**MULA**

**CARTA ALIR PROSES PERMOHONAN KEBENARAN BEKERJA DI DALAM MAKMAL**

**SELEPAS WAKTU PEJABAT**

Muat turun borang **KEBENARAN BEKERJA DIDALAM MAKMAL / BENGKEL SELEPAS WAKTU PEJABAT** https://ukkp.usm.my/index.php/muat-turun/borang

Pelajar isi danlengkapkan borang

Penyelia atau Pensyarah meluluskan dan menandatangan borang

Borang yang telah di luluskan hendaklah dibuat salinan pendua (fotostat 2 salinan)

Pelajar simpan borang asal dan salinan hantar ke

Pusat Pengajian

(Pusat Pengajian Sains Farmasi: Puan Junaidah Binti Mohd Saad, Email junaidahmohdsaad@usm.my)

Unit Keselamatan dan Kesihatan Pekerjaan Universiti (UKKPU)

(En Mohd Reduan Selamat , email: mreduans@usm.my)

Rekod kedatangan di dalam buku log

**BEKERJA SELEPAS WAKTU PEJABAT**

**TAMAT**

FLOWCHART OF APPLICATION PROCESS FOR PERMISSION TO WORK IN THE LABORATORY AFTER OFFICE HOURS

**START**

The signed form is duplicated to two copies

Record the attendance in the **'WORKING AFTER OFFICE HOURS'** log book

Download the **PERMISSION FORM TO WORK IN THE LABORATORY/ WORKSHOP AFTER OFFICE HOURS** from <https://ukkp.usm.my/index.php/muat-turun/borang/category/4-borang-keselamatan-dan-kesihatan-pekerjaan>

**FINISH**

School

(School Of Pharmaceutical Sciences: Puan Junaidah Binti Mohd Saad, Email: junaidahmohdsaad@usm.my)

Occupational Safety and Health Unit USM (UKKPU)

(En Mohd Reduan Selamat , email: mreduans@usm.my)

Student keeps the original form and a copy is to be sent to

Supervisor or Lecturer approves and signature is obtained on the form

Student fills in the details & completes the form