

SENARAI SEMAK KELUAR
(Check Out List)

<input type="checkbox"/>	PASCA DOKTORAL/POST DOCTORAL	<input type="checkbox"/>	MSc (PEYELIDIKAN/ RESEARCH)
<input type="checkbox"/>	Ph.D	<input type="checkbox"/>	MSc (MOD CAMPURAN/ MIX MODE)
<input type="checkbox"/>	TAHUN AKHIR / FINAL YEAR	<input type="checkbox"/>	LAIN-LAIN / OTHERS

NAMA / :
 NAME

NO.MATRIK / :
 MATRIX NO.

PENYELIA / :
 SUPERVISOR

NO. BILIK / :
 ROOM NO.

BAHAGIAN / :
 SECTION

MAKMAL / :
 LABORATORY

NO	SENARAI SEMAK / CHECK LIST	DISAHKAN OLEH / VERIFIED BY
1	<p>SISA BAHAN KIMIA (Chemical Waste) Sila serahkan "Borang Pelupusan Sisa Bahan Kimia" yang telah lengkap diisi kepada Penolong Pegawai Sains setiap bahagian. (Please hand in the completed "Chemical Waste Disposal Form" to the Assistant Science Officer of each section.)</p>	PEN PEG.SAINS / ASST SC. OFFICER
2	<p>BOTOL KOSONG & RADAS KACA PECAH (Empty bottles & broken glasswares) Sila serahkan "Borang Pelupusan Botol Kosong & Bahan Kaca Pecah" yang telah lengkap diisi kepada Penolong Pegawai Sains setiap bahagian.) (Please hand in the completed "Empty bottles and Broken Glasswares Disposal Form" to the Assistant Science Officer of each section.)</p>	PEN PEG.SAINS / ASST SC. OFFICER

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3	<p>PENEMPATAN RUANG (<i>Space Allocation</i>) Sila kemaskini nama anda dengan Penolong Pegawai Sains di bahagian masing-masing. Serahkan kunci bilik, makmal,</p> <p><i>(Please update your name with Space Allocation System Co-ordinator. Hand over any room. lab or drawer keys, if any)</i></p>	<p>PEN PEG.SAINS / ASST SC. OFFICER</p>
4	<p>RUANG KERJA & BILIK - HOUSEKEEPING <i>(Working Space & Room)</i> Sila pastikan ruang kerja & bilik diserahkan dalam keadaan bersih, teratur dan kemas dan bahan kimia yang tidak digunakan disimpan di tempat yang sepatutnya.</p> <p><i>(Please make sure that the working space and room are left clean and tidy and make sure the chemicals that are not in use are stored in proper storage)</i></p>	<p>PEN PEG.SAINS / ASST SC. OFFICER</p>
5	<p>RADAS KACA / APPARATUS (<i>Glassware & Apparatus</i>) Sila serahkan radas kaca kepada Stor Pusat PP Sains Kimia. <i>(Please hand in glasswares to PPSKimia Store)</i></p>	<p>STOR PPSK / PPSK STORE</p>

* Sila dapatkan cop pengesahan dan tandatangan individu yang berkaitan.

* Please get the approval dan signature from particular individual.

Tandatangan / Signature ,

Disahkan oleh/ Approved by ,

 (Tarikh / Date : _____)

 PEN. PEGAWAI SAINS (BAHAGIAN)
 ASSISTANT SCIENCE OFFICER (SECTION)

Diakui Oleh/ Acknowledge by ,

 PENYELIA/ SUPERVISOR
 (Tarikh / Date : _____)