

Experimental research DUTIES

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This document describes the experimental process and duties of experimental working persons in the Institute of Structural Engineering (IBK) at ETH Zürich.

The basic strategy of the operation of the experimental laboratories at IBK is a project management on the side of the groups, which can access the Bauhallenteam for support tasks. Each experiment is accompanied by a project manager and endorsed by a professor who shall both be employee of IBK. The Bauhallenteam is also responsible for the maintenance of the infrastructure. All experimental projects must follow a predetermined process.

The project manager is responsible for:

- Process organization
- Safety
- Finance
- Timing

RULES:

Process

The process of experimental projects at IBK should follow 7 phases.

More information here: [Project Phases](#)

Each project (incl. external projects) shall have the endorsement and responsibility of a professor from IBK. All projects start with a project proposal on the internal [Project website](#).

It is important to delegate subtasks clearly (Bauhallenteam uses Microsoft ToDo) to project members. The project manager is the supervisor of all project tasks.

Safety

Safety regulations are given by ETH, the department BAUG and the institute. Information on that:

- [Experimental Safety](#)
- [IBK safety regulation](#)

The project remains the responsibility of the professor, who decides on important safety-related aspects and is informed by the project manager.

New employees/students are instructed in experimental work by the Bauhallenteam (safety introduction). No work is allowed without briefing.

The project manager is responsible for the safety of his test area and shall maintain order.
 In case of danger, members of the Bauhallenteam are authorized to interrupt work immediately.
 In case of work outside the operating hours Mon-Fri. 7 a.m. to 5 p.m., the persons responsible for the area shall be informed in time and in writing.

Orderliness

Inside the labs it is expected to use the equipment so that all other projects have as few restrictions as necessary. This means: cleaning the project area every evening, returning tools and equipment as early as possible and using space and time for storage as less possible.
 There are toolboxes for rent for projects, which require a basic set for longer time.

Time management

The project manager is responsible for planning the phases and keeping the schedule.
 This includes also the booking of the support team and equipment. Time shifts shall be communicated and rescheduled immediately.
 Also the planning of storage shall be documented and communicated. Storage material, which is not labelled or at the end of the storage period indicated, will be disposed by the Bauhallenteam.

If rules are not followed, Bauhallenteam may interrupt the project at any time.
 In all points, the Bauhallenteam may be contacted for support.

EVALUATION:

Periodically (min. every 6 months) Bauhallenteam will give feedback to new or non-conform working persons concerning the following skills graded (1..6):

Safety	Project members shall follow the safety concept and make sure that the risk of accidents is minimized.
Orderliness	According to the experimental research rules.
Planning	According to the experimental research rules.
Practical working method	Bauhallenteam will estimate the skills of the practical working method. This includes the quality of work, engagement, efficient solutions...

Persons graded less than 4 (mean value) or less than 2 in a skill have not reached the status of a project manager. For the experimental project, another project manager should be appointed. Project managers must have been graded before they can manage the first project.

In case of a negative evaluation, an additional meeting between the management of Bauhalle, the involved person and the professor is organized.