

LAB REGULATIONS

A. General Rules:

1. No external storage device is allowed in Lab.
2. Keep your workspace clean and tidy all the time.
3. Eating, drinking, and smoking are not allowed in Lab.
4. Only experiment/testing for studying and research purposed are allowed.
5. Cables, accessories and other equipment that are not currently in use have to be returned to their proper places and not thrown or placed aside “somewhere.”

B. Preparation

1. Register for Lab usage at least 24-hours in advance.
2. Submit the Lab’s authority the list of required equipment prior to any equipment.
3. Wear the lab uniform including shoes, blouse, and gloves at all the time.
4. Warm-up every equipment at least 15 minutes before using.
5. Prepare and understand measurement procedures thoroughly and follow instructions for every equipment (if any).

C. Measuring process

1. Lab’s authority must approve Device-under-test (DUT) and testing procedure before proceeding experiment.
2. Ask Lab’s authority to check your measurement set-up before it is powered up.
3. Do not turn on, press any button or plug accessories in any equipment if you are not 100% sure what you are doing.
4. Damaged or malfunctioned equipment or accessories are required to report immediately to the Lab’s authority.

D. Finish-up

1. Make sure that all equipment has been turned off and returned to their original place after use.
2. Put all accessories back in their original places. Cables on the cables shelf; smaller equipment on their shelf as marked.