

# Instrument, Electronic or Electrical (IEE) Request Form

Date: \_\_\_\_\_

**SUBMITTED BY**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Direct Tel. No.: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Grant Code: \_\_\_\_\_

Lab/Room No.: \_\_\_\_\_

 School/Centre: *Tick all that apply.*

- Queen's University Belfast
- School of Chemistry and Chemical Engineering
- Other School \_\_\_\_\_

- External
- Almac       Radox
- GLT       Other \_\_\_\_\_
- MOF

Individual Category:

- Undergraduate Practical/Project
- Masters
- Post-graduate
- Postdoctoral
- Staff
- Other \_\_\_\_\_

**DETAILS OF WORK**




 Type of Work: *Tick all that apply.*

- Instrument
- Mechanical
- Electronic
- Electrical
- PAT Testing

Please provide Inventory Number: \_\_\_\_\_

Description of Work Including Drawing

**SAFETY** (*Tick all that Apply*) ASEP reserve the right to refuse work if it poses a risk to our staff. The request may be forwarded to your supervisor.

		
Live parts exposed	Faults which could cause fires	Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere

Additional Recommended Safety Controls: \_\_\_\_\_

**CHECKLIST** *If you are not able to CHECK all of the boxes below, please speak to Kirin Hill BEFORE submitting the work.*

- All relevant information has been provided in this form

All equipment must be **clean** before any work is commenced i.e. the equipment is free from any hazardous materials

**JOB REQUIREMENTS**

Time frame for work:

- Urgent (1-3 days)
- 3-5 days
- 1-2 Weeks
- 1-2 Months

**RESULTS** (*To be completed by the analyst*)

 Summary of Investigation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

 Further Action Required \_\_\_\_\_  
 \_\_\_\_\_

 Materials Required \_\_\_\_\_  
 \_\_\_\_\_

 Materials Cost \_\_\_\_\_  
 \_\_\_\_\_

Analyst \_\_\_\_\_

Date: \_\_\_\_\_