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| Procedure for student activity after or outside ordinary school hours and without supervision in the lab S-301, S-126 and S-128 | Author | Rudi Yi Xu | |
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Irregular school hours:

- Monday to Friday after 4 p.m.
- Weekends (Saturday and Sunday)
- Public holiday in Norway

Activity without supervision: Students work independently without the lab engineer, subject teacher or supervisor being on campus a longer period of time

Mandatory requirement: The student/group must have completed and passed a lab instructional course before the activity or lab work take place.

Who can approve the permit:

- Subject teacher
- Supervisor
- Project manager

What should an application permit contain?

- Descriptions of the activity.
- An attachment of a performed JSA meeting (Job Safety Analysis) where everyone involved has participated.
- The time period for the activity/work, including when the activity starts and when is it expected to be finished.

The lab manager must be informed of the activity/work that are going to take place. This can be done by inviting the lab manager to the JSA-meeting or by cc the application permit to him/her.

Renewal of permit without a new JSA meeting:

- New time period.
- Extended work/activity period.

Renewal of permit that require a new JSA meeting.

- Completely new activity/work.
- A new procedure with significant changes or variations from the previous procedure.
- New group members.