


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK	Doc. No:	UniKL/RCMP/ LU-01
	MATERIAL REQUEST FOR LABORATORY PRACTICAL SESSIONS (INSTRUMENT / CHEMICAL/ GLASSWARE AND CONSUMABLE)	Revision No:	03
		Date:	24 th July 2018
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<p>Prepared by:</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Name : Afzan binti Mahmad</p> <p>Position : Executive , Laboratory Department UniKL RCMP</p> <p>Date : 24th July 2018</p>	<p>Approved by:</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Name : Chin Pui See</p> <p>Position : Assistant Manager, Laboratory Department UniKL RCMP</p> <p>Date : 24th July 2018</p>
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No	Approved by
1.	09 th May 2014	Establishment	00	Head of Administration Department, FPHS
2.	01 st July 2017	Amendment on : <ul style="list-style-type: none"> • Scope of implementation to be changed to Teaching & Learning Laboratory only • Person in Charge – addition of job title 	01	Dean, Faculty of Pharmacy and Health Sciences
3.	18 th September 2018	Amendment on : <ul style="list-style-type: none"> • Scope of implementation to be changed to Teaching & Learning Laboratory only • Person in Charge – addition of job title • Flow Chart and Description 	02	Dean, Faculty of Pharmacy and Health Sciences

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No.	Date	Remarks	Revision No	Approved by
4.	24 th July 2018	Amendment on : <ul style="list-style-type: none"> • Title of Standard Operating Procedure • Scope of implementation to be added for preparation of Practical Class for Diploma in Pharmacy, Bachelor of Pharmacy and Bachelor of Science in Pharmaceutical Technology Programme • Person in Charge – amendment of the job title • Responsibility – amendment on responsible person • Flow Chart and Description – addition of Checklist for Practical Class 	03	Assistant Manager, Laboratory Department

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1.0 OBJECTIVE

The objectives of this procedure are to:

- Ensure that all the instrument/ equipment and glassware are ready to be used before the practical session started.
- Ensure all the chemicals and consumables requested by the Academician are available before the practical session started.
- Ensure that there is no last minute request from the Academician so that the practical session will be run smoothly.

2.0 SCOPE


This procedure is implemented in the T & L Laboratory Department, UniKL RCMP for all laboratories under the supervision of T & L Laboratory Department, UniKL RCMP for the preparation of practical class for Diploma in Pharmacy, Bachelor of Pharmacy and Bachelor of Science in Pharmaceutical Technology Programmes.

3.0 REFERENCE

Environmental Quality Act 1974

4.0 DEFINITIONS / ABBREVIATIONS

UniKL	: Universiti Kuala Lumpur
RCMP	: Royal College of Medicine Perak
E	: Executive
TO	: Technical Officer
LO	: Laboratory Officer
T	: Technical
T & L	: Teaching and Learning


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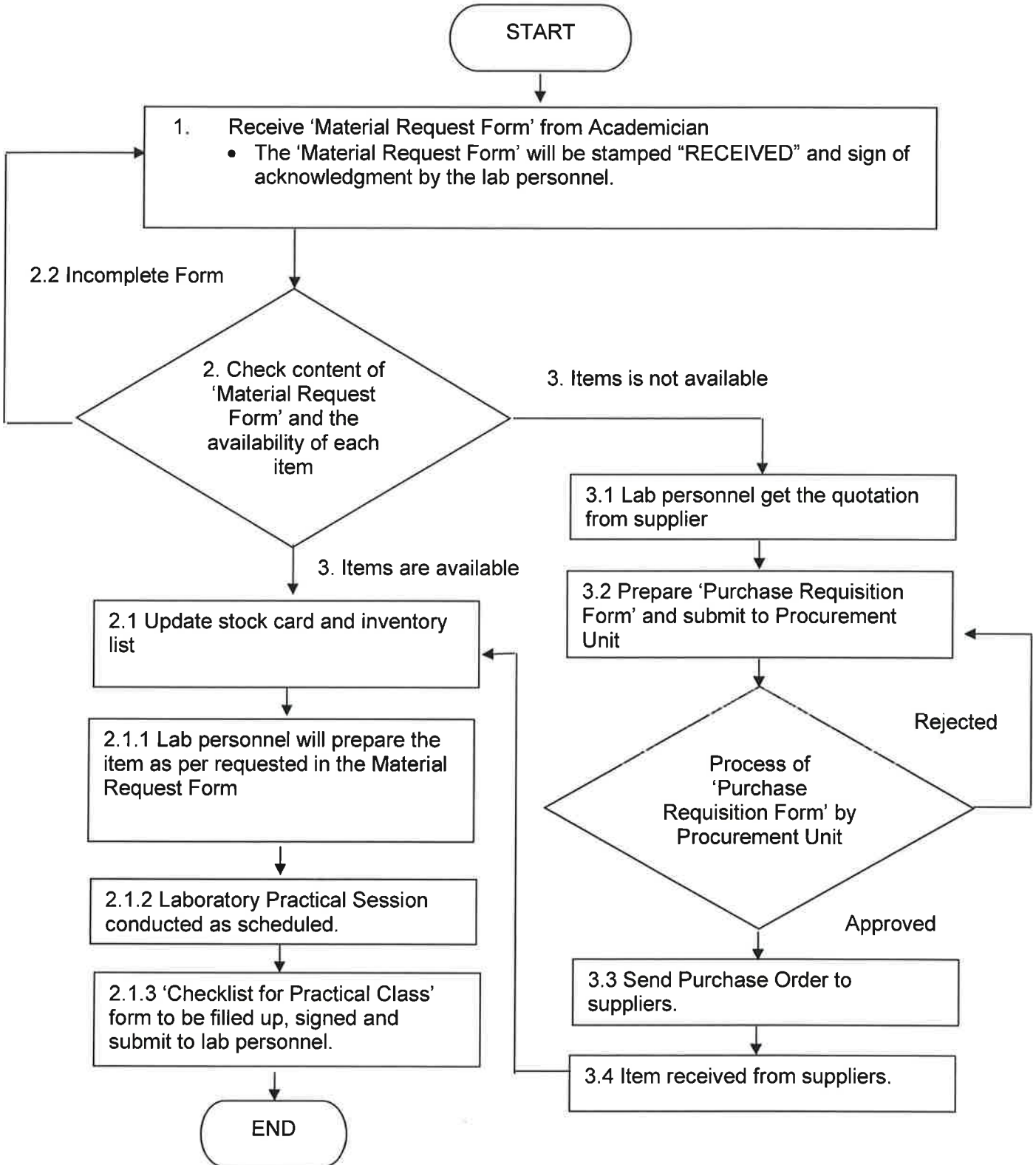
5.0 RESPONSIBILITY


- 5.1 The Head of Diploma in Pharmacy, Bachelor of Pharmacy and Bachelor of Science in Pharmaceutical Technology Programmes are responsible to ensure the compliance with this standard operating procedure at the faculty level.
- 5.2 The Head of Laboratory Department is responsible for ensuring compliance with this standard operating procedure.

6.0 PROCEDURE

- 6.1 Refer to the process flow chart as in the next page.


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7.0 Description

No.	Description	Person in Charge	Document	Duration
1.	<p>The 'Material Request Form' received from Academician at least one month before the practical session start.</p> <p>1.1 The 'Material Request Form' will be stamped using "RECEIVED" stamp and sign of acknowledgment by the lab personnel.</p>	E/TO/LO/T1-4	-Material Request Form	1 month
2.	<p>Lab personnel will check the content of the 'Material Request Form' and the availability of the requested materials in the Inventory List / Stock Card.</p> <p>2.1 If the item requested is available, lab personnel will update the stock card and inventory list.</p> <p>2.1.1 Lab personnel will prepare the item as per requested in the 'Material Request Form'.</p> <p>2.1.2 Practical Session will be conducted as scheduled.</p> <p>2.1.3 Academician will fill in 'Checklist for Practical Class' form, sign and submit to lab personnel. The 'Checklist for Practical Class' is then filed and kept at Laboratory Office as record.</p> <p>2.2 Incomplete 'Material Request Form' will be returned to the Academician for amendment.</p>	<p>E/TO/LO/T1-4</p> <p>Academician</p>	<p>-Material Request Form</p> <p>-Inventory List/ Stock Card</p> <p>-Checklist for Practical Class</p>	1 month

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7.0 Description

No.	Description	Person in Charge	Document	Duration
3.	<p>If the item requested is not available,</p> <p>3.1 Lab personnel will get the quotation from supplier.</p> <p>3.2 'Purchase Requisition Form' will be prepared by the lab personnel and submit to the Procurement Unit.</p> <p>3.3 Upon received the Purchase Order from Procurement Unit, the Purchase Order will be sent to the suppliers.</p> <p>3.4 Items received from the supplier and the Stock Card/ Inventory List to be updated by lab personnel.</p>	E/TO/LO/T1-4	-Purchase Requisition Form	1 week
4.	For any scheduled waste generated from Practical Sessions, the waste shall be disposed to scheduled waste bin	E/TO/LO/T1-4	UniKL/RCMP /LABWI-05	7 years
5.	The inventory of scheduled waste shall be updated as per schedule 5 th schedule and disposed through licensed collector as per 6 th schedule.	E/TO/LO/T1-4	5 th schedule 6 th schedule	<180 days

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7.0 RECORD

No.	Title / Records	Location / Responsibility	Retention Period
1.	Material Request Form (UniKL/RCMP/LU-01-01)	Laboratory Office/ T & L Lab	4 years
2.	Checklist for Practical Class (RCMP/WI/FOM/LAB-01-01)	Laboratory Office/ T & L Lab	4 years
3.	Purchase Requisition Form (UniKL RCMP/WI/PROC/F-01-02)	Laboratory Office/ T & L Lab	4 years
4.	Stock Card	Laboratory Office/ T & L Lab	7 years



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
UNIT MAKMAL
(LABORATORY UNIT)
SENARAI SEMAKAN KELAS PRAKTIKAL
(CHECKLIST FOR PRACTICAL CLASS)

Dipohon oleh : _____
Requested by
Program : _____
Programme
Tajuk Praktikal / Subunit: _____
Practical topic / Subunit
Tarikh diperlukan : _____
Date required
Masa : _____
Time
Tempat : _____
Venue

Tarikh memohon: _____
Requested date

Bil. No.	Peralatan Item	Bilangan Quantity	Semakan Bahan-bahan Selepas Kelas Praktikal Checklist After Practical Class	Catatan Remarks

Disediakan oleh : _____
Prepared by
Tarikh : _____
Date

Disahkan oleh : _____
Verified by
Tarikh : _____
Date

COMMENT / SUGGESTION

Catatan / Comment

Nama / Name: _____

Tandatangan / Signature: _____