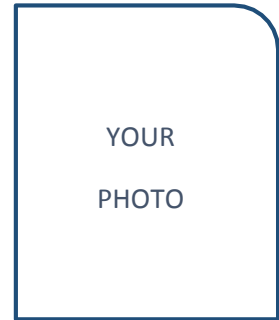




FACULTY OF CIVIL ENGINEERING & BUILT ENVIRONMENT
(FORM A2 : APPLICATION FOR ALL LABORATORIES EXCEPT ENVIRONMENT LAB)



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. Read , understand and obey the laboratory regulations	
3. Use appropriate laboratory attire and PPE in the laboratory	
4. RECORD the attendance in the laboratory user log book (each time)	
5. RECORD the use of equipment in the equipment log book (each time)	
6. Ensure that the equipment is under your control and take action on the safety of your self-features, equipment and laboratory	
7. Return the equipment/apparatus used in good condition and clean	
8. 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	
9. Experiments shall be carried out ONLY during working hours (Undergraduate/Postgraduate) Note: postgraduate students are not allowed when the studies and learning are in progress	
10. Strictly 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)

Date :

Name:

Matric No:

HP Number:



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PART B : APPLICATION TO USE LABORATORY, MATERIAL AND EQUIPMENT

1. Get the endorsement by supervisor (signature and stamp).
2. Meet and discuss with the Assistant Engineer/Assistant Architectural Officer/Assistant Surveyor to confirm the availability of the laboratory, material and equipment and specify the date and time to use laboratory, material and equipment.
3. Get the approval from Assistant Engineer/Assistant Architectural Officer/Assistant Surveyor (signature & 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 A2 forms.

PART 1: STUDENT AND PROJECT DETAILS				
Name:		Faculty:		
Matric No:	HP:			
Project Title:			Level of Study (Please <input checked="" type="checkbox"/>)	
			Diploma <input type="checkbox"/> Degree <input type="checkbox"/>	
			Master <input type="checkbox"/> PhD <input type="checkbox"/>	
Supervisor's name:			Supervisor's HP:	
PART II: LABORATORY, MATERIAL AND EQUIPMENT DETAIL				
Name of Laboratory:				
A	It is COMPULSORY to discuss with the Assistant Engineer/Assistant Architectural Officer/Assistant Surveyor, 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
<p>I, _____ hereby agree to comply with all rules specified by the above mentioned Laboratory in using its space and facilities. I also agree to take good care of the above mentioned Material/ Equipment that I use or borrow. I will take full responsibility for any loss or damage. If I fail to comply with the rules, the Assistant Laboratory Manager or Assistant Engineer/ Assistant Architectural Officer/ Assistant Surveyor has the right to revoke the permission granted for using the laboratory, material and/or equipment.</p> <p>Student's Signature Matric No: HP Number: Date:</p>	<p>I hereby agree that the student will be required to use the above mentioned Laboratory, Material and/or Equipment to fulfil the needs of his/her Project. I have also reviewed the procedures for the use of tools/materials in the laboratory as well as the requirements relevant to the experiments/measurements that will be conducted by my student.</p> <p>Signature: Official Stamp:</p> <p>Date:</p>
PART IV: CHECKING BY ASSISTANT ENGINEER/ASSISTANT ARCHITECTURAL OFFICER/ASSISTANT SURVEYOR	
<p>I hereby certified that</p> <p><input type="checkbox"/> This student has completed the checklist in Part A <input type="checkbox"/> The material/equipment required are available <input type="checkbox"/> The specify date and time is available and booked</p> <p>Signature: Official Stamp : Date:</p>	
PART V: DECLARATION AFTER COMPLETED THE PROJECT	
<p>I _____ with matric number _____ 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:</p>	
PART VI: REMARKED BY ASSISTANT ENGINEER/ASSISTANT ARCHITECTURAL OFFICER/ASSISTANT SURVEYOR	
<p>Signature: _____ Date: _____</p> <p>Official Stamp: _____</p>	