engineer or Science Officer and Assistant Laboratory Manager
 - a) Experiment procedure / SOP
 - b) Safety data sheet (SDS) for the chemical / microbes as stated in experiment procedure/SOP
 - c) List of Personal Protection Equipment (PPE) as stated in the SDS/experiment procedure/SOP
 - d) Waste generation flowchart
4. Read , understand and obey the laboratory regulations
5. Use appropriate laboratory attire and PPE in the laboratory
6. Record the attendance in the laboratory user log book (each time)
7. Record the use of equipment in the equipment log book (each time)
8. Ensure that the equipment is under your control and take action on the safety of your self-features, equipment and laboratory
9. Return the equipment/apparatus used in good condition and clean
10. Report on any loss or damage that occur on any equipment you used
 Note: Any damage or loss of the equipment during your experiments, it is your responsibility to replace it
11. Experiments shall be carried out ONLY during working hours (Undergraduate/Postgraduate)and postgraduate students are not allowed when the studies and learning are in progress
12. No experiment when teaching and learning activity/ audit is in progress

DECLARATION BY STUDENT

a) I will comply with the laboratory regulations that has been set, if it fails, I will accept all actions that will be taken by the laboratory committee on me.
 b) I certify that training was received for Personal Protective Equipment (PPE). I certify an understanding of: what PPE is necessary; when it is necessary; how to put on, remove, adjust, and wear the PPE; its limitations; its proper care, maintenance, use, useful life, and disposal. I also afforded an opportunity to demonstrate the proper use of the PPE.

Student Signature:
 Name and Matric No:
 HP Number:

Date :



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PART B : APPLICATION TO USE LABORATORY, MATERIAL AND EQUIPMENT

1. Meet and discuss with the Assistant Engineer /Science Officers to confirm the availability of the laboratory, material and equipment and specify the date and time to use laboratory, material and equipment
2. Get the endorsement by supervisor (signature and stamp)
3. Get the approval from Assistant Engineer/ Science Officer (signature & stamp)
4. Get approval from Assistant Laboratory Manager (signature and stamp)

NOTE: Students from other Faculties, 1) provide the application letter (with support by supervisor), 2) get the approval from the Dean of Faculty of Civil Engineering and Built Environment 3) attached the letter together with A1 forms.

PART 1: STUDENT AND PROJECT DETAILS				
Name :		Faculty :		
Matric No:	HP:			
Project Title:		Level of Study (Please √) <input type="checkbox"/> Diploma <input type="checkbox"/> Master <input type="checkbox"/> Degree <input type="checkbox"/> PhD		
Supervisor's name :		Supervisor's HP:		
PART II: LABORATORY, MATERIAL AND EQUIPMENT DETAIL				
Name of Laboratory:				
A	It is C OMPULSORY to discuss with the Assistant Engineer/ Science Officer, specify the date and time you will use the Laboratory			
	No	Date	Time	Remark
	1			
	2			
B	Specify the Equipment that you will be using or borrowing:			
	No	Equipment	Unit	Duration of use
	1			
	2			
C	Specify the chemicals/material that you will be using or borrowing. * please <input type="checkbox"/> if the SDS is attached			
	No	Chemical/material	SDS*	Duration of use
	1			
	2			
Note :Provide a new sheet to list A, B and C (if the list too long)				
PART III: DECLARATION BY STUDENT			ENDORSEMENT BY SUPERVISOR	
I, _____ hereby agree to comply with all rules specified by the abovementioned Laboratory in using its space and facilities. I also agree to take good care of the abovementioned Material/ Equipment that I use or borrow. I will take full responsibility for any loss or damage. If I fail to comply to the rules, the Assistant Laboratory Manager or Assistant Engineer/Science Officer has the right to revoke the permission granted for using the Laboratory, Material and/or Equipment Student's Signature : Matric No: HP Number: Date:			I hereby agree that the student will be required to use the abovementioned Laboratory, Material and/or Equipment to fulfil the needs of his/her Project. Signature: Official Stamp: Date:	

PART IV: CHECKING BY ASSISTANT ENGINEER / SCIENCE OFFICER	DELIBERATION BY ASSISTANT LABORATORY MANAGER / HEAD OF RESEARCH CENTRE
<p>I hereby certified that :</p> <p>This student has completed the checklist in Part A <input type="checkbox"/></p> <p>The material/equipment required are available <input type="checkbox"/></p> <p>The specify date and time is available and booked <input type="checkbox"/></p> <p>Signature: Official Stamp:</p> <p>Date:</p>	<p>I hereby *approve / reject this application to use the Laboratory and Equipment specified above.</p> <p>Signature: Official Stamp:</p> <p>Date:</p>
PART V : DECLARATION AFTER COMPLETED THE PROJECT	
<p>I _____,</p> <p>matric no _____ had</p> <ol style="list-style-type: none"> 1 Take out the sample from the chiller, cold room or designated area 2 Cleaned the space in chiller, cold room or designated area 3 Disposed the sample(s) by following the appropriate method 4 Placed the waste at the designated area 5 Filled the laboratory logbooks <p>Student's Signature _____ HP Number: _____ Date: _____ Matric No: _____</p>	
PART VI : REMARKED BY ASSISTANT ENGINEER / SCIENCE OFFICER	
<p>Signature: _____ Date: _____ Official Stamp: _____</p>	
ENDORSEMENT BY SUPERVISOR	CHECKED BY ASSISTANT LABORATORY MANAGER / HEAD OF RESEARCH CENTRE
<p>Thank you for the information. Student(s) under my supervision will be informed to obey the laboratory rules and regulation.</p> <p>Signature: Official Stamp:</p> <p>Date:</p>	<p>Signature: Official Stamp:</p> <p>Date:</p>