**SOP BAGI PENGGUNAAN BILIK STOR BAHAN KIMIA J13-030**

1. Bahan kimia serbuk atau cecair.
2. Sila isi borang yang telah disediakan. (Sila rujuk En. Mohd Fadzli)
3. Pastikan semua bahan kimia dilabel dengan sempurna dan berkeadaan yang baik.
4. Perlu ada SDS (safety data sheets) setiap bahan kimia.
5. Pastikan bahan kimia tidak tamat tempoh.
6. Sekiranya bahan kimia yang disimpan dan tidak digunakan sehingga tamat tempoh, tindakan akan diambil.
7. Pastikan bahan kimia yang hendak disimpan perlu disahkan oleh pensyarah yang bertanggungjawab.

ISI BORANG

SEDIAKAN BAHAN KIMIA DAN SDS (SAFETY DATA SHEETS)

SERAHKAN KEPADA STAF YANG BERTANGGUNGJAWAB (MOHD FADZLI)

BAHAN KIMIA AKAN DISIMPAN DI RAK YANG DISEDIAKAN DI DALAM STOR J13-030

**SOP FOR CHEMICAL STORE ROOM USE J13-030**

1. Powder or liquid chemicals.

2. Please fill in the form that has been prepared. (Please refer to Mr. Mohd Fadzli)

3. Make sure all chemicals are properly labelled and in good condition.

4. There must be SDS (safety data sheets) for each chemical.

5. Make sure the chemicals are not expired.

6. If chemicals are stored and not used until the expiration date, action will be taken.

7. Make sure that the chemicals to be stored are approved by the lecturer-in-charge.

FILL IN THE FORM

PREPARE THE CHEMICALS AND SDS (SAFETY DATA SHEEETS)

HAND OVER TO STAFF-IN-CHARGE (MR. MOHD FADZLI)

CHEMICALS WILL BE STORED ON THE RACK PROVIDED IN STORE J13-030