



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT : PROCEDURE FOR MANAGEMENT OF SCIENCE
LABORATORIES**

DOC. NO : JOOST/AA/SBPS/OP 23

AUTHORIZED BY : DEPUTY VICE -CHANCELLOR

ACADEMIC AFFAIRS

SIGNATURE:

ISSUED BY :

DEAN

SIGNATURE:

SCHOOL OF BIOLOGICAL AND PHYSICAL SCIENCES

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

DATE

CHANGES

AUTHORIZED BY

27/04/2012

Added time limits to the procedure
methods to make them efficient,
effective and measurable.

**ISSUE NO:
001**

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03**

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15TH OCTOBER, 2011**

29/4/2013. Procedure reviewed to reflect change of

Status from BUC to JOOUST



30/04/2015. Procedure reviewed for adequacy



1.0 Purpose: To ensure efficient operation of practical lessons in the science laboratory

2.0 Scope: This procedure covers the management of science laboratories within JOOUST.

- 3.0 References:**
- 3.1 ISO 9001:2008 Standard
 - 3.2 Laboratory Manuals
 - 3.3 JOOUST Statutes
 - 3.4 JOOUST Curriculum
 - 3.5 JOOUST Service Charter
 - 3.6 Students rules and regulations
 - 3.7 Terms and conditions of service

4.0 Terms and Definitions

- 4.1 **BUC:** Bondo University College
- 4.2 **JOOUST** Jaramogi Oginga Odinga University of Science and Technology
- 4.3 **QMR:** Quality Management Representative
- 4.4 **DVC AA:** Deputy Vice chancellor, Academic Affairs
- 4.5 **R,AA:** Registrar Academic Affairs
- 4.6 **SBPS:** School of Biological & Physical Sciences

5.0 Responsibility:

Dean, SBPS shall be responsible for the implementation of this procedure.

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6.0 Method

6.1 Procedures for Practical Sessions

- 6.1.1 The technicians in collaboration with the course lecturer shall identify the practicals for the course unit two weeks before the beginning of the semester.
- 6.1.2 The technician shall avail the specimens, solutions and equipments relevant for the Practical two hours before the practical session.
- 6.1.3 The technician shall ensure that all equipment and machines are in good condition and ready for use before the practicals begin.
- 6.1.4 The technician shall set up the laboratory one hour before, and in collaboration with the course lecturer, they shall determine group size.
- 6.1.5 The technician shall allow students in the laboratory in conformity with laboratory rules and regulations.
- 6.1.6 The technician shall send back the students that do not conform to the laboratory rules and regulations.
- 6.1.7 The course lecturer and technician shall take the students through the laboratory manual in every session.
- 6.1.8 The lecturer and technician shall guide the students through the procedures of practical.
- 6.1.9 The technician shall collect laboratory data from the students as the students sign the attendance list.
- 6.1.10 The students shall hand in laboratory reports, 1 week after the practical.
- 6.1.11 The course lecturer and technician shall assess the laboratory reports.
- 6.1.12 The feedback concerning the report shall be given back to the students by the course lecturer or technician, 2 weeks after receiving the report.

6.2.0 Care and Safety in the Laboratory

- 6.2.1 The chief technician in collaboration with the technicians shall develop a laboratory safety guide which shall be hanged on the laboratory main entrance one week before the beginning of the semester.

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- 6.2.2 The technicians shall in their laboratory session first take the students through the safety procedures.
- 6.2.3 The technician shall provide all the students with a copy of the safety manual at the beginning of every academic year.
- 6.2.4. The students shall acknowledge, by signing an attendance list, that they have gone through and fully understood the laboratory safety guide.
- 6.2.5 The technician shall regularly inspect and ensure that all the safety procedures are followed during practical sessions.
- 6.2.6 The technician shall label all warnings onto equipments and guide the students on their usage as safety measure.
- 6.2.7 The technicians shall always put and check warning labels of chemicals and equipments with right dangers within laboratory set up.
- 6.2.8 The technicians shall install fire extinguisher within the laboratories and make sure other forms of fire extinguisher are available
- 6.2.9 The technician in collaboration with the chief technician shall install and maintain first aid kit within the laboratory for any laboratory accidents.

6.3.0. Calibration of Laboratory Equipment

- 6.3.1 The chief technicians shall identify the equipment to be calibrated one month before the beginning of the semester and prepare calibration schedule in collaboration with external bodies e.g KEBS.
- 6.3.2 The chief technician in collaboration with other technicians shall ensure that all laboratory equipments are calibrated on or before use as per schedule.
- 6.3.3 The technician shall always run trials to ensure that the equipments once calibrated are giving right results.
- 6.3.4 The technician in collaboration with the chief technician shall write a label and hang on every equipment indicating dates of calibration and next calibration.
- 6.3.5 The technicians shall in their daily routine check and report to the chief technician due dates of calibrations for action.

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6.4. Care and Maintenance of Laboratory Equipments

- 6.4.1 The technicians shall ensure that equipments are cleaned before and after use, before keeping them in their places designed for them.
- 6.4.2 The technicians shall do routine check on the functionality of the equipments after every session and report to the chief technician for maintenance arrangements.
- 6.4.3 The chief technician shall prepare maintenance schedule and invite the manufacturers/dealers for repair of the equipments whose dates are due.
- 6.4.4 The technicians shall remove or write warnings on those equipments that are yet to be repaired not to be used before repair is done.
- 6.4.5 The chief technician in collaboration with the technicians shall through procurement office send and receive equipment specification, chemicals and glassware before the beginning of the semester..
- 6.4.6 The chief technician shall order the equipments, chemicals, glassware and consumables one month before the beginning of the semester.

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