



INSTITUT PERUBATAN DAN PERGIGIAN TERMAJU

**BORANG PERMOHONAN PENYEDIAAN
MAKMAL & PERALATAN (MPG/CSL/MA)**

LABORATORY & EQUIPMENT PREPARATION
APPLICATION FORM (MPG/CSL/MA)

BAHAGIAN A : MAKLUMAT PEMOHON (DETAILS OF APPLICANT)

1. Nama (<i>Name</i>) :	2. Jabatan/Unit (<i>Department/Unit</i>) :
3. No. Staf/No.Matrik (<i>Staff No./Matric No.</i>) :	4. No. HP/No. Ext (<i>Phone No./Ext. No.</i>) :

BAHAGIAN B : MAKLUMAT KELAS AMALI (DETAILS OF PRACTICAL CLASS)

5. Tempat (<i>Venue</i>) :	<input type="checkbox"/> MPG 1 (22 X 22 ft) Max. 30 pax	<input type="checkbox"/> MPG 2 (22 X 22 ft) Max. 30 pax	6. Tarikh (<i>Date</i>) :	7. Masa (<i>Time</i>) :
	<input type="checkbox"/> CSL (17 X 27 ft) Max. 10 pax	<input type="checkbox"/> MUZEUM ANATOMY (17 X 27 ft) Max. 10 pax		
8. Tajuk Amali (<i>Title</i>) :				9. Pelajar Tahun (<i>Student Year</i>) :

BAHAGIAN C : MAKLUMAT PERALATAN (DETAIL OF EQUIPMENT)

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)

Bil. (No.)	Nama Alat (<i>Name of Equipment(s)</i>)	Kuantiti Dipohon (<i>Quantity Requested</i>)	Kuantiti Dibekalkan (<i>Quantity Provided</i>)	Catatan (<i>Note</i>)

PERAKUAN PENGGUNA/PEMOHON

Saya dengan ini memahami peraturan penggunaan yang telah ditetapkan oleh Institut Perubatan dan Pergigian Ter maju di bahagian D dan akan bertanggungjawab ke atas sebarang kerosakan yang berlaku semasa menggunakan kemudahan di makmal tersebut. Saya juga akan memastikan makmal yang digunakan dalam keadaan bersih dan tersusun.

APPLICANT'S ACKNOWLEDGEMENT

I hereby understand the rules of use outlined by IPPT in Part D and shall be liable for any damages incurred while using the facility in the laboratory. I will also make sure the labs are used in clean and orderly condition.

PEMOHON (APPLICANT)	UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)	
	Terima Borang Permohonan (<i>Received Application Form</i>)	Peralatan Makmal Disediakan Oleh (<i>Prepared by</i>) :
Nama & T/tgn (<i>Name & Signature</i>) : Tarikh (<i>Date</i>) :	Nama & T/tgn (<i>Name & Signature</i>) : Tarikh (<i>Date</i>) :	Nama & T/tgn (<i>Name & Signature</i>) : Tarikh (<i>Date</i>) :

BAHAGIAN C : PERATURAN PENGGUNAAN (RULES OF USE)

1. Kebersihan, keselamatan dan sebarang kerosakan adalah menjadi tanggungjawab pemohon.
(Cleanliness, safety and any damages are your responsibility).
2. Sila pastikan suis lampu, penghawa dingin, LCD dan pintu ditutup sebelum meninggalkan makmal.
(Please make sure switch off the light, air conditioners, LCD and closed the door before leaving the laboratory).
3. Pemohon bertanggungjawab memastikan kebersihan peralatan dan susun atur kerusi meja dalam keadaan baik sebelum meninggalkan makmal.
(The applicant is responsible for ensuring cleanliness of the equipment and the layout of the table and chair in good condition before leaving).
4. Melaporkan secara bertulis kerosakan/kehilangan peralatan kepada pegawai bertanggungjawab.
(Writing a report of damage/loss of equipment(s) to staff incharge).
5. Sila hantar salinan lembut borang ini kepada staf makmal yang berkenaan. *(Please email this form to staff incharge for the laboratory ; CRL 8 (MPG 1 & MPG 2) : Mdm Athirah Raihanah, athirahraihanah@usm.my/ Mr. Safri Zainal Abidin, safri@usm.my, Mdm. Halianis Yusoff, halianis@usm.my, for Muzeum Anatomy/Clinical Skills Lab : Staff Nurse Amirah NurulFirdaus Zahirullail, amirahnf@usm.my.*

Catatan : Peralatan yang dipulangkan berada dalam keadaan *(The condition of returned equipment (s))* :

Baik
(Good)


Rosak/Pecah
(Damaged/Broke)

Hilang
(Lost)

Nota *(Note)* : _____

PERHATIAN *(ATTENTION)* :

1. Borang hendaklah dihantar sekurang-kurangnya tiga (3) hari bekerja sebelum tarikh kelas amali.
(The form must be submitted at least three (3) working days prior to the date of practical class).

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A. Purpose

This SOP is to provide the procedure for applying the laboratories and equipment preparation to ensure the smooth execution of teaching, learning and practical activities.

B. Scope

This SOP applies to all academic staff, researchers, and students who require the preparation of laboratories and equipments for teaching, learning and practical purposes for clinical skills lab (CSL), muzeum anatomy (MA) and central research laboratory (MPG 1 & MPG 2).

C. Responsible Parties

- **Laboratory Users (Lecturer/Researcher/Student):** Responsible for submitting an official application at least 3 days before usage and complying with the laboratory usage regulations.
- **Laboratory Manager:** Reviews and approves the application, and ensures the laboratory and necessary equipment are prepared.
- **Laboratory Staff:** Responsible for preparing and maintaining laboratory equipment.


D. Procedures

1.0 Laboratory and Equipment Preparation Application

- 1.1 Users who wish to request the preparation of the laboratory and equipment needed for teaching, learning or practical classes must submit the **Laboratory & Equipment Preparation Application Form (MPG/CSL/MA)** at least 3 working days before the intended usage date.
- 1.2 The completed form must be submitted to the laboratory staff for review and approval.

2.0 Confirmation and Approval

- 2.1 The Laboratory Manager will review the application in terms of space, schedule and equipment availability.
- 2.2 If the application is approved, the Laboratory Manager will notify the applicant via email within 3 working days.
- 2.3 If the application is denied, a reason for the rejection will be provided, and the applicant may resubmit the application with necessary corrections.

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3.0 Laboratory and Equipment Preparation

- 3.1 Once the application is approved, the laboratory staff will prepare the laboratory and ensure all required equipment is available and functioning.
- 3.2 The laboratory staff will inspect the safety conditions of the equipment before use.
- 3.3 The accompanying staff is responsible for supervising the use of equipment by students during practical activities.

4.0 Laboratory, Equipment and Glassware Usage

- 4.1 Any damage to or loss of equipment must be reported immediately to the laboratory staff.
- 4.2 After use, users must return the equipment to its original condition and ensure the cleanliness of the laboratory.
- 4.3 Users need to clean the glassware and properly at drying rack before leaving the laboratory.

5.0 Laboratory Safety Regulations


- 5.1 Laboratory users must comply with the Laboratory Safety Regulations while in the laboratory.
- 5.2 Users who fail to comply with procedures and regulations may face disciplinary action or be prohibited from future laboratory usage.
- 5.3 Users are also responsible for ensuring no negligence that could cause harm or damage to the laboratory and its equipment.

6.0 Records and Documentation

- 6.1 The laboratory manager is responsible for keeping records of laboratory usage applications and equipment usage reports for audit and reference purposes.
- 6.2 All application records must be kept for at least one year.

E. References

General Laboratory/Workshop Safety Rules, UKKP, USM, Peraturan Keselamatan Bekerja di Makmal Penyelidikan Berpusat.

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F. Flowchart

