**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

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| Prepared by | Reviewed by | Approved by |
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| Marwa Awni Kamal  Research Assistant | Rasha Alkabbanie  Coordinator of QMS | Dr. Mehmet Ozdemir  Vice president of Academic Affairs |

**II-Revision History**

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| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 | 2021 | 0 | 3 years | Original Release | Marwa Awni Kamal | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
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1. **Safety Rules:**
2. Turn off the power to equipment before inspecting it. Turn off circuit breakers or unplug the equipment. To turn off a safety switch
3. Use only tools and equipment with non-conducting handles when working with electrical devices
4. All current transmitting parts of any electrical devices must be enclosed
5. When checking an operating circuit, keep one hand either in a pocket or behind your back to avoid making a closed circuit through the body.
6. Never change wiring with circuit plugged into power source
7. Avoid contacting circuits with wet hands or wet materials
8. Check circuits for proper grounding with respect to the power source
9. **General Rules**
10. Do not bring any food or drinks inside lab.
11. Keep bags and coats in the designated area, as they can cause people to trip if they are simply lying around the room
12. Do not touch any exposed wires or sockets.
13. Avoid making loud noises and speaking loudly.
14. Do not spill water or any other liquid on the devices, in order to maintain electrical safety.
15. Put chairs to its place and dont leave anything inside lab.
16. Don’t wear loose or baggy clothing or jewelry when using tools
17. **Rules & Regulations on Lab & Equipments Use**
18. Carry out the experiments in such a way that the equipment will not be damaged or destroyed
19. Turn off the devices you were using, when you are done using it
20. Do not attempt to open any devices till instructor check all your circuit. and do not touch the backs of devices when they are switched on.
21. If you smell anything burning, immediately disconnect the power and examine your circuit to find out what went wrong
22. Keep your work area dry.
23. Do not connect power to a circuit until the circuit is finished and you have carefully checked your work.
24. Never work on a circuit while power is applied
25. Check your robot and laptops battery if it charged or not.
26. Before connecting the terminals of a battery to robot check all the wires not to get under tire of the robot.