

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF DENTISTRY (COD)



INTERNAL POLICY & PROCEDURE

Subject: Research Lab Utilization at the College of Dentistry (COD)

Dates: Original:
19 December 2019

Last Revised:

Effective:
19 December 2019

Reference: KSAU-HS/KAIMRC/MNG-HA

Replaces Number:

Target Employees / Departments:
Faculty, staff, interns and undergraduate and postgraduate students who are involved in research at COD

Page 1 of 2

1. PURPOSE

This IPP describes the policy and procedures for research investigator to utilize the Research Labs in the College of dentistry

2. POLICY STATEMENT

Everyone intends to utilize the COD Research Lab must book the lab and sign in/out every time.

3. PROCEDURES

- 3.1 The lab must be booked beforehand unless the lab is free for the intended time to be used.
- 3.2 The investigator must sign in at the time he/she enters the lab and sign out once he/she is done in the sign sheet available in the lab (Appendix A).
- 3.3 Food and Drink are not allowed inside the Research Labs.
- 3.4 The investigator should be aware of the safety and fire guidelines.
- 3.5 The investigator should receive training on the equipment intended to be used if needed. This is coordinated with the Research Committee.
- 3.6 The investigator should report any problem that might emerge during the use of lab facilities/ equipment directly to research-cod@ksau-hs.edu.sa.

4. RESPONSIBILITIES

All faculty, staff, interns and undergraduate and postgraduate students in the college of dentistry are responsible for the implementation of and adherence to the provisions of this IPP



INTERNAL POLICY & PROCEDURE

Subject: Research Lab Utilization at the College of Dentistry (COD)

Dates: Original:
19 December 2019

Last Revised:

Effective:
19 December 2019

Reference: KSAU-HS/KAIMRC/MNG-HA

Replaces Number:

Target Employees / Departments:

Faculty, staff, interns and undergraduate and postgraduate students who are involved in research at COD

Page 2 of 2

5. APPENDIX

Appendix A: COD Research Lab sign-in/out sheet

6. APPROVAL

Prepared by:

Dr. Ahmed Jamleh
Research Committee Chairperson
& Associate Professor, Endodontics,
College of Dentistry (KSAU-HS)

Reviewed by:

Dr. Khalid Said
Chairperson,
Academic Quality Assurance and Accreditation Unit,
College of Dentistry (KSAU-HS)

Approved by:

DR. ALI AL EHAIDEB
Chairman, College Council and
Dean, College of Dentistry, KSAU-HS

