**SOP Equipment Operating**

SOP is structured to be implemented by user and the management of Structures and Construction Materials Laboratory. The procedure prepared by considering the function and equipment sensitivity so the sensitive equipment is not wrong in operation. This SOP contains of following things as follows:

1. **Procedure of loaning the equipment**

   For parties who will loan the equipment of Structures and Construction Materials Laboratory must fill out a form of loaning equipment. This form contains of the identity of equipment loaner. The time of loaning is calculated for how many days/weeks, and types of testing that will be done with the equipment. This procedure was created for the purpose of orderly administration in laboratory so we can note the number of laboratory equipment loaner and the frequency of usage equipment.

2. **Procedure of operating equipment**

   For operating the sensitive equipment, the loaner not allowed to operate their own equipment. The operation of the equipment must be carried out by the laborant which is already trained for operating the equipment correctly. While for operate the non-sensitive equipment, the loaner allowed to operate their own equipment under the supervision of laborant.

3. **Procedure of refund the equipment**

   The finished equipment is loaned must be returned in its place and under such conditions before the loaned. If there is damage to the equipment caused by the loaner, so the loaner is obligated to repair or replace the damaged equipment and the damage must be reported to the head of structures and construction materials laboratory.