



PASF Process Request



What is process request?

It is a request procedure for all new processes that needs to be developed or optimized in PASF tools, such as new processes to explore the unexplored modes in the tools, performance enhancement of a tool etc.

"New Process request" pertains to add on /tool modification or processes which do not adhere to standard operating procedure or process already available on the various tools at PASF.

Why should the user request for process request?

Currently, we have observed that there are similar process requests from different users and work goes on concurrently, resulting in loss of time and resources. The above procedure will help to minimize re-inventing the wheel. This platform will help us understand the need of a user to explore new/unexplored modes on various tools concurrently and paves the way for the tool enhancement.

How to Request?

In order to access the Online Process Request System, all potential users are requested to register at <http://pasf.cense.iisc.ac.in/prpasf/>

Click on "Member Login", to register yourself. Once registered, please follow the instructions on the Member Dashboard to submit a process request. (Faculty Login is for Technology Managers and other authorized process Request review members).

All details pertaining to Process Request Submission and Process Request Execution are available in the "Process Request Procedure" Document on the Member /Faculty Dashboard.

"Process Request Procedure" [Click here](#)

"Maximum two active process requests per member"

"Process Requests are chargeable", "Only PASF Users can raise a Process Request"

"Not submitting duly filled Process Request Closure Report will lead penalty to the Requester and no more request will be accepted from that user."

Tool owners /Facility Technologists have been informed to direct all new process requests to follow the above procedure.

No request deviating from the above procedure will be entertained.



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Table:-Generic Check List for Process Request

Tool Number as per FOM	Equipment/Tool Name	Reason for Process Request	FT/SFT/TM Review and Comments	PASF Admin Committee Review and Approval

User Details

Serial	User Name	User Signature	User Approver's Name/Signature	PASF Staff Name	Remarks
1					
Date					