PhonInter Lab | VIZJA University

Register of Laboratory Documents

Laboratory of Phonetics and Oral Interpretation

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This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose of the register

Use this register to identify the current laboratory instructions and the records that must remain internal. Current documents are grouped as the 2026 edition; the original 2024 files are retained separately as an archive.

Documentation set

No.	Document	Publication and records
01	Laboratory Regulations and Terms of Use	Public instruction
02	Health and Safety Protocols	Public instruction
03	Equipment Overview and Inventory Control	Public procedure and blank template; completed records internal
04	Access Policy	Public instruction
05	Training Guidelines	Public procedure and blank template; completed records internal
06	Maintenance Schedule and Blank Logs	Public procedure and blank template; completed records internal
07	Incident Report Form	Public procedure and blank template; completed records internal
08	Code of Conduct	Public instruction
09	Data Privacy and Storage Policy	Public instruction

Document governance

The Head approves operational instructions within university rules. This does not replace university approvals for research, data processing or external cooperation. Publish only empty templates; completed attendance, training, equipment, maintenance and incident records remain in authorised systems with restricted access. Archive copies are historical and do not define current procedures.

Review and version control

Review annually and after relevant changes. Keep the code, language, version and revision date. Edition 3.0 replaces edition 2.0 from publication; originals remain preserved.