

Ref. No:

Head of Laboratory

Institute of High Voltage & High Current
Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor Darul Takzim

Sir/Madam,

APPLICATION FOR *CONDUCTING ACTIVITIES/RENT EQUIPMENT/INDUSTRIAL TRAINING IN IVAT HIGH VOLTAGE LABORATORY

Refer to the above matter, I would like to request for (*conducting activity/equipment rental/industrial training) at High Voltage Laboratory in Institute of High Voltage & High Current. The following are the information as per requested:

Activity/Equipment : _____

Location : _____

Date : From _____ To _____
(attach attachments if applicable)

I will comply with the safety rules and procedures at the high voltage laboratory.
I will be responsible for the damages to the equipment used during the experiment if the cause has been due to my negligence and/or any actions against the SOP being approved.

Attached are the *Job Hazard Analysis (JHA)* and *Safe Operating Procedure (SOP)* for review. Your cooperation is highly appreciated.

Thank You

Signature:
Name:
Matric/Staff No.:
Address:
HP No.:

Email :

Review by:

Signature:
Supervisor Name:
HP No.:
Email :

<p><u>To be filled by Assistant Engineer (AE)</u></p> <p>Students / Staff have done safety briefing? (*Yes / No)</p> <p>JHA and SOP review: (*Complete / Incomplete)</p> <p>Signature: Official Stamp:</p>	
<p><u>To be filled by Head of Laboratory IVAT (HoLa)</u></p> <p>Approve by Head of Laboratory: *Verify / Not Verify</p> <p>Signature: Official Stamp:</p>	
<p><u>Supported by Competent Electrical Engineer (CEE)</u></p> <p>*Approve / Reject</p> <p>Signature: _____ Official Stamp: _____</p> <p>Remark:</p> <p>Competent Electrical Engineer (CEE) Institut Voltan Dan Arus Tinggi (IVAT)</p>	

(* Cross-out if not applicable)