

Proposed Penalty points

Violation	Points with Harm	Points without Harm
Missing log book entry	5	NA
Not following proper gowning procedure (specific to the lab and to the tool)	5	NA
Not doing timely disposal of labeled chemicals	5	NA
Sample history not written completely in the Equipment Usage Request Module (before using the equipment)	5	NA
Not attending meetings for new tools installation	5	NA
Violation of Buddy Policy in the lab	5	NA
Dessicator not in vacuum	5	NA
Not turning on scrubber, purge gas (safety)	10	NA
Used material without prior approval (Approval of new chemicals and external samples)	10	5
Did not clean the wet bench after use.	10	NA
Used tool without slot booking.	10	NA
Invited unauthorized people (relatives) into the nano lab clean rooms for tour. Spent more than 30 mins inside.	10	
Obstructing the Emergency exit door opposite AMAT lab.	10	NA
Tool Policy Violation	10	NA
Missed a cleaning schedule	10	NA
Inadequate behaviour (eg: arguing with false reason)	15	5
Leaving un-labelled chemicals	15	NA
Not following SOP - Process (contamination)	20	5
Disabling safety equipment without proper procedure/authority	20	NA
Not following SOP - Technical Tool usage (harmful for valuable equipment)	25	5
Not attending training session (Training policy violation)	NA	5

Penalty points (cumulative):

