



STANDARD OPERATING PROCEDURE (SOP)

DRAPING LABORATORY

of the Faculty of Engineering
Study Program in Family Welfare and Education

UNIVERSITAS NEGERI SURABAYA

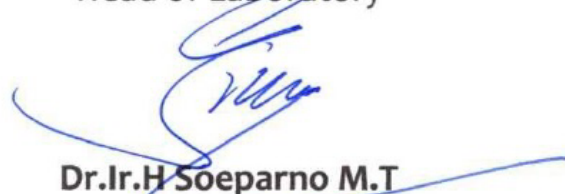
STANDARD OPERATING PROCEDURE (SOP)

FACULTY OF ENGINEERING

LABORATORY OF FAMILY WELFARE STUDY PROGRAM

Issued by:

Head of Laboratory



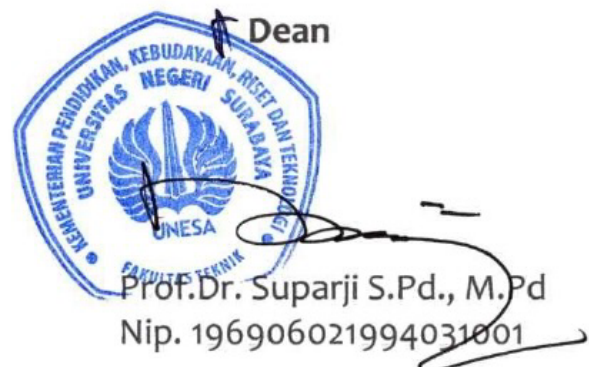
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1. PURPOSE

This SOP aims to regulate the operational procedures, safety management, and utilization of the facilities in the **Draping Laboratory** of the Family Welfare Study Program. It ensures the efficient and safe use of laboratory equipment and facilities to support academic activities, practical training, and research.

2. SCOPE

This SOP applies to all users of the Draping Laboratory, including lecturers, students, technicians, and any other parties involved in the use of laboratory facilities. It includes:

- Usage of equipment and laboratory facilities.
 - Safety protocols and security.
 - Maintenance and care of laboratory equipment.
 - Daily operational procedures.
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3. DEFINITIONS

- **Draping Laboratory:** A facility used for teaching, practical training, research, and development in draping techniques under the Family Welfare Study Program.
 - **Laboratory Users:** Students, lecturers, technicians, or staff involved in laboratory activities.
 - **Personal Protective Equipment (PPE):** Equipment such as gloves, masks, and safety glasses used to protect users from physical or chemical hazards in the laboratory.
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4. RESPONSIBILITIES

4.1. Head of Draping Laboratory

- Manages and supervises laboratory operations, ensuring the equipment and facilities are in good condition.
- Approves laboratory use outside of official working hours, if necessary.
- Coordinates equipment maintenance and repairs with technicians.

4.2. Laboratory Technician

- Prepares the equipment and materials for practical or research activities.
- Conducts routine maintenance and calibration of equipment.
- Supervises laboratory activities to ensure safety protocols are followed.

4.3. Laboratory Users

- Maintain cleanliness, order, and safety while using the laboratory.
- Report any equipment damage or accidents to the laboratory technician or head of the laboratory.

SOP Table for Draping Laboratory of Family Welfare Study Program

No	Process	Responsibility	Description
1	Head of Laboratory	Head of Laboratory	Manages and supervises the laboratory operations, including approval for usage and maintenance of facilities and equipment.
2	Laboratory Preparation	Laboratory Technician	Prepares equipment, materials, and laboratory facilities for practical or research activities. Checks the condition of the laboratory and ensures equipment is ready for use.
3	Activity Supervision	Laboratory Technician	Supervises the activities in the laboratory and ensures that users follow safety procedures.
4	Laboratory Usage	Supervising Lecturer / Users	Laboratory users follow instructions from the technician and supervising lecturer for using the equipment. Any

			damages must be reported and logged in the logbook.
5	Equipment and Material Usage	Users (Students/Lecturers)	Students or lecturers use the equipment according to the instructions. Users are responsible for cleaning the equipment and work area after use.
6	Waste Disposal	Users (Students/Technician)	Separate waste (organic, inorganic, chemical) according to the procedures.
7	Equipment Maintenance	Laboratory Technician	Technicians conduct regular maintenance of the equipment and facilities, perform calibration, and report if any equipment needs repair or replacement.
8	Emergency Response	All Parties	In case of emergency, such as fire or accidents, all parties must follow the established evacuation procedures. Fire extinguishers and first aid kits are available for use.

5. OPERATIONAL PROCEDURES

5.1. Preparation for Laboratory Use

1. Reservation for Use

- Users must reserve the Draping Laboratory at least 2 business days before the scheduled time via the administration system or by contacting the technician.
- Users must provide details of the planned activities, equipment to be used, and the number of participants.

2. Initial Inspection

- Before activities begin, the laboratory technician will inspect the equipment and ensure it's ready for use.
- Users must check the equipment with the technician. Any damage should be reported and logged in the **Laboratory Logbook**.

3. Personal Protective Equipment (PPE)

- PPE must be worn during practical activities that involve hazardous materials or machinery. Non-compliance will result in denial of laboratory access.

5.2. Draping Laboratory Usage Procedure

1. Instructions and Supervision

- The lecturer or laboratory technician will provide instructions on equipment usage and safety guidelines before any activity begins.
- Users must follow these instructions carefully to avoid accidents or damage.

2. Equipment Usage

- Users must inspect equipment before and after use. Any damages must be reported in the **Damage Report Form**.
- Large draping machines or other advanced equipment must only be used under the supervision of the laboratory technician.

3. Waste Management

- Waste materials, including fabric scraps and hazardous chemicals, must be disposed of in the appropriate bins as per laboratory guidelines (organic, inorganic, and hazardous waste).

5.3. Exit Procedures from the Draping Laboratory

1. Cleaning the Work Area

- Users must clean their workspace and return all materials and equipment to their designated locations.
- Waste must be sorted and disposed of in the correct bins.

2. Shutting Down Equipment

- Turn off all electrical equipment, including draping machines and lights, after use.
- Report the completion of activities to the laboratory technician for final inspection.

3. Activity Log

- All users must fill out the **Laboratory Logbook**, noting the equipment used, duration, and condition after use.

5.4. Equipment Maintenance

1. Routine Checks

- The laboratory technician must conduct weekly checks on all equipment to ensure functionality.
- Calibration of specialized draping tools must be done every six months.

2. Repairs and Replacement

- Any equipment found to be damaged must be reported immediately to the head of the laboratory for repair or replacement.
 - Equipment that cannot be repaired should be documented in the **Equipment Replacement Form**.
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6. WORK SAFETY

6.1. Emergency Procedures

1. Fire

- In case of fire, users must press the fire alarm and evacuate according to the designated route.
- Fire extinguishers are available in the laboratory and may only be used by trained personnel.

2. Work Accidents

- Any injury must be reported to the technician and treated with the laboratory's **First Aid Kit**.
 - For serious injuries, contact the campus health unit immediately.
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7. PENALTIES

Users who violate the rules outlined in this SOP may face administrative penalties, including:

- Verbal or written warnings.
 - Temporary or permanent suspension from the laboratory.
 - Costs for repair or replacement of damaged equipment caused by negligence.
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8. CLOSING

This SOP takes effect on the date of issuance. It will be reviewed every two years or as needed to maintain smooth laboratory operations.