

In the Name of God, the creator of soul and wisdom

RMRC-LAP-100-A

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### **Razi Metallurgical Research Center**

#### **Access to the Laboratories Policy**

This policy determines the framework for access to and use of the Center's laboratories and equipment which they accommodate with the aim of their efficient, effective and safe use.

#### **1 Access to the laboratories**

Access to the laboratories is only authorized for the personnel who work in the relevant laboratory or for those who have been issued with electronic ID cards for entering the laboratories. Having complied with the related technical and security regulations and in coordination with heads of the laboratories, the managing director, the scientific manager, the laboratories' quality manager and head of the reception can enter the laboratories of Razi Metallurgical Research Center.

Unauthorized persons entering the laboratories or using the equipment will be treated in accordance with the disciplinary regulations. Entrance of unauthorized persons to the laboratories is considered as violation grade one. Authorized persons shall lock all doors and windows and fill out and sign the relevant control list as soon as they are finished and ready to leave the laboratory.

#### **2 Using the equipment**

Only the personnel whose competence is approved are allowed to use the laboratory equipment.

No instrument, equipment, hardware or software may be brought to the laboratory without the written authorization of the Center's managing director. Any mishandling and unauthorised adjusting of instruments or equipment is prohibited.

Installing software not related to the instruments or equipment is forbidden.

Making changes to the existing equipment software without the written authorization of the management is not allowed.

Unauthorised persons are not permitted to perform any operations on the electronic and electric systems and control equipment.

Breakdowns, problems and other happenings pertaining to the equipment shall be reported as promptly as possible in the relevant forms to the technical manager of the laboratories.

All equipment shall be controlled prior to use in accordance with the related work instructions.

Where there is a need for an instrument to be operating in the absence of the personnel, this shall be demonstrated through identifying words or signs.

The relevant control list shall be filled out by the last person leaving the laboratory after all other authorised persons have left the laboratory.

It is the responsibility of managers and heads of the laboratories of Razi Metallurgical Research Center to plan the precise implementation of this quality policy.

**Yahya Jaferian**  
**Managing Director**