



BORANG PERMOHONAN PERKHIDMATAN
(SERVICE APPLICATION FORM)

Nama Pemohon (Applicant's Name)		No. Telefon (Phone No.)	
Fakulti/Jabatan/Makmal (Faculty, Department/Lab)		No. Matrik/Staf (Matric/Staff No.)	
Nama Penyelia (Supervisor's Name)		*No. Vot Peruntukan (Allocation Vot. No.)	
Tandatangan Penyelia (Supervisor Signature)		Cop (Stamp)	

*Untuk UPM sahaja (UPM only)

Jenis Sampel :
Sample Type

Bil. Sampel :
No. of Sample

Tarikh : Dari/...../..... hingga/...../.....
Date

Masa : Dari/...../..... hingga/...../.....
Time

CAJ PERKHIDMATAN (SERVICE CHARGE)	
Kategori A: Kakitangan/ Pelajar UPM (Category A): Staf/ Student UPM	RM 15.00 / Operasi (RM15.00/ run)
Kategori B: Agensi Kerajaan (Category B): Government agencies	RM 20.00 / Operasi (RM20.00/ run)
Kategori C: Agensi Swasta (Category C): Private Agencies	RM 25.00 / Operasi (RM25.00/ run)

Perakuan pemohon:

(Applicant's agreement)

1. Pemohon hendaklah berjumpa pegawai bertanggungjawab di makmal berkenaan sebelum penggunaan.
Applicant(s) are required to meet the officer-in-charge of the lab before usage.
2. Pemohon hendaklah mempraktikkan penggunaan makmal yang betul dan selamat.
Applicant(s) must ensure good laboratory practice is followed.
3. Pemohon adalah bertanggungjawab terhadap keselamatan diri sendiri, kakitangan yang terlibat, dan sebarang peralatan yang digunakan.
Applicant (s) are responsible for their own safety, staff(s), and the use of any equipment(s).
4. Pemohon adalah bertanggungjawab terhadap peralatan yang dipinjam dan mesti dijaga dengan baik dan sebarang kerosakan atau kehilangan perlu dilaporkan.
Applicant(s) are responsible to the equipment(s) borrowed, which must always be in good working conditions and must be reported if damaged or lost.
5. Kemudahan dan perkhidmatan di atas adalah terhad dan akan bergantung kepada kepadatan dan kemampuan Jabatan.
The facilities and services might be limited and subject to availability depending on usage at department.
6. Pemohon hendaklah mematuhi peraturan-peraturan makmal, panduan waktu bekerja makmal dan prosedur tindakan kecemasan di setiap makmal (Sila rujuk maklumat di setiap makmal).
Applicant(s) are required to obey the general laboratory rules and regulation, laboratory working hours and emergency response procedure for each laboratory (Please refer to information provided in each laboratory)

Tandatangan pemohon:
(Applicant's signature)

Tarikh:
(Date)

KEGUNAAN PEJABAT (OFFICE USE)			
Tarikh Terima Sampel <i>Date of Sample Received</i>		Tarikh Selesai Perkhidmatan <i>Date of Service Completed</i>	
Tandatangan & Cop Pegawai Bertugas <i>Signature & Stamp of Officer In-Charge</i>			