

APPLICATION TO USE LABORATORY AND EQUIPMENT

*Submit two (2) copies of this application to the Laboratory

PART I: STUDENT AND PROJECT DETAILS				
Student's Name:			Faculty:	
Matric Card No.:	Telephone No.:		<input type="checkbox"/> Diploma <input type="checkbox"/> PSM / undergrad	
Project Title:			<input type="checkbox"/> Research/postgrad <input type="checkbox"/> Project	
Supervisor's/Lecturer's Name:				
PART II: LABORATORY AND EQUIPMENT DETAILS				
Name of Laboratory:				
<i>After discussing with the Assistant Engineer, specify the date and time you will use the Laboratory:</i>				
No.	Date	Time	Remark	
1				
2				
3				
4				
5				
6				
7				
<i>Specify the Equipment that you will be using or borrowing:</i>				
No.	Equipment	ID or Barcode	Units	Duration of Use
1				
2				
3				
4				
5				
6				
7				
8				
PART III: DECLARATION BY STUDENT				
<p>I, _____, hereby agree to comply with all rules specified by the abovementioned Laboratory in using its space and facilities. I also agree to take good care of the abovementioned Equipment that I use or borrow. I will take full responsibility for any loss or damage. If I fail to comply to the rules, the Head of Laboratory or Assistant Engineer has the right to revoke the permission granted for using the Laboratory and/or Equipment.</p>				
Student's Signature:			Date:	
NRIC No.:				

PART IV: ENDORSEMENT BY *SUPERVISOR / CO-SUPERVISOR / LECTURER

I hereby agree that the student above will be required to use the abovementioned Laboratory and/or Equipment to fulfill the needs of his/her Project.

Supervisor's/Lecturer's Signature:

Date:

Official Stamp:

PART V: DELIBERATION BY *HEAD OF LABORATORY

I hereby ***approve / reject** this application to use the Laboratory and Equipment specified above.

Head of Laboratory's Signature:

Date:

Official Stamp:

PART VI: CHECKING BY ASSISTANT ENGINEER

I hereby ***approve / reject** this student is obliged to return the equipment in perfect condition and ensure that the laboratory and all equipment used are in the perfect situation.

Assistant Engineer's Signature:

Date:

Official Stamp:

** Delete whichever is not applicable*

Notes:

- (1) The original copy should be kept by the laboratory.
- (2) The second copy is for the student to attach in the logbook.