

## Foreword

With praise and gratitude for the presence of God Almighty, the book Standard Operational Procedure (SOP) was published to assist in carrying out duties and functions in the Geography Study Program. SOPs are documents that contain a series of information and written instructions to all parties and serve as guidelines and references in the implementation and completion of work.

It is hoped that with this SOP, the services provided will be more effective, efficient and accountable. We realize that this SOP is not yet perfect, therefore it needs to be revised if needed for the future.

In this regard, it is hoped that suggestions and input from various parties for the improvement of this SOP are expected. Thank you to all the teams involved in the preparation of this SOP. Hopefully this SOP can be used as expected.

Padang, April 2021  
Head of Geography  
Study Program

Dr. Erawati, M.Si  
NIP.

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**Standard Operating Procedure (SOP)  
Geography Learning Media Workshop**

**A. Definition**

Geography learning media workshop is a center for the development of ICT-based learning innovations, data processing, and the publication of the Department of Geography, Faculty of Social and Political Sciences, UNP

**B. Destination**

Purpose made operational standards and procedures (SOP) the use of these learning media workshops are:

1. Development of instructional media and ICT-based teaching materials
2. Center for data processing, research and community service. Lecturer at the Department of Geography, Faculty of Social and Political Sciences, UNP
3. Geographical scientific development center
4. Development of website and publication of the Department of Geography, Faculty of Social and Political Sciences UNP
5. Coordination center and facilities for curriculum development, learning methodologies, media and learning resources, and learning evaluation
6. Evaluation services and analysis of the effectiveness of learning
7. Digital product design services to support the tridharma of higher education
8. Provide a reference for lecturers, students and outsiders who carry out activities in the learning media workshop to use the equipment and media in the workshop properly and correctly
9. Perform maintenance of equipment and workshop media
10. Creating administrative order by collecting data on students and lecturers entering the workshop

### C. Definition

- Practice Activities : Learning activities with face-to-face method between lecturers (assisted by assistants) and students who emphasize the aspects of skills, knowledge and attitudes by using equipment and media in the workshop as a whole.
- Head of the workshop : The manager of the learning media workshop who is responsible for the management and development in the utilization of all resources power and facilities in a planned, supervised, and evaluated manner
- Laboratory Assistant / Workshop Assistant : Workshop staff assigned to manage activities as well as operational technicians in the workshop and prepare equipment and media for learning activities
- User : Lecturers, students and relevant external parties who have fulfilled the administrative requirements as users of the FIS UNP geography learning media workshop
- Tools and Media : All types of equipment and media in Bengmedia group used for curriculum development, learning methodology, media and learning resources, and learning evaluation.

### D. Scope

The procedure for using the workshop only applies to students, lecturers and outsiders who have received permission to carry out activities in the learning media workshop with the terms and conditions that apply a license to use the workshop signed by the Head of the Department of Geography, FIS UNP. In addition, the use of media workshops uses an official letter from the institution or laboratory assistant / assistant in charge of the person in charge or activities addressed to the head of the workshop who has received ACC from the teaching lecturer under the supervision of the laboratory assistant / workshop assistant until the activities in the workshop room end.

The laboratory assistant / workshop assistant serves the use of the media workshop space on weekdays, starting at 09.00-15.00 WIB. If the use of the workshop

exceeds the time limit given without confirmation to the laboratory assistant / workshop assistant, a fine will be imposed. A fine in the form of money of IDR 100,000 / tool / day.

#### **E. Workshop Use Procedure**

The procedure for using the workshop at the Geography Learning Media Workshop is as follows:

##### 1. Lecturer Activities

- a) The lecturer coordinates with the head of the workshop, through the workshop assistant
- b) Laboratory assistant / workshop assistant completing the equipment that will be used by the lecturer
- c) If possible, laboratory assistants / workshop assistants can assist lecturers' activities
- d) After the activity, lecturers and laboratory assistants / assistants tidy up the equipment back to its original condition

##### 2. Student Services

- a) Students make a letter requesting the use of a geography learning media workshop for the benefit of lectures to the head of the workshop with a copy to the head of the geography department of FIS UNP
- b) The head of the workshop coordinates with the laboratory assistant / learning media workshop assistant and students with an interest in determining the schedule for the use of the workshop
- c) Students can ask the laboratory assistant for information about the media to be used, the completeness of the set, etc.
- d) Students get a usage schedule and use it at a predetermined time
- e) During use, before using the workshop, students contact the labor / workshop assistant to be able to prepare the equipment needed
- f) Students carry out activities under the supervision of a laboratory assistant / workshop assistant in accordance with the function and capacity of the tool.
- g) If there is damage to the tools and media used during the activity, students must immediately convey it to the laboratory assistant / workshop assistant who oversees the practice on that day.

- h) After the activity is over, students put the equipment back in order to its original condition
- i) The laboratory assistant / workshop assistant checks the completeness of the equipment and media that has been returned by the student
- j) If there is a shortage or damage to the equipment and media used, as a result of negligence, the student concerned will be subject to sanctions for replacing or replacing the damaged equipment.
- k) If the equipment and media returned by students are suitable and complete as before, then students are welcome to leave the workshop room.

#### **F. Related Parties**

1. Head of the Department of Geography
2. Responsible for Laboratory and Workshop
3. Laboratory Assistant or Workshop Assistant
4. Users (students, lecturers and private parties)

#### **G. Maintenance And Repair Workshop**

1. The laboratory assistant / workshop assistant checks all workshop equipment every month
2. The laboratory assistant / workshop assistant fills in the form for the condition of the workshop equipment
3. The laboratory assistant / workshop assistant records the damaged equipment and puts it on the damaged equipment form
4. The laboratory assistant / workshop assistant checks whether the equipment can be repaired by yourself, repair it outside, or replace it with a new one
5. The laboratory assistant / workshop assistant notifies and asks for approval from the head of the workshop and the head of the geography department of FIS UNP

# FLOWCHART Bengkel Media





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**Standard Operating Procedure (SOP)  
Use of Basic Tools and Media  
Geography Learning Media Workshop**

**A. Destination**

Purpose made operational standards and procedures (SOP) the use of basic tools and media for the learning media workshop is to provide an explanation of the procedure for the use of basic tools and media for the workshop at the Geography Learning Media Workshop, State University of Padang

**B. Scope**

Includes the mechanism of procedure for the use of basic tools and media in the workshop at the Geography Learning Media Workshop, State University of Padang

**C. Basic Equipment and Media Procedure Mechanism**

1. Computer Use

- a) Computer users / users are required to report and ask permission from the laboratory assistant / workshop assistant, before and after use
- b) The laboratory assistant / workshop assistant can refuse the use of computers (with certain considerations)
- c) The user / user of the Camera and Lens is responsible for cleanliness and / or equipment damage caused by misuse
- d) The length of time the computer can be used is limited to a certain period of time.
- e) Computer users / users are not allowed to modify the tools to be used
- f) Computers are only used for matters relating to the function of the media

2. Use of Cameras and Lenses

- g) Every user / user of cameras and lenses is required to report and ask permission from the laboratory assistant / workshop assistant, before and after use



- h) Each user / user of the Camera and Lens is responsible for cleanliness and / or equipment damage caused by misuse
- i) Laboratory assistants / shop assistants may refuse the use of cameras and lenses (with certain considerations)
- j) The length of time that the Camera and Lens is used is limited to a certain period of time.
- k) Every user / user of cameras and lenses is not allowed to modify the tools to be used
- l) Cameras and Lenses are only used for matters related to the function of the media
- m) Violation of this rule will be subject to sanctions.

### 3. Use of the Gimbal Stabilizer

- a) Every user / user of the Gimbal Stabilizer must report and ask permission from the laboratory assistant / workshop assistant, before and after use
- b) Every user / user of the Gimbal Stabilizer is responsible for cleanliness and / or damage to the gimbal caused by misuse
- c) The laboratory assistant / workshop assistant can refuse the use of the Gimbal Stabilizer (with certain considerations)
- d) The length of time you can use the Gimbal Stabilizer is limited to a certain period of time.

### 4. Using a Camera Tripod

- a) Every user / camera tripod user is required to report and ask permission from the laboratory assistant / repair shop assistant, before and after use
- b) Each user / user of the Camera Tripod is responsible for cleanliness and / or damage to the tripod caused by misuse
- c) Laboratory assistants / shop assistants may refuse the use of Camera Tripods (with certain considerations)
- d) The length of time you can use the Camera Tripod is limited to a certain period of time
- e) Camera Tripod is only used for matters related to the function of the media

### 5. Use of Studio Lighting

- a) Media workshop lighting studio is only used and placed in a permanent media workshop studio.
- b) Every user / user of Studio Lighting must report and ask permission from the laboratory assistant / workshop assistant, before and after use
- c) Every user / user of Studio Lighting is responsible for cleanliness and / or damage to Studio Lighting due to misuse
- d) The laboratory assistant / workshop assistant may refuse the use of Studio Lighting (with certain considerations)
- e) The length of time using Studio Lighting is limited to a certain period of time.
- f) Studio Lighting is only used for matters relating to the function of the media



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**Standard Operating Procedure (SOP)  
Occupational Safety Health (K3)  
Geography Learning Media Workshop**

**A. Destination**

1. Maintain a healthy work shop environment
2. Prevent and treat accidents caused by work while working in the workshop
3. Prevent and treat poisoning caused by action / environmental conditions in the workshop
4. Adjusting the ability to work in the workshop
5. Rehabilitating users who are injured or sick due to work in the workshop

**B. Scope**

1. Media workshop space that meets the standards is one factor to avoid work accidents, these requirements include room conditions, room arrangement, completeness of safety equipment.
2. Safety equipment must be available and in good condition, especially first aid kits and fire extinguishers
3. Provide important telephone numbers such as firefighters and media officers so that when an accident occurs, it can be handled immediately
4. Provide information about how to use a fire extinguisher and workshop rules
5. Media workshops must have clear evacuation routes
6. Tools - dangerous tools such as cables must be arranged in a special place
7. Placement of flammable materials is placed in a location away from equipment that can cause fire

**C. Work procedures**

1. General rules in safety rules:
  - a) It is prohibited to take or take out tools and media from inside the workshop without the permission of the laboratory assistant / workshop assistant

- b) Unauthorized persons are prohibited from entering the workshop. This is to prevent things that are not desirable
- c) Use tools and materials in accordance with the practical instructions provided
- d) Do not do a practicum before knowing the information about the hazards of the materials / materials to be used, the tools and how to use them
- e) Ask questions if you don't understand or are hesitant when doing practical activities
- f) Recognize all types of work safety equipment and their location to facilitate assistance when a work accident occurs
- g) Wear neat and polite clothes when working in the garage
- h) Must know how to use emergency equipment such as fire extinguishers, extinguishers, respirators and other work safety equipment
- i) If there is a work accident, immediately report it to the laboratory assistant / workshop assistant
- j) Be careful working on flammable tools
- k) When working in the workshop, you must know how to provide first aid at the time of an accident (P3K)
- l) Throw garbage in its place
- m) Try not to be alone in the workshop and report to the laboratory assistant / workshop assistant when going to work. So that when an accident occurs, it can be helped immediately
- n) Don't play around in the media shop room
- o) Smoking, eating and drinking is prohibited while in the workshop

## 2. Work Safety Tools

- a) In the workshop, all safety equipment must be available so that when an accident or emergency occurs, it can be handled quickly
- b) Make sure work equipment is placed in a position that is easily accessible, make sure all equipment is available and in ready-to-use condition
- c) Fire extinguisher (hydrant)
- d) Light fire extinguisher (apart)
- e) First aid kit (first aid kit)

## **D. The dangers that may occur in the workshop**

## 1. Electrical Hazard

- a. Pay attention and study the places of the power source (socket and circuit breaker) and pay attention to how to turn it on and off
- b. If you see any damage that is potentially dangerous, report it to the laboratory assistant / workshop assistant
- c. Avoid accidental areas or objects that pose a potential electric hazard (electric shock / shock), for example chipped netting cables, etc.
- d. Do not do something that could pose an electrical hazard to yourself or others.
- e. Dry wet body parts such as sweat or the rest of the ablution water.
- f. Always be aware of electrical hazards in every activity in the workshop
- g. Accidents due to electrical hazards that often occur are electric shocks.

The following are things repair shop users should follow when it happens:

- a. Do not panic.
- b. Turn off all electronic equipment and power sources.
- c. Help the shop user who was electrocuted to get away from the power source.
- d. Notify and ask for help from laboratory assistants / workshop assistants or people around you about accidents due to electrical hazards.

## 2. Fire Hazard

Risk of fire (electric current on cable) disinfectant which may be flammable and toxic. A fire occurs when there are 3 elements together, namely: oxygen, combustible materials, and heat.

- a. As a result:
  - 1) The onset of fires with burns resulting from minor to severe, even death.
  - 2) Poisoning arises due to carelessness.
- b. Prevention:
  - 1) Provide fire extinguisher in every room.
  - 2) Good storage system for combustible materials.
  - 3) Control of the possibility of a fire.

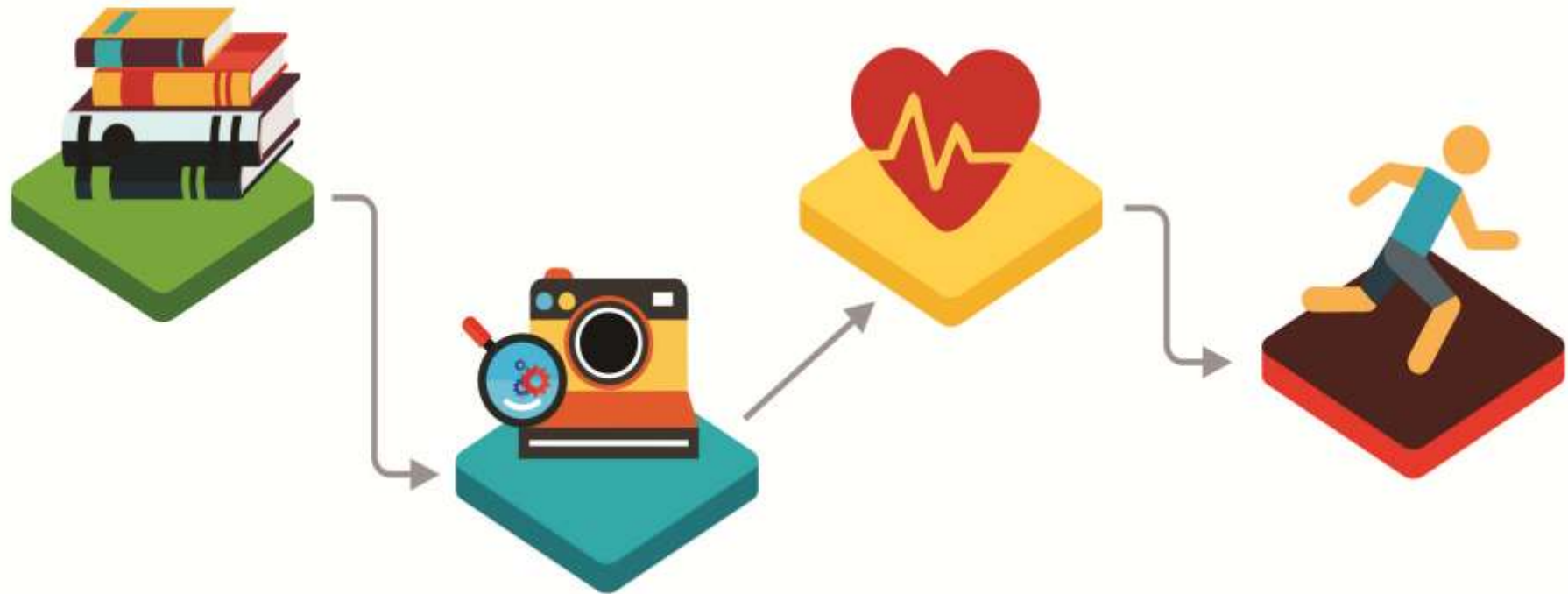
- c. Fire alert system
  - 1) A manual that allows a person to immediately declare a red flag.
  - 2) Automatic which finds fires and provides alerts automatically.
- d. There is a way to save yourself.
- e. Fire fighting and equipment.
- f. Proper and safe storage and handling of chemicals.

#### **E. Allocation of Time and Place**

All equipment and media to be used are prepared by the laboratory assistant / workshop assistant at the designated place and will be returned to the tool storage cupboard by the laboratory assistant / workshop assistant when it is finished.

Users of laboratory services to determine their own allocation of time to work in the geography learning media laboratory are adjusted to the working hours in Padang State University.

# FLOWCHART Kesehatan Keselamatan Kerja (K3)



Sebelum melakukan kegiatan di bengkel bacalah SOP alat yang akan digunakan

Pastikan bahwa perangkat alat yang akan digunakan dalam kondisi baik, minta bantuan laboran/ asisten bengkel apabila ada permasalahan

Pastikan kondisi tubuh badan pengguna dalam keadaan sehat

Bila terjadi sesuatu yang tidak diinginkan segeralah keluar dari ruangan



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**Standard Operating Procedure (SOP)  
Maintenance and Storage of Tools and Media  
Geography Learning Media Workshop**

**A. Destination**

1. Maintain good condition
2. Extends tool life
3. Ensuring the safety, safety and comfort of users,
4. Knowing the symptoms of tool damage from an early age,
5. Avoid damage to tools
6. Make it easy to find

**B. Scope**

Workshop is an academic support unit in an educational institution, in the form of a closed or open room, permanent or mobile in nature, systematically managed for testing, calibration and / or production activities on a limited scale, using equipment and materials based on certain scientific methods, in the context of implementing education, research, and / or community service.

The role of the Media Workshop is very large as an effective learning resource to achieve the competencies expected by workshop users. To optimize the function of the workshop, the workshop needs to be well managed so as to encourage the morale of students, lecturers, and other users. In order to feel safe and comfortable working in a workshop, the workshop and other facilities need to be regularly managed and maintained, so that it can function optimally.

Damage that occurs in workshop equipment can be prevented by making routine and regular maintenance and storage of equipment. Whether we realize it or not, damage to workshop equipment will result directly in large costs to replace damaged equipment components. So that the equipment in the workshop is always ready for use, it requires proper maintenance and storage of workshop equipment.



### **C. Procedure for Maintenance Tool and Workshop Media**

Maintenance is a form of action taken to keep a tool ready for use, or action to make repairs until the condition of the tool can function again. Maintenance is an activity carried out to improve, maintain, and restore equipment in good condition and ready for use.

In general, maintenance is divided into two parts, namely planned maintenance and unplanned maintenance. Planned maintenance (planned maintenance) is defined as a maintenance process that is regulated and organized to anticipate changes that occur to equipment in the future. In planned maintenance, there is an element of control and an element of recording according to a predetermined plan.

#### 1. Unplanned maintenance

Planned maintenance is a system of organizing maintenance or a maintenance program that is managed in an effective manner. Planned maintenance is a type of maintenance that is programmed, organized, scheduled, budgeted and carried out according to plan, as well as monitoring and evaluation.

Maintenance of workshop equipment and media has several purposes which include:

- a) Workshop equipment is always excellent, and ready to use optimally, Extends the service life of laboratory equipment,
- b) Guarantee the security, safety and comfort of people or students who use the equipment,
- c) Ensure the operational readiness of the necessary equipment, especially in an emergency, the existence of a backup unit, fire brigade and rescuers,
- d) Knowing the damage early or the symptoms of damage, Avoiding sudden damage,
- e) Avoiding fatal damage.

#### 2. Unplanned maintenance

Unplanned maintenance is a type of maintenance that is repairs against unexpected damage. This maintenance work was not planned, nor was it scheduled. Generally, the level of damage that occurs is at the level of heavy damage. Because it was not planned in advance, it was also called emergency maintenance.

To protect against damage to the tool, it is necessary to know the basic properties of the tool, including:

1. Tool Weight

In the workshop there are light tools and some are heavy. Do not store heavy equipment in a high place, so that when you want to store or pick up it is not difficult to lift or move it

2. Sensitivity of Equipment to Environmental Influences

Various tools such as cameras that are sensitive to the environment, for example to humidity, in cold areas or in humid areas, storage must be careful, because in humid areas when the appliance is stored in a cupboard it is likely to grow mold. The lens must be careful not to get moldy. Objective lenses mold quickly in damp areas. One way to prevent the influence of humidity in the storage cabinet is to install an electric light, so that the air in the cupboard becomes drier or can be given an absorption agent (silica).

3. The value or price of the tool

The value or price of the tools must be known by the laboratory assistant / workshop assistant, or at least the laboratory assistant / workshop assistant must be able to judge which items are expensive, and which items are cheap. Judging from the price point of view, expensive equipment must be stored in a safe place or a cupboard with a key. Less expensive items can be stored on a shelf or other open space. However, if there is a place or a closed cupboard, all tools should be stored in the cupboard

4. Shapes in sets

Types of tools in their use use energy in the form of sets, for example, studio lighting sets, sound systems, cameras and computers. To maintain the durability of the tool, when it has been used it should be rearranged in its original place with a predetermined arrangement of rules.

In the media shop, the form of tools also varies. Many tools are round in shape, this tool must be stored as well as possible, not to fall over. There are tools that must be stored

standing up. How to store this tool should be in a standing state according to the procedure. After it is finished use it is habitual to save or immediately put in the tube.

Routine maintenance of tools can be carried out, before the tools are used they should be checked for completeness and must be cleaned first. After finished using all tools must be cleaned again and do not store in a dirty state. Likewise, the completeness of the media equipment must be finished and tidied up first before being stored.

Every tool whose use is somewhat complicated must have a manual or description of usage. So before the tool is used, you should first read the instructions for using the tool and the maintenance instructions. The practicum equipment in the media workshop also has a tool made of glass. In order for these tools to be ready for use, they must be clean. To be able to use workshop tools and media for a long time, regular maintenance is needed, which includes checking, proper storage, and washing.

#### **D. Workshop Tool and Media Storage Procedure**

The principles that need to be considered in the storage of tools in the workshop are:

1. Secure

Tools that are easy to carry and expensive are also sensitive and easily damaged, should be stored separately in a locked drawer or cupboard so that they are safe from thieves and damage. Safe also means that it does not cause damage to the appliance so that its function is reduced.

2. Easy to find

Tool storage requires storage space and equipment such as cupboards, shelves, and drawers whose size is adjusted to the size of the available space. To make it easier to find the location of each tool, it is necessary to mark the tool, namely by using a label on each tool storage area (cupboard, shelf, or drawer).

3. Easy to reach / take

Frequently used tools should be stored so that they can be easily retrieved and returned. Students can take and return the tools themselves to the workshop wall cabinets after receiving instructions from the activity coordinator

Storage of workshop equipment can also be based on the following principles:

1. Tools are stored based on groups of tools, for example by type of material, such as groups of glass, iron, wood, rubber, and porcelain utensils
2. Equipment is stored based on the frequency of use (often used and rarely used), the tools with high intensity of use are separated for easy preparation.
3. Special tools are stored in a special cupboard / place because of the nature of the tools that are vulnerable to external factors / sensitive and expensive.

Maintenance and storage of media workshop equipment is a process of activity in order to anticipate damage as early as possible so as to increase the efficiency of the working life of the equipment used.



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**Standard Operating Procedure (SOP)  
Free Letter Making  
Geography Learning Media Workshop**

**A. Destination**

Provide a reference for students to take care of free letters for geography learning media workshops

**B. Scope**

Student of the Department of Geography, Faculty of Social Sciences, State University of Padang

**C. Procedure**

Requirements :

1. Student Card
2. Study Plan Card (KRS) for student activities

For students who do not use the workshop:

1. Students come to meet the laboratory assistant to fill out the form provided
2. The laboratory assistant / workshop assistant will check that the student who applies for the free workshop is not using the Media Workshop service
3. The laboratory assistant / workshop assistant issues a workshop-free certificate
4. Students bring a certificate from the workshop to ask for the signature of the Head of the Workshop and the Head of the Geography Department on the completeness document processing form for the trial / thesis examination.

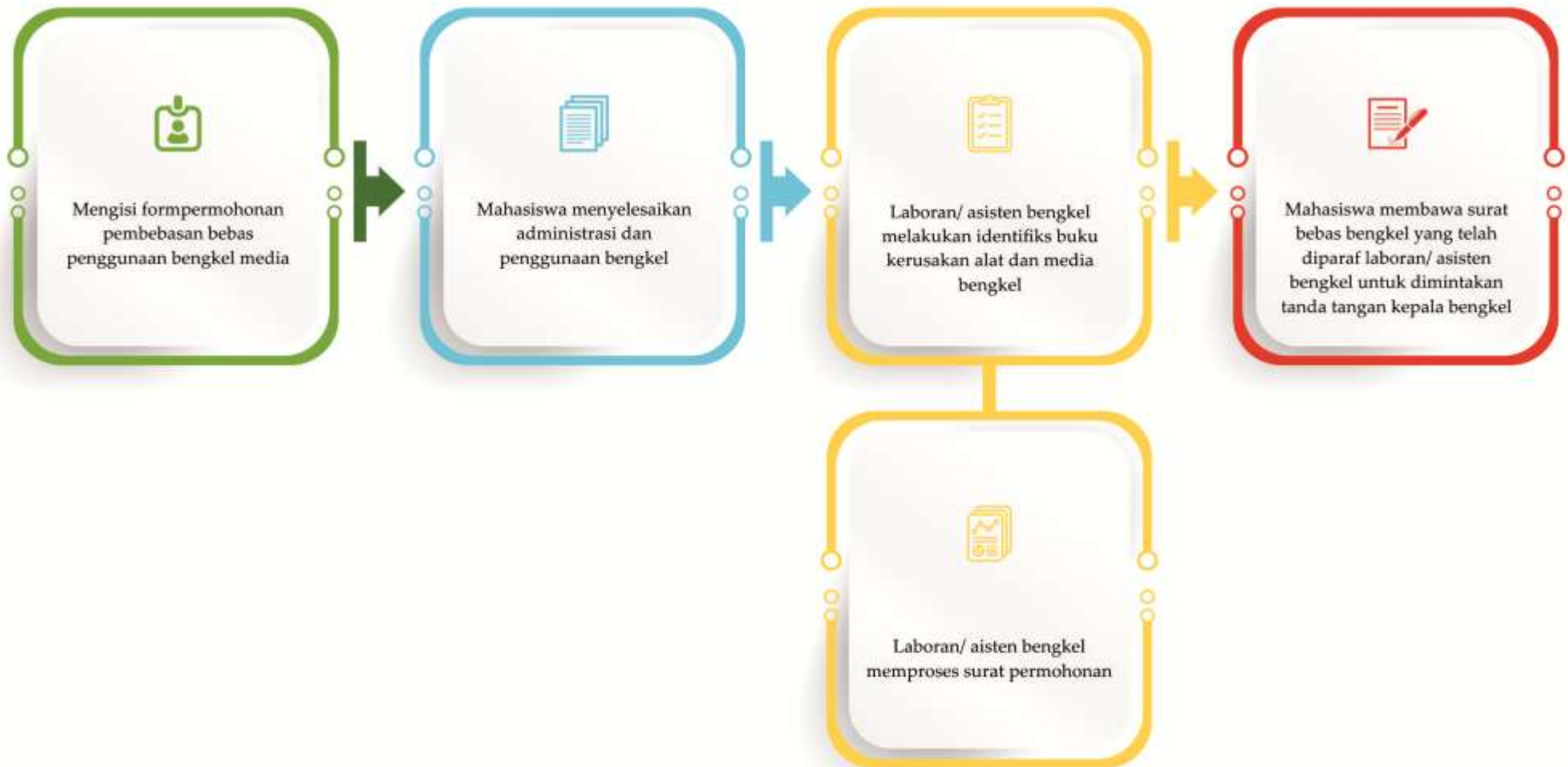
For students who use workshop services:

1. Students return books, tools and media used during practical activities.
2. The laboratory assistant / workshop assistant checks the data, whether the student has paid the repair service that has been used and completed other obligations

during practical activities and data development, if not the student must complete all workshop administration first.

3. Laboratory assistants / workshop assistants approve the form of a free application for laboratory use for students who have completed all workshop administration.
4. After doing points 1-3, the laboratory assistant / workshop assistant issues a workshop-free certificate
5. Students bring a certificate from the workshop to ask for the signature of the Head of the Workshop and the Head of the Geography Department

# FLOWCHART Permohonan Surat Bebas Bengkel





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### **Workshop Rules**

1. Fill out the attendance list in the visit book
2. Wearing clothes that are polite and neat (no sandals are allowed)
3. Be polite and courteous when in the room
4. Mutual respect between workshop users, lecturers and those around the media workshop
5. Maintain cleanliness and comfort of the workshop room
6. No smoking in the room or workshop area
7. Not allowed to carry items that can trigger fires and sharp objects unless permitted during the learning process.
8. Not allowed to eat in the workshop
9. Do not make noise in the workshop room
10. Do not litter
11. All collection of goods in the form of books and workshop equipment must be in accordance with the borrowing procedure
12. Users are prohibited from using media for things that are not related to the function of the media
13. Return all borrowed tools after carrying out activities in the workshop in a clean and dry condition, checked by the laboratory assistant / workshop assistant regarding their integrity and quantity. Also report all damage to the equipment you do to the laboratory staff.
14. The workshop is opened according to a predetermined schedule
15. Read, understand, and understand every procedure in the use of workshop facilities and services





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### **Penalty**

#### **A. Workshop Activities**

1. Workshop users who do not comply with the rules and regulations may NOT enter and participate in the activities in the workshop room.
2. Workshop participants who are not dressed politely and neatly, make a fuss and turn or damage existing equipment in the workshop are not allowed to enter the workshop space.
3. Every user who does not check the completeness of the equipment and media before carrying out activities at the media workshop is not allowed to ask for a change from the workshop staff when carrying out his activities at the geography learning media workshop
4. If the workshop user moves and / or uses the workshop equipment not in accordance with what is stated in the instructions for the use of the workshop's basic tools and media, the practical activities carried out will be stopped and canceled.
5. If the use of the workshop exceeds the time limit given without confirmation to the laboratory assistant / workshop assistant, a fine will be imposed. A fine in the form of money of IDR 100,000 / tool / day.
6. Workshop users who have eliminated, damaged or broken the equipment and workshop media must replace them according to the same equipment specifications, with the agreement between the workshop assistant, the activity assistant and the head of the laboratory and workshop. The percentage of replacement of tools that are lost, damaged or broken is adjusted to the type of tool or the level of damage to the tool.
7. If the workshop user is unable to replace the tools and media up to the specified time, the workshop user may not take the final semester exam (UAS); and if a workshop user is unable to replace a lost, damaged or broken tool because the price of the tool is expensive or the equipment is not on the market, then the replacement value is determined based on the agreement between the Head of

the laboratory and the workshop, the Head of the Geography Department and the Participants.

**B. Closing**

Other matters that have not been regulated in this SOP will be regulated in a separate decision.



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STATE UNIVERSITY OF PADANG**

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Tel. (0751) 7055671 Fax. (0751) 7055671 Email: [info@fis.unp.ac.id](mailto:info@fis.unp.ac.id) Web: <http://fis.unp.ac.id>

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**Geography Learning Media Workshop Usage Form**

The undersigned below

Name :  
NIM :  
Department / Prodi :  
College :

Tools used

No.	Tool's name	amount
1		
2		
3		
4		
5		
6		
7		

Duration of implementation at the workshop starting on ..... s / d .....

Note:

The applicant / user is responsible for all the integrity and cleanliness of the equipment and laboratory in connection with the use of the geography learning media workshop (other workshop equipment).

Padang, ..... 20....

Knowing,  
Chairman of the Media Workshop

Applicant

(.....)  
NIP.

(.....)



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**Broken / Broken Bonuses Geography Learning Media Workshop**

Majors :  
Laboratory / Workshop :  
Semester :  
Name of Practitioner / Group :  
NIM :  
Worn Day / Date s / d :

NO	Tool's name	Brand	capacity	amount	Information

Workshop Assistant

Guidance

User

(.....)

(.....)

(.....)

Knowing  
Head of Media Workshop

(.....)



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**Certificate of Free Geography Learning Media Workshop**

Explain that the students below:

Name :  
NIM :  
Date and place of birth :  
Study program :  
Faculty :

The students mentioned above do not have the responsibility of the workshop tools and media belonging to the Geography Learning Media Workshop, Padang State University.

Thus this certificate should be used as it should be.

Padang, ..... 20....

Head of Geography Learning  
Media Workshop

(.....)

NIP.