	WORK INSTRUCTIONS OF DRAWING LAB		Document No	TIU.RC.IN.010E
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1- The Classes Schedule:

- (i) Course coordinator is the one who is in-charge of organizing the laboratory schedule.
- (ii) Laboratory schedule and will be put up on the departmental notice boards or faculty webpage before the commencement of laboratory session in each semester.
- (iii) Students are not allowed to change laboratory schedule without getting approval from the laboratory instructors.
- (iv) The laboratory operating hours of normal working day are: Sunday to Thursday , 9.00 am to 4.00 pm (Excluding public holidays)

2- Tools and Equipment (in General)

- (i) Working laboratory equipment's , apparatus are attached.in equipment look form.
- (iii) Appropriate, well detailed laboratory instructional manuals.
- (iv) Instrument and equipment operation manuals necessary to carry out specific experiment.


3- Safety Rules

- 2.1. Safety is of paramount importance at all times.
- 2.2. Behavior which is deemed inappropriate or unsafe will not be tolerated. Students engaging in such behavior will have their laboratory access privileges revoked.
- 2.3. Appropriate safety gear must be worn at all times.
- 2.4. Students will not be permitted to use equipment unless they have received appropriate training and demonstrated the requisite knowledge and skill regarding the safe operation of that equipment. It is the responsibility of the Lab Coordinator to make this assessment
- 2.5. Students may not work alone in the labs under any circumstances. If their Faculty Advisor (FA) will not be present, the student must have a “buddy” who will commit to being physically in attendance with them in the lab. The “buddy” must be another BCIT Civil Engineering student or be previously ‘approved’ by the FA. If the FA is not in the lab, they must attend the lab at least once per hour while the lab is in use. If the FA is not able to physically check on the student, the FA must make arrangements with an alternate faculty member, or arrange with BCIT Safety & Security staff to perform hourly checks on the student. Each FA is responsible to identify this alternate to the LC when they will not be available during periods of regularly scheduled student lab use.
- 2.6. Students may not work unsupervised in the labs under any circumstances

Lab supervision does not mean that a faculty advisor (FA) must be present in the lab at all times but the FA will be responsible for unlocking the facility and ensuring lock-up procedures are followed. If the FA will not be remaining in the laboratory while the students are using it, the students must be able to contact the FA (designated or alternate) via cellular or office telephone on the BCIT campus.

4- General Rules .

- 4.1. Any equipment used must be cleaned and stored properly,
- 4.2. Table tops must be cleaned and floors swept.

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4.3. Damage to equipment must be immediately reported to the LC.

4.4. Any consumable materials purchased by the department that will be used by the student must be approved by their FA (in consultation with the LC).

4.5. The student must inform their FA when they have completed their laboratory session. It is the responsibility of the FA to ensure that equipment has been locked down/stored, and all access doors (both internal and external) are locked.

5- Rules & Regulations on Lap & Equipments Use

The facilities at the laboratory are to be used for learning purposes only.

(ii) Carry your STUDENT IDENTITY cards at all times whenever you come into the Drawing Laboratory.

(iii) Do not tamper with any equipment or practical setups. If there are problems or faults, report immediately to the staff at the Drawing Laboratory.

(iv) Do not remove any equipment or technical operation/ service manuals from the Drawing Laboratory.

(v) Do not alter the default hardware and software setup of the instrument/ equipment in the Drawing laboratory.

(vi) If you have any doubts about what you are doing, do not do it. Contact the support staff at the Drawing Laboratory for clarification.

(vii) Switch off your hand phone when you are in the Laboratory.

(viii) Do not bring your bags into the Drawing laboratory.

(ix) Drawing Laboratory staff reserves the right to suspend the student from using the laboratory facilities if found in breach of any rules and regulations stated above

6- Filled Equipments Log Form

It is attached at equipment look form.

7- Students Attendance Rules :

- **Course coordinator is the one who is in-charge of organizing the laboratory schedule.**
- **Laboratory schedule and will be put up on the departmental notice boards or faculty webpage before the commencement of laboratory session in each semester.**
- **Students are not allowed to change laboratory schedule without getting approval from the laboratory instructors.**
- **The laboratory operating hours of normal working day are: Sunday to Friday, 9.00 am to 4.00 pm (Excluding public holidays)**

8- Responsibility.:each lab has its own assistant and lecture they are responsible for their labs and the assistants should prepare the lab and the lecture is responsible for the practical course book and the assistants can explain the tests and help the students at their work.