Standard Operating Procedures for Staff Exit (at CREATE)

1. Administration
   1.1. Access card
   - Return card to project officer. There is a charge of S$20 for a lost card.
   1.2. Key
   - Return all keys to project office including cubical Cabinet, small cabinet big cabinet, and fume hood cabinet if has. Write down no. of all keys in remark column.
   - Return all NTU keys to project officer.
   1.3. CREATE WIFI and booking access account
   - Pass wifi/booking access account and password to project officer.
   1.4. Computer
   - Delete all private files in CREATE/MSE desktop/laptop.

2. Safety/Job handover
   2.1. Chemical
   - Signed by handover person.
   - Verified by safety officer.
   2.2. Equipment
   - RA , Commission report
   - Outstanding item delivery
   - Signed by handover person.
   - Verified by supervisor/ Safety officer
   2.3. Workbench / Fume hook
   - Sample cleared if no more needed
   - Sample Labelled and pack into boxes if need to handover
   - Signed by handover person.
   - Verified by supervisor.

Staff Exit Form

Name: _____   Exit Date: _____ .

	Administration		
S/N	**Item**	**Remarks** (access card number, key number, account psw etc.)	**Verification Name/Signature**
1	Return access Card		
2	Return keys (cubical cabinet, small cabinet, big cabinet, fume hood cabinet, NTU keys if any)		
3	Return CREATE wifi account (change psw to NEWCREATE)		
4	Return computer		
5			
	Contact Number and email after leaving		
	New Company Joined (optional)		

	Laboratory		
S/N	**Item**	**Handover Name/Signature**	**Verification Name/Signature**
1	Chemicals		
2	Equipment		
3	Consumable		
4	Working bench (clear all things including samples, chemical, consumables)		
5	Return lab coat		
6			

	On-going purchasing		
Any purchase order requested not delivered yet			
S/N	**Item**	**PO number**	**Handover Name/Signature**
1			
2			
3			
4			