



FAKULTI SAINS

BORANG KEBENARAN BEKERJA SELEPAS WAKTU PEJABAT

(Sila Isi 2 Salinan; 1 Salinan Pelajar, 1 Salinan Jabatan)

FORM OF PERMISSION TO WORK AFTER OFFICE HOUR

(Fill up a duplicate copy; 1 student copy, 1 department copy)

*****PERMOHONAN MESTILAH DIBUAT SEKURANG-KURANGNYA 3 HARI SEBELUM KERJA DILAKUKAN.**
*****Application must be done at least 3 days before laboratory work(s).**

NAMA PEMOHON <i>Applicant's Name</i>			
NO. MATRIK <i>Matric No.</i>		TARIKH BEKERJA <i>Working Date</i>	
MAKMAL & JABATAN <i>Lab & Department</i>		WAKTU <i>Time</i>	
JENIS KERJA MAKMAL (Contoh; Penyulingan, Sintesis, Tindakbalas dll.) <i>Type of lab work</i> <i>(eg; Distillation, Synthesis, Reaction etc.)</i>			

KELULUSAN/Approval

TANDATANGAN PENYELIA (COP/TARIKH) <i>Supervisor Signatory</i> <i>(Stamp/Date)</i>	TANDATANGAN KETUA JABATAN (COP/TARIKH) <i>Head of Department Signatory</i> <i>(Stamp/Date)</i>

PERINGATAN/Reminder:

1. This application is valid for one month. Please get permission for each following month.
2. All necessary Personal Protective Equipment (PPE) such as lab coat, goggles, gloves and covered shoes must be worn at all time during lab work activities.
3. Lab's and Instrument's log book **MUST** be filled up each time you enter the lab and use the instrument.
4. **DO NOT** work alone.
5. **DO NOT** bring unauthorized person(s) i.e. your spouse, children or any outsiders into the laboratory.
6. **DO NOT** take out any equipment from the lab without written permission.
7. **DO NOT** eat, drink, smoking, horseplay or using any cosmetic in the lab.
8. **DO NOT** work in the laboratory if under the influence of alcohol, drug or medication that can cause drowsiness.
9. All laboratory works **MUST** not exceed **11 pm**.
10. Compliance with all **Laboratory Regulations** is **COMPULSORY**.