



**BORANG AKUJANJI PENGGUNAAN MAKMAL PENGAJARAN**  
*Laboratory Rules and Agreement for Teaching Laboratory*

**ARAHAN / INSTRUCTION:**

- 1 Read and understand these following rules and agreement carefully before place your signature.
- 2 Please make a copy of the agreement and show to the lab personnel when you are ask to do so.

**A. MAKLUMAT PEMOHON**  
**APPLICANT DETAILS**

|  |   |       |                                |   |       |
|--|---|-------|--------------------------------|---|-------|
| Nama<br><i>Name</i>                          | : | _____ | No Matrik<br><i>Matric No.</i> | : | _____ |
| Penyelia<br><i>Supervisor</i>                | : | _____ | Program<br><i>Programme</i>    | : | _____ |
| No. Tel Pelajar<br><i>Student's Tel. No.</i> | : | _____ | Makmal<br><i>Laboratory</i>    | : | _____ |
| Tajuk Tesis<br><i>Thesis Tittle</i>          | : | _____ |                                |   |       |

| <b>B. LABORATORY RULES / PERATURAN MAKMAL</b> |  |
|---|--|
| <b>Bil. No.</b>                               | <b>ITEM / PERKARA</b>  |
| 1   | <b>SAFETY IS A PRIORITY.</b> Please ensure that you have read, understand and adhere to all rules and regulations in the labs. (Please read Laboratory Manual Safety Rules Faculty of Science and Technology). |
| 2   | All students must wear proper attire, which correspond to the University Dress Code. Lab coat is a <b>MUST</b> .   |
| 3   | Closed toed shoes are <b>MANDATORY</b> for admittance to the labs. Students are <b>NOT ALLOWED</b> to wear open footwear or sandals or uncovered or high heeled shoes in the lab.                              |
| 4   | When running the experiment every student should bring along a small towel, a jotter/log book and safety goggles.  |
| 5   | Every student must check the condition of all the equipments to be used prior starting the experiments. If there is a shortage of equipments, please inform the lecturer or the lab assistant.                 |
| 6   | Eating, drinking, or smoking is <b>STRICTLY FORBIDDEN</b> inside the labs.   |
| 7   | Playing pranks and other acts of mischief are strictly <b>FORBIDDEN</b> .  |
| 8   | Keep your work area clean and tidy. All equipments and utensils must be washed after use. Return the utensils back to their original place after the experiments.  |
| 9   | Read labels carefully.   |
| 10  | Label all containers to avoid errors.  |
| 11  | Record the results of your experiment in your log book.  |
| 12  | Unauthorized experiments, work, and preparations are <b>NOT ALLOWED!</b> Know and follow the specified procedures for each experiment.   |

|    |   |
|----|---|
| 13 | Take every precaution to keep all chemicals from coming into contact with your skin and clothing, and away from flames.   |
| 14 | Remember the location and proper use of all laboratory safety equipment, including eyewash, safety shower, fire alarm, fire extinguisher, and telephone. Clean up small spills immediately. |
| 15 | <b>NEVER</b> leave an ongoing experiment unattended.  |
| 16 | Laboratory Glassware is fragile and dangerous if broken. Report all breakages to laboratory personnel immediately.  |
| 17 | Notify your lecturer or laboratory personnel immediately of any injury, spill, fire, or explosion.  |
| 18 | Notify your lecturer / laboratory personnel and follow appropriate procedures if there is a mercury spill due to a broken mercury thermometer.  |
| 19 | In case the fire alarm sounds, please exit the building by the nearest safe exit. If the fire is in the room leave everything behind.   |
| 20 | In the case of any other emergency, follow the instructions of the laboratory instructor and all safety personal that may have responded to the scene.                                      |

I realize that laboratory is a potentially dangerous place. Therefore, I have read and understood the lab rules and regulations as stated above and also the Laboratory Manual Safety Rules Faculty Science and Technology and I hereby agree to abide all these rules, follow the lecturer's/FST Science/Assistant Science Officer/Lab Assistant instructions, and act responsibly at all times.

\_\_\_\_\_  
Tandatangan Pemohon  
*Applicant Signature*

\_\_\_\_\_  
Tandatangan Penyelaras Kursus  
*Course Coordinator Signature*

Tarikh  
*Date* : \_\_\_\_\_

Tarikh  
*Date* : \_\_\_\_\_

**C. KEBENARAN MEMASUKI MAKMAL  
PERMISSION ENTERING LABORATORY**

Diluluskan  
*Approved*

Tidak Diluluskan  
*Rejected*

Catatan  
*Remarks* : \_\_\_\_\_

Tandatangan  
*Signature* : \_\_\_\_\_

No. Staf  
*Staf No.* : \_\_\_\_\_

Nama  
*Name* : \_\_\_\_\_

No. Tel  
*Tel. No* : \_\_\_\_\_

Jawatan  
*Designation* : \_\_\_\_\_