PI Certification Audit for ECE
Way Forward
Expectation

**Safety Management System implementation**

**Conduct Risk Assessment for all activities in the laboratory (all experiments)**
- Laboratory Activities
- Risk Assessment Register
- Implement Control Measures
- Records
- SOPs

**Records**
- Training needs analysis & record
- Applicable legal register – licenses
- Inspection record
- Accident/incident record
- Chemical inventory
- Minutes of meeting
- Promotional Activities
- Record on control of contractor

Audit by Safety Committee, Dept Rep, Faculty and OSHE
Timelines

1. Submit all documents by 16 July 2010

2. Submit documents to Department Safety Coordinator
Audit Scope

14 research Laboratories/Centres under ECE
  • Based on PI – 42 PIs
  • Only include research project
  • Collaboration project with other department, institute will be included too in documentation

Time
10th August 2010 – 20th August 2010
Allocated Half day per Lab Supervisor (3 hours)
2.5 hours per PI
Audit Schedule

- Department to come out the audit schedule for every PI and lab Supervisor
- When interview PI, all the students/research staff under PI should be present
- When interview lab supervisor, Lab Technologist also need to be present
- Safety Lead in the lab should be present all the time
Questions???
Thank You