

Permission to access the laboratories of DEE

(ET, EL, MIK, ST, SIM, Robotik, ET Spezial, AS, LE...)

1. Working alone: students and student employees are subject to the regulations of the FH Campus Wels and in particular those of the Department of Electrical Engineering (DEE), which state that working alone in the laboratories is generally prohibited by the management of the DEE.
2. If students or student employees be granted access to rooms of the Department of Electrical Engineering, this must in all cases be bilaterally agreed in writing between the person applying for permission ("applicant") and the students / student employees to whom access is to be granted ("access applicant") and must be approved in writing by the head of department.. The applicant bears the sole responsibility for all consequences of access with regard to compliance with all FH and departmental guidelines.
3. Applicants for access must be trained and checked by the applicant for the points listed below and their knowledge must be confirmed by mutual signature. In particular, applicants for access confirm that they
 - a. fulfill all the necessary professional qualifications for the approved rooms,
 - b. know and have understood in detail the safety instructions valid for the rooms for which access has been requested,
 - c. know and have understood the house rules and laboratory regulations for the rooms listed,
 - d. know and have understood the regulations on working alone in the field of electrical engineering,
 - e. know and have understood the maternity protection regulations,
 - f. have completed and passed the laboratory safety tests for the duration of access requested,
 - g. know the responsible technicians, laboratory managers, safety experts and the DEE management,
 - h. know and comply with the DEE's equipment checkout and lending guidelines,
 - i. understand that the lending of devices and components is carried out exclusively by the responsible laboratory technicians,
 - j. agree to return all borrowed tools and equipment at the very latest by the time the permit expires,
 - k. do not grant other persons access to the laboratory.
4. The applicant must confirm in writing his/her knowledge and understanding of, as well as guarantee compliance with these rules for access by signing the form at the end of this document.
5. The signed document is to be presented or sent e-mail by the applicant to the head of the DEE for access to be granted. Applications for permission to access the laboratories of DEE are stored in the directory: G:\FB Elektrotechnik\Laborzutritt_FB_ET by semester in separate subdirectories.
6. Permission for access is granted by the head of department for the duration requested (maximum 1 semester) and until revoked.
7. Access to the laboratories of the DEE may be revoked without indicating the reason(s).
8. Access to the laboratories of the DEE does not grant the right to private use of the rooms or the infrastructure in them or the inventory or equipment within the rooms.

Handling of electrical current/voltage

- When working with and on electrical installations, five safety rules apply to prevent electrical accidents.
- These five safety rules are applied in the order given before working on electrical installations. After the work is completed, they are to be applied in the reverse order.
 1. Disconnect all poles and all sides.
 2. Secure against reconnection.
 3. Determine the absence of voltage at all poles.
 4. Earth and short-circuit.
 5. Cover or isolate adjacent live parts.
- Circuit installations must always be set up in a voltage-free state. Bare, live parts must be set up in such a way that accidental contact can be excluded.
- Electrical circuits must not be mounted on wooden boards.
- Electrical setups with voltages > 120 V DC and 50 V AC may only be put into operation in the direct presence of a laboratory technician and/or the applicant.
- Accumulators (rechargeable batteries) may only be charged during regular laboratory operating hours (Monday to Thursday from 8 a.m. to 6 p.m. and Friday from 8 a.m. to 2 p.m.). Charging is allowed only on nonflammable surfaces; all flammable substances etc. must be removed from a sufficient radius. "High-power" batteries (Ni-Cd, Ni-MH, Li-Ion, Li-Fe, etc.) may only be charged in a fireproof metal enclosure (F90). Make sure that the correct charger is used! A personal check of the charging process is required at least every 2 hours!
- If a person comes into contact with a live circuit or if there is a danger that this could happen, the nearest emergency stop switch (red mushroom-shaped button) must be pressed immediately. Always get qualified help, as any person who gets into the circuit must be medically examined.

Please contact us if you have any questions:

Head of department: DI Dr. Franz Auinger

Laboratory technicians: Ing. Christian Hollinetz,
Thomas Szepe,
Erich Windischbauer,
Paul Radlbauer BSc

Activation of laboratory access

I hereby confirm that I have read and understood the above information.

I have informed myself about the potential dangers of the laboratory equipment, understand them and commit myself to adhere to the laboratory regulations and the general and special safety regulations.

Furthermore, I hereby guarantee compliance with the fire protection regulations and the campus regulations, and confirm the full knowledge of the signed document. I confirm that I have successfully completed the laboratory safety test for the application period.

Lab name

Room number

Duration (from - to)

Project name (optional), purpose

First and last name (in block letters)

Matriculation No.

Date

Signature

Signature project manager/teacher

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Name of the project manager / teacher: _____; Personnel number: _____

Date: _____ Signature: _____

Project name / LVA designation: _____

Laboratory designations	Room-numbers	Duration (from – to)	Name (first-, surname)	Matriculation No.	Signature

Notes:

Activation of laboratory access

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Date: _____ Signature: _____

Project name / LVA designation: _____

Laboratory designations	Room-numbers	Duration (from – to)	Name (first-, surname)	Matriculation No.	Signature

Notes: