LIST OF DOCUMENTS

The Laboratory of Phonetics and Oral Interpretation:

1. **Laboratory Regulations (Terms of Use)** – A document outlining the purpose, rules, and procedures for using the laboratory.
2. **Health and Safety Protocols** – Guidelines on safety measures, including equipment usage, emergency procedures, and risk assessments.
3. **Equipment Inventory List** – A detailed inventory of all the equipment and materials available in the laboratory.
4. **Access Policy** – Rules regarding who can use the laboratory, under what conditions, and the process for booking or accessing it.
5. **Training Guidelines** – A document describing the training process for staff and students on the use of the laboratory equipment and software.
6. **Maintenance Schedule and Logs** – A schedule for routine maintenance and records of all maintenance activities conducted on the equipment.
7. **Incident Report Form** – A standardized form to report any accidents, injuries, or equipment malfunctions in the laboratory.
8. **Code of Conduct** – A set of behavioral guidelines for all users to ensure a professional and respectful environment.
9. **Data Privacy and Storage Policy** – A policy for managing and safeguarding any data or recordings created in the laboratory.