Guidelines for using Laser Cutting Machine in EN16 workshop

*(For Staff Use)*

1. Booking for use of machine via email to: [kweeteck@tp.edu.sg](mailto:kweeteck@tp.edu.sg)
2. Staff can book up to 8 hours per week, from 9am to 12noon & from 1pm to 5pm.
3. Staff may continue to use the machine, if machine is available.
4. For first time user, staff is required to sign a copy of the machine safety checklist.
5. Sign out machine key from workshop Technical Staff (TS).
6. Be familiar with the operation procedure, before switching on machine.
7. Clean up machine after use.
8. Lock machine & return key to workshop TS.