

ISOM - GENERAL RULES

These Rules define the working framework ISOM facilities, establishing a series of responsibilities, tasks and procedures. They can be subject to modifications by the competent authorities of ISOM.

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PERSONNEL: DESCRIPTION AND RESPONSABILITIES

• **PERSONS IN CHARGE OF ROOMS AND OF EQUIPMENTS:**

All laboratories of the ISOM have one Doctor in Charge of Room (RESPONSABLE DE SALA: *RDS*), whom one has to address concerning all problems, doubts or topics with urgent and/or relevant character. Each equipment has one person in charge (RESPONSABLE DE EQUIPO: *RDE*), doctor, senior grantee, or technician, who will be responsible for its correct operation. The *RDS*'s as well as the *RDE*'s will be designated by the Direction Team of the ISOM.

The *RDE* must guarantee the proper operation of the equipment. In case of some extra help may be needed for reparation, he/she will ask for help to the *RDS*. Each equipment/system must have available its complete documentation to assure the right function of the system. Such documentation consists of user manual, maintenance book note and reparation report (if any has been done). It is responsibility of the *RDE* that all documentation is available for users as well as maintenance technicians.

The *USERS* of a laboratory will inform the Person in Charge of the Room about any case that affects the normal operation of the equipments, concerning the repair, maintenance, replacements, etc. The Person in Charge of the Room will coordinate the *TECHNICIANS*, *RDE*'s and *USERS*, in order to buy/install/repair and properly set the equipments of his/her laboratory. On him/her relies the ultimate responsibility of the correct operation of the Room that has been assigned to him/her, in terms of material issues as well as in terms of the demand in the necessary discipline of work and use.

The Persons in Charge of Rooms will help with the external tasks of the *ICTS* of the ISOM by coordinating the accomplishment of these tasks. The procedure to be followed for this purpose is established by the principal Person in Charge of the *ICTS*.

In order to transfer equipment and/or tools from a Laboratory to another one or from a system to another one within the same Laboratory, one will seek approval of the *PERSON IN CHARGE OF THE ROOM*. Once finished the task that required such transfer, the tool/equipment will have to be left in its original state (location and functionality). The laboratories must have a full set of marked tools that will NOT have to leave their usual place without knowledge and approval of the *PERSON IN CHARGE*.

The *PERSONS IN CHARGE OF ROOMS* and/or *EQUIPMENTS* will put greatest diligence to the optimization of the operative state of the equipment they have in charge. For this, they will take into account information received from the *USERS* and *TECHNICIANS*, as well as information obtained by means of **periodic inspections** that they will personally conduct. To this extent, good will and responsibility is expected. A special effort is asked from the *PERSONS IN CHARGE OF ROOM* on the installation of the different systems that are not completely operational.

- **TECHNICAL PERSONNEL**

At present the ISOM has several TECHNICIANS in charge of the maintenance routines, as well as to provide service to the USERS in different domains:

1) General Maintenance:

These people are in charge of providing maintenance service on equipment, closings and partitions, repairs, mechanical pieces and spare parts, as well as any similar infrastructure. Their telephone numbers are:

Fernando Contreras: 609027631 (cellular), ext. 4408, josefernando.contreras@upm.es

Óscar García: 629859037 (cellular), ext. 4408, oscar.gonzalez@upm.es

Calls to the above mobile phones by USERS remains strictly restricted to urgent cases and should follow, every time it will be possible, the preliminary notification to the PERSON IN CHARGE of the Laboratory.

2) Technology: **Maika Sabido (B-010, ext. 4418),** mssiller@isom.upm.es

This person at present provides service regarding the systems used for technological processing and technological tasks of the ICTS.

Besides providing service to the USERS by the established rules, the following TECHNICIANS have been entrusted routine maintenance tasks for which they do not need specific orders:

Maika Sabido: Chemical warehouse, control of order and general cleaning in the Clean Room and clothes (dressing gowns, shoe-covers).

Oscar García and Fernando Contreras: General infrastructure maintenance: air-conditioners, deionized water, liquid nitrogen, nitrogen gas, air under pressure, water, systems for lighting, electric power and particle counting, etc.

- **USERS**

Is called USER any person involved in research works relative to the preparation of a Doctoral thesis, a Research Project or different type of collaborations.

USERS are **responsible** for the proper use of the equipments, having to fill correctly the corresponding notebooks, and to leave the equipments well ordered after use. They should inform **immediately** the Person in Charge of the Equipment about any anomaly of dysfunction that they would observe, and collaborate to the tasks of installation, maintenance and repair of the equipments that they use. They will take extreme care of the cleaning and order within the Clean Room, **necessarily** dressed with clean-room suit, shoe-covers, complete head covers, beard covers if applicable, and gloves.

Generally, as much for the CLEAN ROOM as for the CHARACTERIZATION ROOMS, the USERS will take extreme care of the CLEANING, the ORDER and the ELIMINATION of obstacles, pipes, plugs, electrical hoses, etc. that may constitute a risk to the people and to the equipment.

USERS will have to scrupulously respect the Specific Rules of each Room and Equipment, NOT USING any System/Equipment for which they have not been authorized by the Person in Charge of the Room. USERS can be authorized to handle certain equipments by the Person in Charge of the Room, once they have read conscientiously and understood the instructions of use and demonstrated their capacity to the Person in Charge of the Equipment.

Help will be asked to the USERS for the external tasks of the ICTS of the ISOM through the accomplishment of technical tasks or experimental measurement in the Laboratories. For this purpose, one should follow the procedure established by the main Person in Charge of the ICTS and the indications of the coordinator of the assigned task.

Accounting for the complexity of the ISOM, and for reasons of efficiency and security, not all USERS will be able to access directly the equipments. Those USERS who **are not authorized to the direct handling of an equipment**, will be able to access that service **only** through the authorized personnel (TECHNICIAN or Responsible of Equipment) and **always** by means of direct request to the Person in Charge of the Room.

At the end of this document are listed all the people who contribute to the activities of the ISOM in a more or less continuous way. The people who are not in this list and who are possible users of the ISOM, either as students on projects, as collaborators from other departments or Institutions, as invited visitors, external users of the ICTS, will have TO ACCEPT to follow these **Rules of Use of the ISOM Facilities**. They will have to accept, also, the instructions contained in the **Health and Safety Procedure**. For this, they will have at their disposal forms that they will have to fill and sign, prior to be granted access to the ISOM facilities.

PROCEDURE FOR NON-AUTHORIZED USERS

• FACILITIES IN GENERAL

The procedure to be followed to use ANY FACILITY OF GENERAL USE AT THE ISOM by NON-AUTHORIZED USERS consists of the following steps:

- 1º) Go to the Thesis Director (or Director of the Project) and inform him/her about the technique that one wishes to learn.
- 2º) Once obtained the approval of the Thesis Director (or Director of the Project), the latter warns the Person in Charge of the corresponding Room.
- 3º) The Person in Charge of the Room puts the new potential user in contact with the Person in Charge of the Equipment.
- 4º) Only when the Person in Charge of the Equipment decides that the new user is ready, he/she notifies the Person in Charge of the Room.

Users will also be able to access the nanolithography equipment, the e-beam evaporation and the micro-welding, in clearly justified cases. For this, the requirement is that the user who wants to learn has planned a frequent use of that technique in addition to extensive occupation time. In all these cases the Thesis Director will have to ask for it to the Secretary of the ISOM.

• SPECIFIC TECHNOLOGICAL TASKS OF THE TECHNICIANS

The current procedure to ask for technological tasks consists of:

- 1º) All technological services MUST be requested, prior to any other action, using the application/web page available for this purpose: http://www.isom.upm.es/t_tecnologia/
- 2º) At the time of filling in this application, the applicant (i.e.SOLICITANTE) MUST request and have the Knowledge and OK of his/her supervisor (RESPONSABLE), by filling in the corresponding space with the name of the supervisor. The applicant must also fill in the "Comentarios" dialog box, indicating clearly the purpose of the job, the project involved (if any), the need of it and any other detail he/she may think of.
- 3º) Once the application is filled, the technician will contact the applicant to request the samples and any extra information needed for the task as well as inform him/her about estimated schedule.
- 4º) When the work has been carried out, the technician will save the electronic form, and give back the processed sample(s), to whom ordered the work.

- 5°) The technician will try his/her best to gather similar jobs together when their nature allows.
- 6°) Any question/doubt about this process will be addressed to the Secretary of the Institute. The technician will not handle any administrative issue (such as priority issues)

RULES OF ACCESS

- **KEYS TO THE ISOM**

Access to the ISOM is done through the inner doors, by using personal cards.

For the personnel of the ISOM, copies of the keys for the offices are available at the Secretariat of the ISOM during the morning, acknowledging receipt by signature. For the non-permanent personnel, or depending on third parties, the keys for the offices as well as the personal cards to access ISOM, will be given only upon previous request by the person responsible, by email or in writing, directed to the secretary, and after the approval of the Director or Assistant director of the ISOM (the request shall include the *Form for Researchers joining the Institute*). Once all the required documentation is reviewed and signed, the card will be given in the Control room of the ISOM. For the non-permanent personnel, the card will be given to the Responsible person.

For security reasons the following PROCEDURES have to be RIGOROUSLY followed:

- A) It is not allowed to make copy of the keys and/or cards, nor to lend them or to transfer them to third parties, without knowledge and authorization of the Director.
- B) The use of the keys and/or cards of access is subject to a STRICT discipline, that demands that every-one closes the front door at ANY HOUR OF THE DAY.
- C) The persons responsible for third parties have obligation to
 - i) communicate the registration or departure of new people who work at the ISOM,
 - ii) introduce new people to the Steering Committee, to the Administrative Secretary and to the Technicians.
 - iii) take care of the transfer or return of access keys and cards,
 - iv) inform the new users under their responsibility of the Rules of use and specially the security issues that accompany the possession and use of access keys and cards.

- **OPENING HOURS OF THE ISOM**

1. **Monday to Friday from 09:00 to 19:00 hours**

- **REGULATIONS TO ACCESS ISOM IN NON-SCHOOL DAYS AND NON-WORKING HOURS**

A) **Staff members** do not need any special permission. It is desirable to send by email a notification to the Secretary of ISOM.

A.1) **Staff** members are those persons with permanent contract. For post-doc with contracts of long term (issue to be considered in the application), the responsible PI will request in a written form the inclusion of such researcher as a **staff**-member, indicating the circumstances and reasons

for this. Visiting or invited doctors, with no contractual-relation with ISOM, cannot be considered *staff* members. A list with the *staff* members will be issued and forwarded to the security guards of Buildings A, B and C.

B) For NON-Staff members:

A permission will be needed to enter the ISOM on Saturdays (mornings included), Sundays and other holydays, as well as at non-working hours. This permission will be requested by the responsible PI, indicating well-defined reasons why this special Access is needed, and also indicating the laboratories and systems (equipments) that will be used. This request will be made filling out the appropriate form (*application to request a stay at ISOM during non-labour schedule*: at the end of this document) and sending it to the Secretary of ISOM, who, if it is approved will authorize it and sign it.

This permission will be shown and given to the security guards of Building A, indicating the time of stay. The security guards will also be notified at the end of the stay.

Permission for several weekends or consecutive days (non-school days) can also be requested, clearly explaining the reasons and need. The ultimate responsibility of what these persons do during these stays reside on the PI who is requesting the permission.

It is recommended **not to enter the laboratories alone** (single person). If this has to be the case, it is convenient to have the possibility of a telephone contact with their responsible researchers. They must turn off the lights and leave the systems as they were before they arrived.

To disobey these regulations, or to cause harms or problems derived from a bad use, will eliminate the possibility of new stays (or even the normal entrance to ISOM) during a period of time to be determined.

As a reminder, to enter the School during these days (except Saturdays from 8:00 to 14:00 h) it is ALSO needed to request the corresponding permission to the School using the appropriate application. This one does not have to be processed by the ISOM.

- **REGULATION TO ACCESS OFFICES IN NON-SCHOOL DAYS**

To enter the offices, EXCLUSIVELY, it will be enough to request the permission to the School (see previous regulation).

- **REGULATION FOR NIGHTLY STAYS DURING SCHOOL DAYS**

In case someone needs to extend the working-time at ISOM, he/she must inform to his/her supervisor, who will study the case. Currently, 22:00 h is established as the limit time to stay both inside ISOM as well as in the School. If anyone needs to stay longer, until 23:00 h, it is enough to warn the security guards. Later than 23:00 h, besides warning the security guards, it will also be necessary to request a permission to ISOM in the way described above. The internal alarm at ISOM is activated at 23:00 h. For special cases of long duration, the same permission described in the first part of this document will have to be requested.

If anyone stays at ISOM between 22:00-08:00h, it will be necessary to deactivate **the alarm** of the ISOM, for which the permission will be asked for to the thesis director / tutor to learn how to use the alarm system. The maintenance technicians will give this information only with explicit

permission of the TUTOR, and will maintain a list of the people who are allowed to remain in the ISOM out of normal time.

In addition, in order to respect the norms of security of the ETSIT, in case of work in the Center out of the normal opening hours, the following course of action should be followed:

1. Monday to Friday after 22:00 hours:

Call the guard of the school before 22:00 hours, in the control room of building A (telephone extension 1111), in order to notify the place of work, contact phone and scheduled time of departure.

• **ACCESS TO THE CLEAN ROOM**

The fundamental function of a clean room is to provide a working environment containing the smaller possible number of particles in suspension, therefore insuring the fabrication of microelectronic devices free of those particles that may damage their operation.

Therefore, the access to the clean room will only be possible through the changing room. The access card to the ISOM is necessary to enter and exit the changing room of the Clean Room. This information is recorded, for security reasons, so that the personal present in the Clean Room is constantly known. This is why, even if one enters accompanied by another person with a card, it is compulsory to pass the card through the reader, *both upon entering and upon exiting the Clean Room*.

The basic rules to follow for the correct use of the equipment available in the Clean Room, are the following:

1. The changing room has a bench that divides it into a clean zone and a “dirty” zone (gowning zone). The latter is the part that is immediately contiguous to the access door from the corridor. The clean zone starts just after the bench that separates the room in two and where one should sit to wear the clean-room boots.
2. The users will wear the clean-room suit, with the cap, the gloves if applicable, beard-covers, in the “dirty” zone of the changing room and they will put on the shoe-covers only while on the bench so that they eventually step into the clean zone with these covers on. In addition, just before crossing the access door to the Clean Room it will be necessary to step onto the sticky carpet in order to eliminate particles from the soles of the shoe-covers.
3. It is **strictly prohibited** to introduce food, boxes of cardboard, equipments that were not cleaned, and more generally anything that may introduce particles in the Room.

For safety reasons and for emergency situations, the Clean Room is equipped with emergency exits leading to the service corridor.

PROCEDURE IN CASE OF EMERGENCY SITUATIONS

- The ISOM is equipped with fire and gas detectors that will start an alarm in case of any situation of emergency.
- All the elements of the detection systems are connected with a central station for signaling and alarm control, which is located in the control room (Conserjería) of Building A, where the alarm signal will be received whenever a risk situation is detected.
- If an incident takes place, here are the procedures that should be applied:
 - 1) If necessary start the fire alarms.
 - 2) Evacuate the ISOM following the **Evacuation Plan and Procedure**.
 - 3) Warn Fernando Contreras (609.027.631) and/or Óscar García (629.859.037); then warn one of the persons listed below, in the established order.
 - 4) In case of serious emergency, or if the problem necessitates so or if the facilities are in danger, warn the watch-room (Conserjería) of Building A, (Ext. 1111/7243) and the CASESA Patrol (620.831.397).
 - 5) On voluntary basis one can inspect the ISOM facilities accompanying the CASESA Patrol in order to check what exactly caused the alarm. The access key to the external doors is available in all the control rooms (Conserjerías) of the School. In this case, please refer to the **GENERAL SAFETY DOCUMENT (DOCUMENTO GENERAL DE SEGURIDAD)**.
 - 6) Warn the firemen (112) so that they can come immediately, if necessary.
- The guards of the Center will possess some maps of the ISOM in order to guide themselves in case of emergency. These maps indicate the disposition of the laboratories and of the fire sensors.

PERSONS TO WARN IN CASE OF EMERGENCY (By order hereafter established)

- | | |
|---------------------------------|---------------------------------|
| 1º. Fernando Contreras: | Work: 4408 / 81835/ 609 027 631 |
| 2º. Oscar García: | Work: 4408 / 81351/ 629 859 037 |
| 3º. Claudio Aroca: | Work: 7277 / 2015 |
| 4º. José Luís Prieto: | Work: 2004 |
| 5º. María del Mar Sanz: | Work: 4221 |
| 6º. Miguel A. Sánchez: | Work: 4203 |
| 7º. Álvaro G. Fernández: | Work: 4203 |
| 8º. Adrián Hierro: | Work: 4231 |
| 9º. Enrique Calleja: | Work: 7315 |
| 10º. Fernando Calle: | Work: 7316 |

SERVICES

- **SECURITY**

USERS must avoid to remain alone in the Clean Room and, in particular, when they handle risky equipment (high voltage, toxicity, etc.), especially after 20:00 hours, on week-ends and holidays. Numerous security systems exist that the user will have to know and to respect and that are described in detail in the **GENERAL DOCUMENT OF SECURITY**.

- **SECRETARIAT**

The secretary of the ISOM (office C-231) is Mrs. Montse Juárez Migueláñez.

Phones	Direct Ibercom:	91 336 6832
	Extension Alcatel:	4404
	Fax:	914533567

- **COMMUNICATIONS**

In addition to the phones of the Secretariat, the ISOM has the following phone numbers:

MAIN LINE

Secretaría: **91336-6832**

MAIN ENTRANCE

EXT: 4408 (ETSIT)

LAB.01.- OPTICAL CHARACTERIZATION

EXT: 4405 (ETSIT)

LAB.02.- OPTOELECTRONIC SYSTEMS

EXT: 4407 (ETSIT)

LAB.03.- STRUCTURAL CHARACTERIZATION

EXT: 4406 (ETSIT)

LAB.04.- ELECTRICAL CHARACTERIZATION

EXT: 4407 (ETSIT)

CONTROL ROOM

(SALA DE CONTROL)

EXT: 4408 (ETSIT)

CLEAN ROOM

CENTRAL CORRIDOR

(PASILLO CENTRAL)

EXT: 4411 (ETSIT)

SALA¹.01.- ENTRANCE

EXT: 4411 (ETSIT)

SALA.02.- TECHNOLOGY

EXT: 4222 (ETSIT)

SALA.03.- CHEMISTRY

EXT: 4222 (ETSIT)

SALA.04.- EVAPORATORS

EXT: 4222 (ETSIT)

SALA.05.- SPUTTERING

EXT: 4406 (ETSIT)

SALA.06.- PHOTOLITHOGRAPHY

EXT: 4222 (ETSIT)

SALA.07.- PLASMA & RIE

EXT: 4214 (ETSIT)

SALA.08.- MBE EPITAXY

EXT: 4412 (ETSIT)

SALA.09.- NEW MBE

EXT: 4410 (ETSIT)

SALA.10.- AUXILIARY

EXT: 4409 (ETSIT)

¹ SALA means Room, we didn't translate this because, if you need to look in the electrical boxes, for example, you will only find the Spanish nomenclature.

- **LAUNDRY**

The textile equipment (clean-room suits, shoe-covers, gloves, caps) will be periodically washed, according to the needs.

RULES TO MAKE PURCHASES/PAYMENTS

This document intends to remind and to update the procedures for placing orders, purchasing buys, invoicing and payment, of elements that are common to the ISOM (BOTE), as well as those that are specific of each Project.

GENERAL:

*Every operation of purchase/payment requires the use of a form of “order of purchase/payment” (model is included). At the time of the request of purchase/payment, and prior to its execution, the person in charge of the acceptance of the order will fill up the spaces marked in **RED**. He/she will do the same with the ones marked in **blue**, if at the time the data are known, or, in any case, upon receipt of the invoice. The spaces in **green** will directly be filled up by the Principal Investigators (IP) responsible for the Project ONLY in case of purchases/payments that are specific of this Project, and **THAT ARE NOT COMMON (DE BOTE)** (the signature of the IP is always necessary even in the case of a common expense).*

*The person in charge of the order will specify with sufficient clarity the details of the purchase/payment and its **COMMON character**, if it is the case. No operation will not be processed if the order of purchase/payment has not been properly filled. The person in charge, or, where appropriate, the one in charge of the purchase, will keep this order of purchase/payment until receipt of the invoice, at which moment all the documentation will go to Montse. Invoices without their executed order of purchase will not go to Montse.*

*Invoices without their proper order of purchase/payment **will not go to Montse.***

Payment orders will use the same form and the same procedure, with or without needing invoice, according to the case (complements, OTT scholarships, services, etc.).

	INSTITUTO DE SISTEMAS OPTOELECTRÓNICOS Y MICROTECNOLOGÍA (ISOM) <u>ORDEN DE COMPRA / PAGO</u>	Nº operación
Fecha:	PROYECTO:	CUENTA:
Responsable del encargo de compra:		Tipo de gasto:
Firma del Responsable del Proyecto	MARCAR SI PROCEDE BOTE: <input type="checkbox"/>	<input type="checkbox"/> Inventariable <input type="checkbox"/> Fungible <input type="checkbox"/> Viajes/Otros <input type="checkbox"/> Personal
PROVEEDOR:		
IMPORTE:	Moneda Nacional <input type="checkbox"/> SI <input type="checkbox"/> Extranjera <input type="checkbox"/> Conversión a euros:	
	Base Imponible:	IVA:
<u>DETALLE DEL MATERIAL / PAGO SOLICITADO</u> (unidades, tipo, MUY IMPORTANTE SEÑALAR LA SALA Y EL NÚMERO DE SERIE SI ES INVENTARIABLE, persona, y labor)		

¿WHO ARE THE PERSONS IN CHARGE FOR ORDERS?

If the purchase refers to a **specific element** of a Research Project, el person in charge **is the Principal Researcher (IP) of the Project** (Names of grantees, collaborators, technical or administrative personnel are **NOT** accepted).

If the purchase refers to some element that is **COMMON** to the ISOM (BOTE), **the person in charge is the Person in Charge of the Room that requires this element.** (Names of grantees, collaborators, technical or administrative personnel are **NOT** accepted).

The purchase, once the purchase order is properly filled, can be executed by any person pertaining to the ISOM (Grantees, Collaborators, Technical Staff, etc) with **previous knowledge/designation** by the person in charge of the order.

In case of urgent necessity, or prolonged absence of the Person in Charge of the Room, the purchase order can be filled, ***exceptionally***, by the Person in Charge of Accounts.



Photograph
of the
Researcher

INSTITUTO DE SISTEMAS OPTOELECTRÓNICOS Y MICROTECNOLOGÍA

Mandatory Form for Researchers joining the Institute

Full Name: _____

Email: _____

Location (office): _____

Telephone: _____

Nationality: _____

Degree: _____

Institution of origin: _____

Plan of the stay in the ISOM: _____

Status at ISOM: _____
(visiting researcher, collaborator, Erasmus, PhD, etc.):

Starting date of the stay: _____

Expected ending date of the stay: _____

Supervisor (staff member): _____

Healthcare Insurance during the period of stay: : Yes No

Attached Documents: Yes No

If applicable, indicate which type of documents: _____

Date: _____

The researcher

VºB. Supervisor

Signed.: _____



UNIVERSIDAD POLITÉCNICA DE MADRID
Instituto de Sistemas Optoelectrónicos y Microtecnología



ESCUELA TÉCNICA SUPERIOR DE INGENIEROS DE TELECOMUNICACIÓN

POLITÉCNICA

SERVICIO DE PREVENCIÓN
 DE RIESGOS LABORALES

ACKNOWLEDGMENT OF SAFETY RULES AT THE ISOM

Mr/Mrs:.....
 con **DNI/NIE**, **acknowledges receipt** of :

- .- Regulations of Operations of the ISOM.
- .- Rules of prevention of risks at work: Plan and behaviour in case of an Emergency.
- .- Safety Documentation and Information about Rules of Use of the equipments and rooms.

And **confirms** that he/she has read and understood the content of this documentation and accepts to follow its recommendations.

COMMITMENT OF FULFILLMENT OF THE RULES

Those rules that are contained in the corresponding section of the plan of security and health:

- 1° I will follow the instructions of the Technical Coordinator of the ISOM in terms of security and health during the execution of my work.
- 2° I will precisely inform the Technical Coordinator of the ISOM about the status of prevention measures applied in terms of Security and Health during the accomplishment of the work.
- 3° I will control and direct, following the instructions of the Health and Safety procedure, the correct organization of the equipments.
- 4° I will put myself at the disposal of the Technical Personnel of the ISOM, for the fulfillment of the approved Safety and Health procedures and I will make sure that all the necessary individual protection equipments are available.

For the accomplishment of my work, I receive the instructions contained in the Health and Safety procedure, that I confirm to have read and understood and I confirm that I am able to put them in practice.

Signature:

Date: