



# SERVICE AND RENTAL OF LABORATORY EQUIPMENT

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING  
FACULTY OF ENGINEERING, UNIVERSITI PUTRA MALAYSIA

## ATTENTION

- A. Applicant must abide by all the laboratory rules and responsible for the cleanliness, safety AND DAMAGE of the equipment.  
B. Application from other Department/Faculty must be supported by the respective Head of Department/Dean.  
C. For Application to Borrow Lab Equipment, applicant should also fill-up Borang Kebenaran Pelepasan Peralatan SOK/PYG/BR15

## A. APPLICANT DETAILS

Time Usage	<input type="checkbox"/> In Office Hour <input type="checkbox"/> After Office Hour/ Sunday/ Public Holiday		
Name		Matric No.	
Email Address		Phone No.	
Supervisor		Activity	<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Student Project <input type="checkbox"/> Servicing Lab.
Project Title			
Faculty/ Organization			

## B. EQUIPMENT / SERVICE DETAIL

## C. TYPE OF PAYMENT

Service/ Equipment Required		<input type="checkbox"/> Vot (No.): _____  <input type="checkbox"/> Cash Receipt from Bendahari  <input type="checkbox"/> Cheque/Bank Draft/Postal Order (payable to <i>BENDAHARI UPM</i> )  <input type="checkbox"/> Local Order (LO)/Purchase Order (PO)
Date and Duration Needed		
No of sample / Day		
Laboratory		

## APPLICANT'S SIGNATURE

Signature: .....  
Date: .....

## SUPPORTED BY SUPERVISOR

Signature & Stamp: .....  
Date: .....

## D. APPROVAL (FOR OFFICE USE)

☐ Approved

☐ Not Approved

Comment: .....

*(To be filled in by HEAD OF LABORATORY /  
DEVELOPMENT COORDINATOR)*

Signature & Stamp: .....  
Date: .....

*(To be filled in by HEAD OF DEPARTMENT)  
(Applicant from Outside UPM)*

Signature & Stamp: .....  
Date: .....

**DEPARTMENT OF ELECTRIC AND ELECTRONIC ENGINEERING****LABORATORY SAFETY NOTES****GENERAL INSTRUCTION :**

1. YOU ARE RESPONSIBLE NOT ONLY FOR YOUR OWN SAFETY BUT ALSO FOR THE SAFETY OF OTHERS !”
2. AS POSTGRADUATES YOU WILL BE EXPECTED TO SHOW A GREATER UNDERSTANDING FOR AND ADHERENCE TO, ALL NATIONAL AND LOCAL SAFETY RULES AND REGULATIONS.

**Please comply with the following:-**

1. Laboratory times : 9.00am–5.00pm. Working in a laboratory alone out of hours is not permitted.
2. Although you may be admitted into a laboratory you are not allowed to commence work unless authorised to do so by a supervisor/assistant engineer.
3. Ensure the cleanliness of the equipment is always maintained. Attired all the time
4. You must wear proper personal protection equipment (PPES) that needed and suitable with your lab works.
5. Make sure the PPE storage location and method of use, i.e. *Fire Extinguishers, Eyewash Bottles, and First Aid Kits*.
6. Familiarise yourself with the layout of the building and its fire escapes.
7. Do not eat, drink, or smoke in the laboratory.
8. In the event of an accident, it is essential that any injury be reported to an assistant engineer as soon as possible. A report of the accident will then be forwarded to the departmental safety representative.
9. Report all accident/spillages to a supervisor/ assistant engineer.
10. Do not dispose of unknown chemicals down the laboratory sink. Refer supervisor/ assistant engineer for advice.
11. Follow the instruction from time to time by Laboratory/Department/University.

**ALWAYS REMEMBER**

DO NOT USE ANY EQUIPMENT, UNLESS YOU ARE ABSOLUTELY CERTAIN OF ITS CORRECT METHOD OF OPERATION & DO NOT HESITATE OR FEEL EMBARRASSED ABOUT ASKING FOR HELP.

**“BE SAFE NOT SORRY”**

