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|  | **Application to Access to TIU Laboratories** | Doc No: TIU.FA.FR.524 |
| Version: 01 |
| Issue date: 10/03/2021 |
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| **Applicant Details** |
| Name:  | Student/Staff #: |
| Email: | Mobile: |
| You are: [ ] TIU Bachelor Student, Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| You are: [ ] TIU Master Student, Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| You are: [ ]  TIU Staff, Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Lab you need to access to** |
| Name of the Lab: Room #: |
| **Device/Tool/Equipment you need to use** (Please refer to the TIU Equipment Log List) |
| **Name of the device/tool/equipment** | **Code** | **Quantity** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| **Describe the tasks to be performed at this lab**  |
|  |
| **Knowledge and Training**  |
| [ ] I confirm that I have an appropriate level of knowledge and training for the laboratory to be accessed and the tasks to be performed.**To be ticked by the research any supervisor (if any)**: [ ]  I undertake that the students received the necessary training for the laboratory to be accessed and the tasks to be performed.**Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, University:\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Induction appropriate to the laboratory to be accessed** |
| [ ] I confirm that I have received a basic induction appropriate to the laboratory to be accessed to (e.g. location of nearest fire alarm, emergency contacts, fire evacuation procedures, location of any relevant safety equipment).**To be ticked by the research supervisor (if any)**: [ ]  I undertake that the students received a basic induction appropriate to the laboratory to be accessed to.**Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, University:\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **The laboratory Safety Guidelines** |
| [ ] I confirm that I have read and understood the laboratory Safety Guidelines. |
| **Eligibility for using the lab** |
| To be ticked by the Lab Supervisor:[ ] I confirm that I have assessed the student for her/his knowledge of the equipment and safety within the lab and I found him/her: [ ] Eligible for using the lab [ ] Not eligible for using the labLab Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date, time, and frequency for using the lab** |
| Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Lab Supervisor Approval**  |
| [ ] Procedure, date, and time found to be suitable.[ ] Procedure, date, and time found to be NOT suitable.Comments: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Lab Supervisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Head of Department Approval (the head of the department to which the lab belongs to)** |
| Head’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Faculty Dean Approval**  |
| Dean’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Important notes:*** Undergraduate students may apply for daytime access (9am-5pm) from Sunday till Thursday, while graduate students and staff may apply for 7 days a week access (9am-6pm).
* The lab user should bear the cost of any material/tool not available in the lab and the costs of any consumables. S/he is responsible for purchasing them if any.
* Undergraduate students should be supervised by their supervisor or an assigned personnel for the entire duration of their work in the lab.
* The application should be submitted at least one month prior to the time of use.
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