

E6 NanoFab List of Violations and Demerit Points

No.	Issue	Demerit Point
1	Misuse of Equipment	3
2	Unauthorised lab access during Extended Hours	3
3	Unauthorised use of equipment without qualification	3
4	Unauthorised lab access (e.g. tailgating other user to lab with no right of access)	2
5	Failure to practice buddy system and / or Panic Button	2
6	Bring in chemical(s) which is unauthorised by Area IC / Tool Owner	2
7	Failure to perform proper housekeeping after work and it may endanger other users	2
8	Unattended experiment(s) using flammable substance	2
9	Hosting of unauthorized personnel / user	2
10	Failure to cancel Approved Extended Hours Lab Access when plan change	1
11	Unauthorised use of equipment without booking	1
12	Failure to report equipment issues	1
13	Mishandling of chemical (e.g. no labeling; using inappropriate container, inappropriate disposal etc.)	1
14	Place flammable substance near sparks or other ignition sources	1
15	Failure to put on appropriate PPE (e.g. goggles, gloves, face shield etc.)	1

E6 NanoFab List of Violations and Demerit Points (continued)

No	Issue	Demerit Point
16	Unsafe electrical practices (e.g. use of unapproved power cord / adaptor / device)	1
17	Eating and drinking in the lab	1
18	Sitting / Lying / Sleeping on Lab / cleanroom floor	1
19	Wearing of Earphones / Headphones in Lab except Ear Mufflers / Plugs (which are required safety devices)	1
20	Improper attire (e.g. no shorts or skirts above knee caps are allowed.)	1

E6 NanoFab Demerit Point System

Who	Type of Action	No. of Accumulated Demerit Point ₁
User	Verbal Warning	1
	Written Warning	2
	Temporary Work Suspension from E6 lab for 2 weeks ³	≥ 3
PI ₂	Written Warning	≥ 10
	Safety time-out	≥ 15

¹ All points accumulated will be reset after 1 year

² Points accumulated by the offender will also be recorded under the PI's research group

³ After suspension, the user shall be retrained and re-assessed on their cleanroom access and/or equipment training

* User involved in incident / accident and submitted AIMS Report will be suspended until further notice

Remark: The points listed above are made with reference to FOE's demerit point system and is non-exhaustive