



Lab Management Unit

PK2 : Equipment Utilisation

AK01 : ACADEMIC INSTITUTION/
INDUSTRY/ COMPANY

Issue Date

1. Purpose

Use as a guideline/reference for the MJIT Lab Management Unit in handling equipment utilisation from MJIT Laboratory.

2. Scope

This procedure describes on the process flow of equipment utilisation from MJIT Laboratory requested by MJIT students/lecturer/staff or others academic institution/ industry/ company.

3. Prerequisites

None

4. Responsibilities, Procedure and References

PIC	Work flow	Work process	Record/Timeline/Appendix
	START		
Applicant	↓	1. Fill in the Equipment Request Form .	1 week before the usage.
PIC of Lab	↓	2. Check the availability of the request.	1 week before the usage.
PIC of Lab	↓	3. Approve/Disapprove request (Fill in Part C) and notify the applicant	1 week before
Applicant	↓	4. Applicant/PIC of Lab fill in the KEWPA 6 & 9 Form (if applicable).	1 weeks before
PIC of Lab	↓	5. Submit Approved Form and KEWPA 6 & 9 Form to be verified by Lab Manager	1 week before
Lab Manager	↓	6. Verify the application (Fill in Part E)	1 week before
	↓		
	END		



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5. Records

NO.	FILE / DOC NO.	TITLE	LOCATION	RETENTION PERIOD
1	UTM-MJIT08-PK2-AK01/ Equipment Utilisation	Equipment Utilisation– Academic Institution/ Industry/ Company	Record and file room, level 2	5 Years