



SCHOOL OF ELECTRICAL, COMPUTER AND TELECOMMUNICATIONS ENGINEERING

Laboratory Access Form 2009

Tick and Fill in the required information. The Laboratory Access Quiz on the reverse side must also be completed.

No Access To The Digital Lab Is Permitted When A Subject Laboratory Is Running

To Obtain Access:

1. Tick box for the appropriate access you are requesting
2. Have the supervisor (for the subject you are requesting access) sign the form
3. Answer correctly all the questions on the back
4. Give form to Stores Officer in 35.132A to obtain access

Undergraduate / Postgraduate Access

Digital Lab (35.129) 8:00 – 16:30 Mon - Fri
 Subject required for: _____
 Access Expires at end of session
 Subject Requested For: _____
 Supervisor Name: _____ Supervisor Signature: _____

ECTE250/350 Access

Digital Lab (35.129) 8:00 – 16:30 Mon - Fri
 Projects Lab (35.130) 7:00 – 20:00 Mon - Fri
 Access Expires at the end of Spring Session
 Supervisor Name: _____ Supervisor Signature: _____

Thesis Access

Digital Lab (35.129) 8:00 – 16:30 Mon - Fri
 Projects Lab (35.130) 7:00 – 22:00 Mon - Fri
 Access Expires at the end of Spring Session
 Supervisor Name: _____ Supervisor Signature: _____

Other Laboratory Access

Laboratory access to other rooms are only available for project related work and application is requested via the "Project Form"

I agree that I shall:

- i comply with the safety instructions as contained in the document entitled Laboratory Safety Regulations and the notices printed on the entry doors - all of which I have read;
- ii ensure that all security precautions are taken, i.e. Locking of doors and windows before vacating the area;
- iii not allow other people (authorised or not) into the laboratory;
- iv ensure that at least one other authorised student shall be present whilst I am working in a laboratory and advise the Administrative Staff in the School Office (35.G43) if I lose my ID card.

I agree to abide by the above rules and understand that access may be denied and my results may be withheld if I fail to comply with the above.

Name: Signature:

Student No.: Date:

Email Address: Date Issued:

Approval authorised by:

Access Provided By: Date:



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Laboratory Access Quiz

To obtain access to the required laboratories this quiz must be completed and handed in together with the Laboratory Access Form. A **pass mark of 100%** is required to gain access privileges. The quiz must be taken each time a submission for access is made.

Name: _____ Student Number: _____

Questions *(Tick the box)*

1. Are any bags allowed in the laboratories?
 Yes No
2. Are thongs or sandals allowed in any of the laboratories?
 Yes No
3. Are thongs or sandals allowed in the digital lab (35.129)?
 Yes No
4. Are you permitted to eat in the laboratories?
 Yes No
5. Are you permitted to drink in the laboratories?
 Yes No
6. Are you permitted to vandalise equipment in the laboratories?
 Yes No
7. Are you permitted to take equipment out of the laboratories?
 Yes No
8. Can you allow other people (authorised or not) into the laboratory?
 Yes No
9. Can your access be cancelled if you break any of the laboratory rules?
 Yes No
10. What is the minimum number of people allowed in a laboratory at any time?
 1
 2
 3
11. Where are bags allowed to be stored?
 Neatly outside the doors of the laboratory
 In the racks next to the Storeman's office