

FACULTY OF ENGINEERING AND TECHNOLOGY

Application Form To Use FET Laboratory

- * Application should be made in advanced at least an hour before the propose duration usage and submit this form to the lab staff before using the lab.
- * Applicant must register in the logbook / form that is available in the lab for each time using the lab.
- * Applicant could be asked to leave the lab should the need arises due to valid reason.
- * No item / equipment to be taken out from the lab unless with approval from FET Management and following proper procedure
- * Applicants would be billed for any damage or spoilt items / equipment used.
- * Students are not allowed to hold the lab keys. Only FET Staffs are allowed to hold the lab keys.
- * FET staff must get the lab key from the office if they want to work in the lab after office hours
- * Students must be accompanied by their Lab Supervisor when working in the lab after office hour. The Lab Supervisor would get the lab key from the office if their students are to work in the lab after office hours.
- * For non FET students and Non FET staff, they can only use the lab with approval from the FET Dean or Assoc Dean. Their lab supervisor must accompany in the lab. For after office hours, beside their lab supervisor, the FET lab staff must be stationed in the lab throughout the duration of usage. Any overtime claim by FET lab Staff would be billed to the center or faculty of the applicant and this must be approved by their Head center / faculty before they are allowed to use the lab.
- * The lab key held must be returned to the office the next day and no duplication of the keys are allowed.

Section A – To Be Filled Up By Applicant

Date Apply : _____ ID / IC : _____
 Applicant's Name : _____
 Contact No. : _____ E-Mail : _____
 Name of Lab : _____
 Type of Activity : _____
 Equipment needed : _____

Duration For Using The Lab:

Date :- ___ / ___ / ___ to ___ / ___ / ___	Time : From _____ to _____	_____ No. of Days
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Important reminder:

Students must be accompanied by supervisor (academician) at all time during lab usage

Applicant Signature

Section B – Approval By Student's Supervisor (Academician)	Section C – Approval By Lab Supervisor / Lab Engineer	Section D – Approval By Dean / Deputy Dean (Outside Normal Working Hours)
_____ (Signature & Stamp & Date)	_____ (Signature & Stamp & Date)	_____ (Signature & Stamp & Date)

Approval Slip for Application To Use FET Laboratory

Lab Name :- Applicant's Name :-
 Applicant's ID :-
 Duration Using The lab :-/...../..... to/...../.....
 Time of Usage :- From to

.....
 (Lab Staff Signature, Stamp & Date)

**This slip must be kept by Applicant as proof of approval*