

	FACULTY OF VETERINARY MEDICINE
	NEW POSTGRADUATE STUDENT CHECKLIST FORM

STUDENT DETAILS

Name: _____

Contact No: _____ E-Mail: _____

Matric No: _____

Programme: Master Ph.D Others Please specify: _____

Supervisor Name: _____

Department/Faculty: _____

PROJECT DETAILS

Project or Research Title or brief description of work: _____

NO.	CHECKLIST	YES	NO	COMMENTS
1.	Supervisor introduces new student to laboratory coordinator and staff.			
2.	Fill in the Laboratory & Key Authorization Form (from laboratory staff) before starting the laboratory works.			
3.	Fill in Declaration of Impartiality and Confidentiality Form – UPM/FPV/VLSU/BR001 (for VLSU usage).			
4.	Attend short course on Biosafety and Biosecurity video.			
5.	Complete online quiz on biosafety and biosecurity. Require to score more than 80%.			
6.	Read and checked: General Biosafety and Biosecurity (BSBS) Standard Operating Procedures (SOP).			
7.	Email passport size photo, personal details include name, contact number, matric number, supervisor's name and project title to the laboratory staff.			
8.	Short briefing from the laboratory coordinator/laboratory staff to new student about information on the operation, activities and safety rules of the laboratory.			
9.	Laboratory staff provide training on the use of Biosafety Cabinet, Laminar Air Flow, Centrifuge and other laboratory equipments to new student.			
10.	Bring white labcoat.			

Student's Signature: _____

Laboratory Staff's Signature and Official Stamp: _____

Date: _____

Effective date: December 2020

JKKP-BSBS, FVM, UPM