**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

|  |  |  |
| --- | --- | --- |
| Prepared by | Reviewed by | Approved by |
|  |  |  |
|  Mohammed Rasul | Rasha AlkabbanieCoordinator of QMS | Dr. Mehmet OzdemirVice president of Academic Affairs |

**II-Revision History**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 |  | 0 | 3 years | Original Release | Mohammed Rasul | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
|  |  |  |  |  |  |  |  |

1. **Safety Rules:**
* Wear a Proper lab coat.
* Don’t eat or drink in the laboratory.
* Don’t taste and sniff the chemicals.
* Avoid skin and eye contact with all chemicals.

1. **General Rules**
* Never work alone.
* Do not touch equipment or chemicals in the lab until your teache gives instructions.
* Follow all written and verbal instruction carefully**.**
1. **Rules & Regulations on Lab & Equipments Use**
* Don't pippet by mouth only mechanical pippeting devises are permitted.
* Woek surface should be sterilized by using 70% ethanol atleast once a day.
* Inform your teacher when you see any problem with the devices.