**Electronics workshop rules and regulations**

1. **Safety:**
* Use personal protective equipment if necessary.
* When working on equipment where there is a risk of electric shock, make sure someone else is present in the workshop area and is available in case of emergency.
* Equipment may not be used if it is damaged or defective. Report any defective equipment to the electronics staff.
* A clear route through the workshop must be maintained at all times.
* Smoking, eating and drinking are not allowed in the workshop areas.
* In the event of a fire act in accordance with the FIRE ACTION NOTICES displayed throughout the building. Leave the building immediately and proceed to the assembly point.
1. **Emergency contact:**
* In case of any technical problems, call Neo at **8333 8557** or Thao at **8297 5561**.
* In case of accidents, administer proper First Aid (near the entrance door) and contact Neo at **8333 8557** or Thao at **8297 5561,** Campus Security at **6790 4777** or Ambulance at **995**.
1. **Using tools or equipment in the Workshop:**
* Our workshop is open to all staffs/students of the Physics and Applied Physics. However, tools or equipment are not allowed to be removed from the workshop; any special request will be deal on case by case basics only.
* Clean up the working place, put the tools and equipment back to their proper location after use.
* ASK if there is anything you do not fully know how to use.
1. **Taking electronic components from the Workshop:**
* Basic electronic components are available in our component racks. Please fill the record book after taking.
1. **Requesting Electronics Workshop on fabricating printed circuit board (PCB) or soldering/assembling of electronic circuit**
* Fill the order form properly with your supervisor signature (take the form from the entrance door of the Workshop or down load from the team site).
* Submit the order form together with the schematics drawing and/or CAM files (Gerber or LPKF cam files) for the PCB and the circuit information (hard copy) for soldering/assembling of electronic circuit. Discuss the feasibility of the requested items with the Laboratory Executive of the workshop.
* For soldering/assembling of electronic circuit, non-available electronic components have to be provided by the end-user.
* Upon approval and acceptance of the request, the workshop will place the job in the workshop queue list.

--Electronics Workshop--

 October 2013