Final Year Project (FYP) Title Registration Form

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<th>Academic Session:</th>
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<td>Student Name:</td>
<td>Year/Trimester:</td>
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<td>Student ID:</td>
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<td>Project Title:</td>
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Supervisor Name:

Co-Supervisor Name: *(if applicable)*

Note: Co-supervisor is not needed if you register title from your own department. If you register title from other department, you are required to discuss with the supervisor to appoint a co-supervisor from your department.

Student’s Signature:  

Date:

**Agree to supervise the project**

Supervisor’s Signature:  

Co-supervisor’s Signature: *(if applicable)*  

Date:

**Note:** After your supervisor signed the form,
- give 1 copy of the form to your supervisor and co-supervisor,
- keep 1 copy for yourself, and
- pass up the signed original form to the FYP coordinator.
Every student is required to adhere to the written/verbal safety instructions and laboratory rules & regulations to ensure a smooth operation of the laboratory and also ensure personal and group safety.

**General**
1. It is **COMPULSORY** to wear proper attire when working in the laboratory:
   a) Covered shoes
   b) Long pants / long skirts and tidy attire
   c) Lab coat (if applicable)
   d) Neat, collected hair
2. Register at the beginning and end of the laboratory session (sign in/out in logbook).
3. Inform laboratory officer about the location of workstation to conduct experiments.
4. Never do unauthorized experiments.
5. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, disconnect switches, emergency water supply, etc.
6. Workstation must be well maintained in clean condition. If experimental setup is not in use, it should be properly isolated or dismantled.
7. Common areas such as fume cupboards and bench tops should be kept available to all users; prolonged usage of common areas is not allowed.

**Chemicals Handling**
1. It is **COMPULSORY** to wear suitable Personnel Protective Equipment (PPE) when handling chemicals:
   a) Gloves (rubber, nitrile, vinyl, PVA)
   b) Face mask / respirators
   c) Chemical splash goggles
2. Preparation of chemicals, especially preparation of acid mixture and hazardous chemicals, **MUST** be conducted in an operational fume cupboard. Operational condition of fume cupboards should be checked before the preparation of chemicals.
3. Use both hands to hold a bottle with chemical and pour it slowly into a beaker maintaining a safe angle from body, about 45 degrees.
4. If concentration of a chemical is very high, e.g. 20 M NaOH, ask advice from a laboratory officer on how to prepare a solution (*high concentration with exothermic characteristic can cause heat reaction that can break the glassware*).
5. All prepared chemical(s) **MUST** be labeled clearly: chemical name, concentration and date of preparation. Failure to abide by the proper chemical handling rules may lead to serious consequences such as eye damage, severe skin burns and permanent scars (physical contact). Also it may cause serious chronic health problems such as shortness of breath, tightness in chest and other respiratory complications due to inhalation.

**Equipment Usage**
1. **MUST** register and obtain permission from the laboratory officer before operating any laboratory equipment.
2. **MUST** read the equipment manual, understand associated HAZARDS and take measures to avoid them by strictly following the rules set for users. Do not touch anything with which you are not completely familiar. Request for a training session on how to use the equipment (if required).
3. **MUST** wear suitable Personnel Protective Equipment (PPE) based on the type of equipment to be operated (e.g. leather gloves and protective footwear when there is an electricity shock risk, metal mesh glove to provide protection from sharp objects, aluminized or leather gloves to protect from hot surface of equipment, etc).
4. Ensure all electrical equipment are properly earthed/grounded.
5. If a piece of equipment fails while being used, report it immediately to the lab officer. Never try to fix the problem yourself because you could harm yourself and others.

Different laboratories have different sets of safety rules and regulations. Penalty (based on the respective laboratory policy) applies for the violation of laboratory rules & regulations.

Students are required to check with individual laboratory for its specific rules and regulations and abide by them.

### Student’s Declaration

I hereby agree to abide by the above rules and regulations to prevent any possible incident/accident that might happen in laboratories due to my own negligence. I commit to safety at work attitude and shall inform laboratory officers of any hazards, damages and near misses encountered during my work in the laboratories.

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<tr>
<th>Student’s Name, Signature &amp; Date</th>
<th>Witnessed by Supervisor: Name, Signature &amp; Date</th>
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