

材料科學與工程系儀器設備使用申請單

Equipment Booking Request Form of Material Science and Engineering

1. 儀器設備名稱(Equipment) : _____
2. 儀器設備使用期間 (Using Period) :
From _____年(Y)____月(M)____日(D)____時(hr.)起至(to) _____年(Y)____月(M)____日(D)____時(hr.)
3. 測試或使用材料 : _____
(Material Used for Testing)
4. 測試或實驗項目 : _____
(Name of the Experiment, EX: tension, bending, crystallinity, etc.)

請遵照下列程序依序辦理 Please follow the instructions below:

1. 本人親自辦理申請手續。Request should be made in person.
2. 本申請單限一人使用，且僅能申請一台儀器設備。如該項儀器設備屬一整組，操作時須連動使用者例外。This request form is limited to one person and one equipment unless the instruments are a set.
3. 儀器設備之借用期限，以研究室為單位，每次申請以一星期為限，如無人預約，始得續借。如須夜間延長及假日使用須另行申請核准。
Each request is valid for a week per lab. If there are no other reservations, request can be renewed. Using the equipment at night or on holidays must apply for extra request.
4. 本人(借用人)name _____ 研究室 Lab _____ 分機 Extension no. _____，
已熟知儀器操作原理，熟知並願意確實遵守學校及本系訂定之工場(實驗室)管理辦法、安全衛生工作守則及相關操作規定。
I am familiar with equipment instructions. I am aware of the laboratory regulations and will abide them.
5. 指導老師確知該員(學生)已熟知儀器操作原理及相關安全規定，指導老師並負責儀器設備損壞維修費用。
The supervisor is certain that the user is familiar with equipment instructions and aware of the laboratory regulations and will abide them.
指導老師(Supervisor) : _____(sign) _____年(Y)____月(M)____日(D)

※特殊貴重儀器設備由各管理人另行訂定管理要點

Precious equipment is should but not limited to the above guidelines. The administrator of precious equipment may set up additional guidelines.