



Doc No:-

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PASF TF32 Lab Entry/Exit/Emergency Evacuation Procedure

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Generic Rules for PASF Usage

- Booking of Slots for usage of facility for all Equipments in FOM is compulsory
- All CeNSE-IISc Safety Rules to be Followed
- FT/SFT to be contacted for all Services Like Design, Development, Facility or Equipment Usage
- Compulsory to use Shoe Cover/ Gown if it is Clean Room or Semi Clean Room Area
- Procedures like Operating Manual, SOP and FT/SFT Instructions for Services Usage.
- Read User agreement and comply to the procedures and need debit code to be filled and your Faculty signed.
- Do not submit Biometric Access without submitting Signed User Agreement.
- All PASF Users to have a Valid OLSEH Safety Test Score and pass PASF online Safety Test before using the PASF Facility



PASF TF32 Lab Entry Procedure



1. Internal Users : To follow the Below Procedure in addition to the detailed document

➤ [PASF_New User_Entry_Exit_SOP](#)

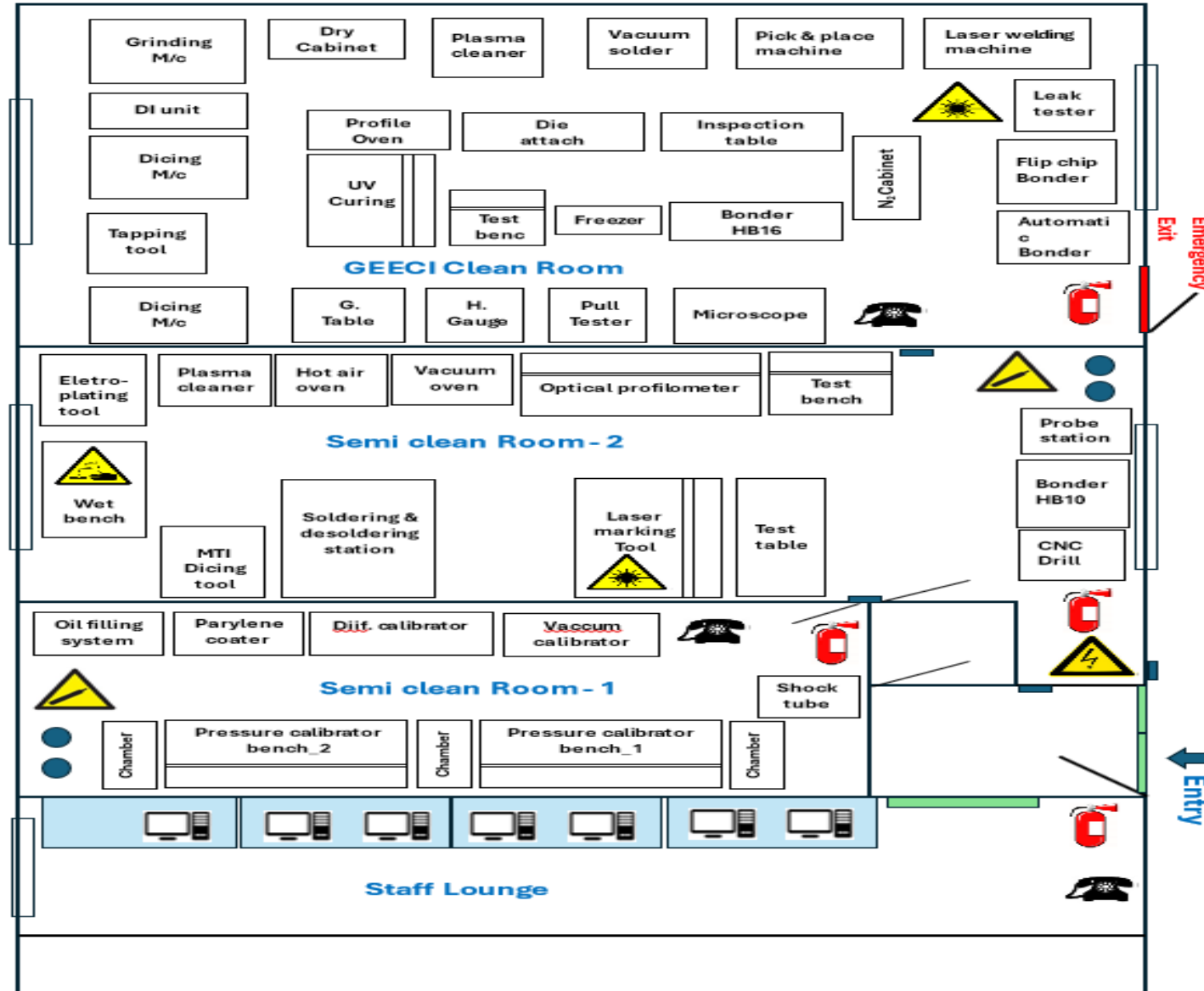
Consult FT/SFT before (At least 24 Hours prior to gaining entry to PASF TF32) booking slots in FOM for dependent user/independent user.

- a. Ensure all tools related procedure are followed as per User Document/User document and samples are taken in to PASF-TF32 an appropriate manner.
- b. Enter TF32 through Biometric Access & use new shoe cover and wear ESD Gown for Clean Room Access
- c. Enter the the semiclean room1, 2 through biometric doors
- e. Enter the clean room only if needed (restrictions of entry to avoid contamination) and request FT/SFT to open the doors of clean room

2. External Users : To follow the Below Procedure

- ❖ Follow the above steps b) to e) with FT/SFT Consultation as in Section 1.

1.0 PASF-TF32 Layout

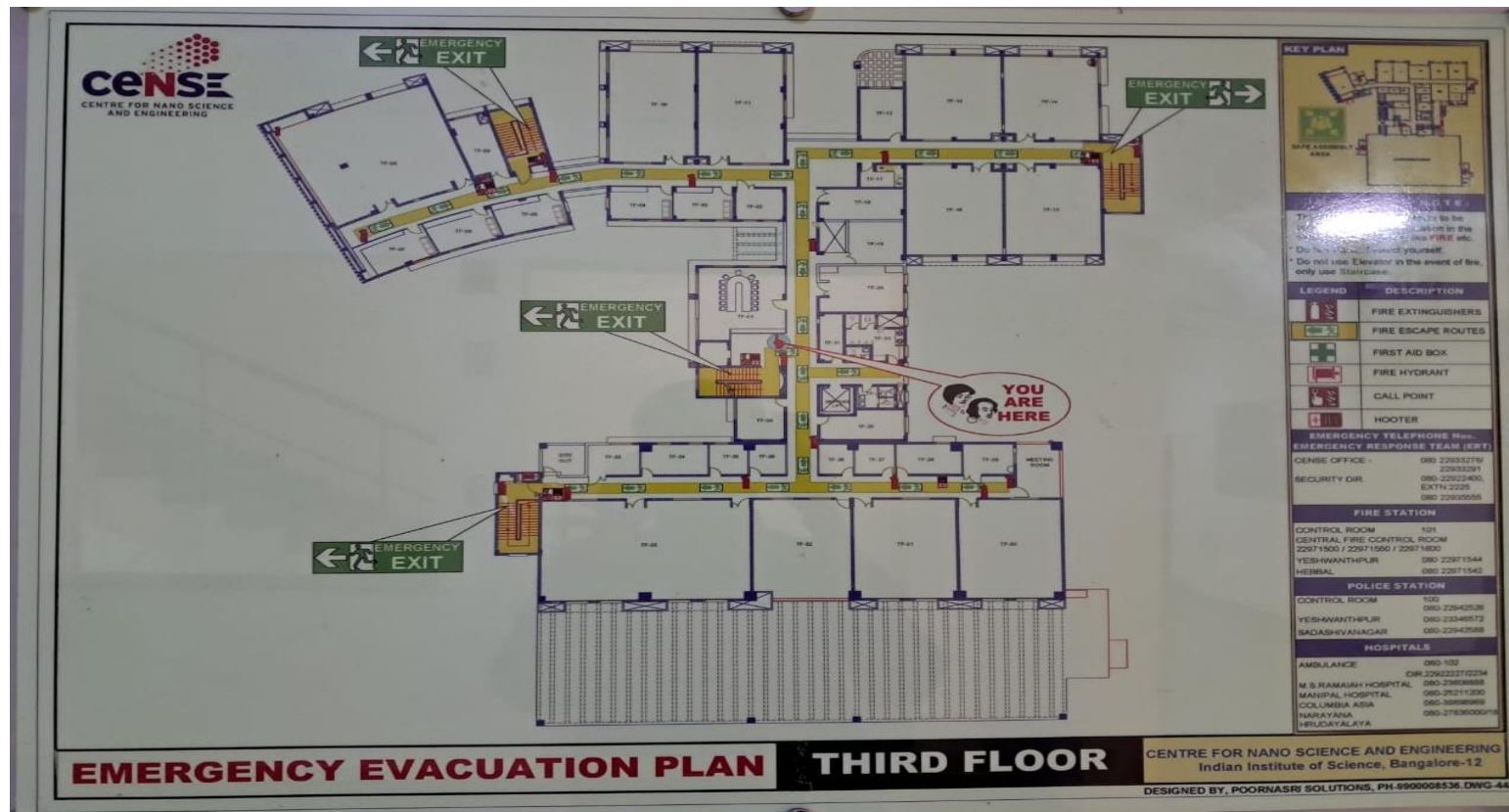


Overview

- 1) Clean Room 10k
- 2) Semi Clean Room 1, 2
- 3) Staff Work Area

Emergency Exit Plan PASF-TF32

Evacuate through the emergency exit (follow the exit sign) and wait near the assigned floor Assembly area



PASF Emergency exit way

- To exit Clean Room- press the emergency exit handle and evacuate to exit area
- To exit Seating, Semi Clean & Testing area exit through the main door using biometric access

Simple Steps for IISc Users

1. Check with your Prof what Equipment/Tools/Design Services u need
2. Request a mail for User Agreement from TM or Website link as in 3
3. Submit Signed User Agreement with Debit Head as in link below
<http://sysefandpackagingfacility.cense.iisc.ac.in/get-access/for-iisc-user/>
4. Submit Biometric Access as in Link below
<http://www.bio.cense.iisc.ac.in>
- 4a. PASF TF 32 Safety Protocols as per below to be read as per below link
Also go through Safety Orientation of PASF under the link 3) Tab Safety Protocols.
<https://sysefandpackagingfacility.cense.iisc.ac.in/get-access/>
- 4b. Complete the Safety Test as per below link (Score 8/10) or Under Tab Safety Protocols under 3)
<https://forms.office.com/r/5rJcuDrpQn>
- 4c. At CeNSE-Admin Office GF get photo and Finger print scanned b/w 3-4pm.
5. Login to FOM and enter all details as in Link
<http://facilitybooking.cense.iisc.ac.in/fom/>
6. Check the Equipment List in FOM and discuss with FT/SFT before booking slots.
7. Details of Equipment also in below weblink
<http://sysefandpackagingfacility.cense.iisc.ac.in/capabilities/>

Note:- For More Details refer to PASFTF32-Entry_Protocol V2.0 pdf doc.

PASF TF32 Lab Exit Procedure

1. Internal Users : To follow the Below Procedure

- a. After usage of the PASF Facility as Dependent user, log off from FOM and check the booked slot time is proper and consult FT/SFT if any changes are needed.
- b. Ensure all tools related procedure are followed as per User Document and samples are taken back in an appropriate manner.
- c. Exit the semiclean room through biometric doors. [Clean Room Exit Point is clearly visible](#)
- d. If u are in the clean room discard the Gown and hand over to Lab Technician or FT
- e. Shoe Cover to be discarded in the used shoe cover bin and exit through semiclean room TF 32 door by pressing the exit button.

2. External Users : To follow the Below Procedure

- ❖ Follow the above steps b) to e) with FT/SFT Consultation as in Section 1.

PASF TF32 Emergency Lab Evacuation Procedure

1. All Users : To follow the Below Procedure

- I. If there is a hooter alarm raised, immediately leave all your tools, samples in the condition it was. Automatically all doors will be unlocked and follow procedures IV to VI, if not follow II to VI.
- II. Clean room FT/SFT/Users to open the Emergency exit doors immediately using the emergency door handle. [Clean Room Exit Point is clearly visible](#)
- III. FT/SFT/User to Immediately Open the semi clean room1 and semiclean room2 doors
- IV. Discard the shoe covers in the bin and Exit calmly through Emergency exit door at clean room to the nearest stair case steps as in Slide 5.
- V. If Clean room exit door is taking longer time, discard the shoe covers and exit calmly through TF32 entry door to the nearest stair case steps as in Slide 5..
- VI. Assemble at the ground floor at third floor assembly point for further instructions.