

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 / Misuse of Access card (e.g. using other user's access card)	3
5	Unauthorised lab access	3
6	Bring in / out tools and/or equipment which is unauthorised by Area IC	3
7	Failure to practice buddy system and / or Panic Button	2
8	Conducting experiment(s) without Approved Risk Assessment (RA)	2
9	Bring in / out chemical(s) which is unauthorised by Area IC	2
10	Failure to perform proper housekeeping after work and it may endanger other users	2
11	Unattended experiment(s) using flammable substance	2
12	Hosting of unauthorized personnel / user	1
13	Failure to cancel Approved Extended Hours Lab Access when plan change	1
14	Unauthorised use of equipment without booking	1
15	Failure to report equipment issues	1
16	Mishandling / Misuse of chemical (e.g. no labeling; using inappropriate container, inappropriate disposal etc.)	1

E6 NanoFab List of Violations and Demerit Points (continued)

No	Issue	Demerit Point
17	Place flammable substance near sparks or other ignition sources	1
18	Failure to put on appropriate PPE (e.g. goggles, gloves, face shield etc.)	1
19	Unsafe electrical practices (e.g. use of unapproved power cord / adaptor / device)	1
20	Eating and drinking in the lab	1
21	Sitting / Lying / Sleeping on Lab / cleanroom floor	1
22	Wearing of Earphones / Headphones in Lab (including cleanrooms) except Ear Mufflers / Plugs (which are required safety devices)	1
23	Improper attire (e.g. no shorts or skirts above knee caps are allowed.)	1
24	Leaving item(s) unattended / unidentifiable	1

E6NanoFab Demerit Point System

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

a) All points accumulated will be reset after 1 year from date of issue

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

c) 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

Remarks:-

- The points listed above are made with reference to CDE's demerit point system and is non exhaustive.
- E6NanoFab reserves the right to impose additional penalties for actions / violations which may not be listed here.