SOP FOR APPLICATION EXTERNAL USER INFORMM

PROCEDURE	PIC
Receive form from external user and record into log book for external user	Encik Sani Executive Officer
Check if the form is completed .(With supervisor approval)	Executive Officer
For application of co-supervising students, each lecturer has 2 quota at one time only. For external users, application for access card must be attached and submitted with the form to the director of INFORMM.	Executive Officer
Approval by Lab Manager	Executive Officer
Get approved from the director or deputy director of INFORMM.	Executive Officer
Arrange administrative briefings and laboratory briefings with the lab staff in charged.	Executive Officer
Hand over the copy of form to the Assistant IT officer for the provision of access cards (if necessary).	Encik Anas Assistant IT Officer
Give it Access Card to the user by fill in submission access card form.	Assistant IT Officer
Update the list of information external user INFORMM	Executive Officer
File-in all records in File External User (Location : Executive Officer Room)	Executive Officer
Completion	