



University Kuala Lumpur
Malaysian Institute of Chemical and Bioengineering
Technology

FINAL YEAR PROJECT CLEARANCE FORM

Student's Name:		ID No:	
Programme:			
Course Code:			
Project Title:			
Supervisor:			

FYP students must complete this form when **all** practical laboratory work is finished. FYP students will **not be graded** unless this form is completed, signed by the relevant personnel and copied to the Supervisor. The deadline for submission of this form is **week 15 together with hardcover thesis**. Please use a different form for each laboratory was used.

The laboratory, fumehood and facilities used by the student must be left clean, tidy and safe on completion of research work. Please arrange a suitable time for the relevant personnel to view your workspace and declare the following:

Name of the laboratory used: _____

PLEASE TICK RELEVANT BOX BELOW:

UNDERGRADUATE / FYP STUDENT CHECKLIST		<u>Y</u>	<u>N</u>
1	Is the bench space clean and left in a safe manner?		
2	Have the underbench units been cleared of material and left in a safe manner?		
3	Have the drawer units been cleared of material and left in a safe manner?		
4	Have you donated any remaining chemicals / synthesized compounds to your colleagues / supervisor? (answer question no. 14 if YES)		
5	Have you removed and disposed of your chemical and / or biohazard waste in the correct manner?		
6	Have you tidied your fumehood workspace in a safe and correct manner?		

7	Have you cleared data stored on instruments / computers etc.?		
8	Have you cleaned equipment used in these areas?		
9	Have you returned keys for the building, laboratory, lockers etc.?		

Ancillary laboratories and rooms (<i>where applicable</i>)		<u>Y</u>	<u>N</u>
10	Have you tidied and cleaned the cold rooms and left them in a safe manner?		
11	Have you tidied and cleaned the instrument room, laboratory or ancillary areas where you worked and left them in a safe manner?		
12	Have you cleaned equipment used in these areas?		
13	Have you removed and disposed of your chemical and biohazardous waste?		

14. Who has taken responsibility for your remaining chemicals / reagents and samples?

Name: _____

Status (Supervisor/ Student): _____

Contact no: _____

I understand that the forms relating to the examination of my thesis will not be presented to the Institute Examination Board for grading, until such time as this form is signed by ALL persons indicated below and a copy sent to the Supervisor. **Submission of this form is the responsibility of the student.**

Student Name: _____ **Signature:** _____

Date:

I verify that the laboratory clearance steps items noted above have been completed by the student named above.

Technician Name: _____ **Signature:** _____

Date: