

	Guidelines on Access to Laboratories by Non-laboratory Staff and Students		Document No	TIU.QM.PR.110E
			Issue Date	07/04/2021
			Revision No	00
	Unit	QMS Office	Page No	Page 1 of 2

Scope: Regular access to TIU laboratories is restricted to the authorized laboratories staff and students within the scheduled lab hours. Other TIU staff and students may access TIU laboratories on a short term, infrequent basis provided that there is an academic, research, or educational purpose.

Steps:

1. User should fill-in the “Application to Access to TIU Laboratories”. This request contains the followings:
 - A. A confirmation statement indicates that the user(s) have an appropriate level of knowledge and training for the laboratory to be accessed and the tasks to be performed. The research supervisor should train the students (or arranges for the student to be trained). S/he shall undertake that they have received the necessary training.
 - B. A confirmation statement indicates that the user(s) 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). The research supervisor should train the students (or arranges for the student to be trained). S/he shall undertake that they have received the necessary training.
 - C. A confirmation statement indicates that the user(s) have read and understood the laboratory Safety Guidelines.
 - D. A briefing regarding activities intended to be done in the lab.
2. The user(s) should make an appointment with the Lab Supervisor to be assessed for her/his knowledge of the equipment and safety within the lab. The Lab Supervisor shall confirm the student’s knowledge by signing the application form in the relevant field.
3. The user signs the “Declaration and Undertaking for Using TIU Laboratories” which indicate that the user is liable to repair the damage or pay compensation if s/he damages a device or a tool in the lab caused by his/her failure to use responsible care or skill.
4. Then, the user(s) submit the application and the declaration to the Dean of the relevant faculty.
5. The Dean transmits the application to the Head of the relevant department who transmits it to the Lab Supervisor.
6. The Lab Supervisor examines the request and s/he either:
 - Approves the request so s/he should choose “Procedure, date, and time found to be suitable” in the filed related to the lab supervisor of the application.

	Guidelines on Access to Laboratories by Non-laboratory Staff and Students		Document No	TIU.QM.PR.110E
			Issue Date	07/04/2021
			Revision No	00
	Unit	QMS Office	Page No	Page 2 of 2

- Rejects the request so s/he should choose “Procedure, date, and time found to be NOT suitable” in in the filed related to the lab supervisor of the application with stating the reasons.
 - Suggests another date/time if scheduling conflicts were found.
7. The Lab Supervisor transmits the application to the Faculty Dean for his/her approval. When the Dean approves the application, one copy of the application should be sent to the Lab Supervisor. The Lab Supervisor books the lab according to the time and date stated in the application.
 8. The Dean’s office contacts the user(s) to come and collect the approved application from the dean’s office.
 9. The approved application is required for accessing the lab together with the personal ID Card. Students found in the laboratory without a valid application will be removed. The application can be used for the applicants only and allowing others to use it will result in access being disabled and disciplinary action taken.
 10. The Lab Supervisor should notify the security services unit when accessing labs after hours.
 11. Upon completion of their work, all users must ensure that all equipment used by them have been turned off and physically unplugged, all lights have been turned off and the doors have been locked.

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) .
- A schedule of the laboratory hours of use shall be posted on the laboratory doors.
- **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.

Prepared by
Rasha Alkabbanie

Reviewed by
Asst. Prof. Mehmet Ozdemir

Approved by
Asst. Prof. Dr. Abdul Samad
Salahuddin Ahmad