



PEMOHON (APPLICANT)	DISOKONG KETUA JABATAN/WAKIL JABATAN (Approval from Head of Dept./ Representative)	UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)
Nama & T/tgn (Name & Signature) : Tarikh (Date) :	Nama & T/tgn (Name & Signature) : Tarikh (Date) :	Terima borang Permohonan (Received Application Form)  Nama & T/tgn (Name & Signature) : Tarikh (Date) :

#### BAHAGIAN D : PERAKUAN (DECLARATION)

Dengan ini, saya akan mematuhi syarat-syarat seperti berikut (I hereby comply with the following terms) :

- Bertanggungjawab sepenuhnya terhadap keselamatan peralatan yang dibawa keluar (Fully responsible for the safety of the equipment(s) carried out).
- Melaporkan secara bertulis kerosakan/kehilangan peralatan kepada pegawai bertanggungjawab (Writing a report of damage/loss of equipment(s) to CRL's staff).
- Memulangkan kembali peralatan dalam tempoh yang ditetapkan (Returning the equipment within the prescribed period).
- Mengganti semula peralatan yang dibawa keluar sekiranya berlaku kerosakan/kehilangan (Replacing the equipment(s) if damage/loss).
- Bertanggungjawab sepenuhnya terhadap barang/peralatan luar yang ditinggalkan semalaman atau lebih di makmal CRL 8 (Responsible for any external items/equipments left overnight or more at the laboratory).
- 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](mailto:athirahraihanah@usm.my)/ Mr. Safri Zainal Abidin, [safri@usm.my](mailto:safri@usm.my), Mdm. Halianis Yusoff, [halianis@usm.my](mailto:halianis@usm.my), for Muzeum Anatomy/Clinical Skills Lab : Staff Nurse Amirah NurulFirdaus Zahirullail, [amirahnf@usm.my](mailto:amirahnf@usm.my)).

#### BAHAGIAN E : PENGESAHAN PINJAMAN PERALATAN

20. Saya bersetuju dengan perkara di Bahagian D dan telah menerima peralatan tersebut (I agree with Part D and have received the equipment (s)) :	<b>UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)</b>
Nama & T/tgn (Name & Signature) : Tarikh (Date) : Masa (Time) :	Pengesahan Pengeluaran Peralatan (Confirmation of Equipment(s) Issuance to Applicant):  Nama & T/tgn (Name & Signature) : Tarikh (Date) :

#### BAHAGIAN F : PENGESAHAN PEMULANGAN PERALATAN

21. Saya telah memulangkan peralatan seperti berikut (I have returned the equipment(s)):	<b>UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)</b>
Nama & T/tgn (Name & Signature) : Tarikh (Date) : Masa (Time) :	Pengesahan Penerimaan Peralatan (Confirmation of Received Equipment(s) from Applicant):  Nama & T/tgn (Name & Signature) : Tarikh (Date) :

#### UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE)

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) :

- Borang hendaklah diisi dengan dua (2) Salinan, iaitu salinan CRL dan Salinan Jabatan.  
(Please fill up the form with two (2) copies).
- Borang hendaklah dihantar sekurang-kurangnya tiga (3) hari bekerja sebelum tarikh program.  
(The form must be submitted at least three (3) working days prior to the date of practical class).

	<b>INSTITUT PERUBATAN DAN PERGIGIAN TERMAJU</b>					
	<b>Title</b>	STANDARD OPERATING PROCEDURE FOR SPACE AND EQUIPMENT BOOKING FORM FOR SHORT/LONG TERM (MPG/CSL/MA)	<b>Version</b>	1.0	<b>Revision No.</b>	00
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## A. Purpose

This SOP is to provide the procedure for reserving laboratories and borrowing laboratory equipment for short-term and long-term use to ensure proper management and availability of resources.

## Scope

This SOP applies to all academic staff, researchers, and students who require the use of laboratory facilities and equipments loan for clinical skills lab (CSL), muzeum anatomy (MA) and central research laboratory (MPG 1 & MPG 2).

## B. Responsible Parties

- **Laboratory Users (Lecturer/Researcher/Student):** Responsible for submitting an official application at least 3 days before usage (for short-term) and at least 2 weeks (for long-term) complying with the asset management regulations, general rules for laboratory usage and safety laboratory regulations.
- **Laboratory Manager:** Reviews and approves the application, and coordinates equipment loans and laboratory if needed.
- **Laboratory Staff:** Prepares the lab and ensures that equipment is functional and ready for use. Conducts equipment inspections and maintenance.

## C. Definitions

- **Short-term Loan:** Equipment loan with/without lab reservation required for a period of one day up to one month.
- **Long-term Loan:** Equipment loan with/without lab reservation required for a period of more than one month up to one academic semester or longer.


## D. Procedures

### 1.0 Short-term Laboratory Reservation and Equipment Loan

- 1.1 Lab users must complete and submit the **Space And Equipment Booking Form For Short/Long Term (MPG/CSL/MA)** at least 3 working days before the intended date of use..

### 2.0 Long-term Laboratory Reservation and Equipment Loan

- 2.1 Users must submit the **Space And Equipment Booking Form For Short/Long Term (MPG/CSL/MA)** at least 2 weeks prior to the intended start date of long-term usage.

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2.2 Additional details such as the loan purpose and project timeline must be provided.

### 3.0 Review and Approval

- 3.1 The Lab Manager will review the short/long-term request and consult with other departments if necessary to ensure there is no conflict in scheduling or resource availability.
- 3.2 Confirmation will be sent within **2 working days**.
- 3.3 Confirmation or rejection will be communicated via email, with reasons for rejection if applicable.

### 4.0 Laboratory and Equipment Preparation


- 4.1 Once the application is approved, the laboratory staff will prepare the laboratory and ensure that all equipment requested is available and in working condition.
- 4.2 The laboratory staff will inspect the safety conditions of the equipment before use.
- 4.3 Upon approval, the borrower can collect the equipment from the laboratory staff on the specified date.(if without laboratory reservation).

### 5.0 General Rules and Responsibilities

- 5.1 Users are responsible for the **safe handling** of all lab equipment and for ensuring compliance with lab safety protocols.
- 5.2 Any **damaged equipment** or safety hazards must be reported immediately.
- 5.3 Users must ensure the **proper use and maintenance** of equipment borrowed for long-term projects, including adherence to manufacturer guidelines.
- 5.4 All **equipment and lab spaces** must be returned to their original state after use.

### 6.0 Return of Equipment and Penalties (if without laboratory reservation)

- 6.1 Borrowers must return the equipment in the same condition as it was loaned by the specified return date.
- 6.2 Any malfunction or damage must be reported immediately.
- 6.3 If equipment is not returned by the agreed deadline, the user may face penalties, including restrictions on future loans.
- 6.4 Users must request an extension if additional time is needed. Unapproved extensions may result in penalties or disciplinary action.


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## 7.0 Records and Documentation

- 7.1 All reservations and equipment loan requests will be recorded by the Lab Manager for tracking and audit purposes.
- 7.2 Lab users are required to sign in and out when using the lab or borrowing equipment to maintain accurate usage records.

## E. References

General Laboratory/Workshop Safety Rules, UKKP, USM, Peraturan Keselamatan Bekerja di Makmal Penyelidikan Berpusat, Manual Pengurusan Aset Alih USM 2023.

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**F. Flowchart**

