

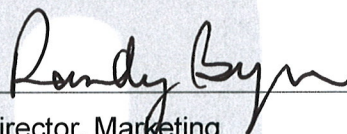
ASAP[®] 2060

ACCELERATED SURFACE AREA AND POROSIMETRY SYSTEM

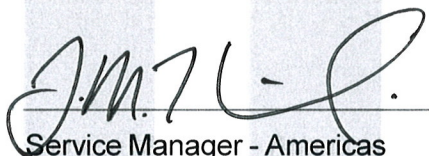
This Operator Training Checklist was reviewed and approved by:



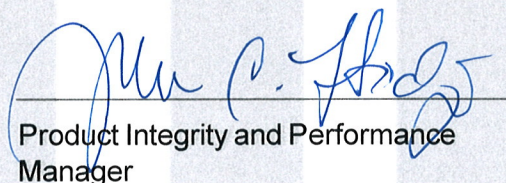
Director, Quality Assurance



Director, Marketing



Service Manager - Americas



Product Integrity and Performance
Manager

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OPERATOR TRAINING CHECKLIST

206-42870-03
Mar 2018
(Rev B)

Revision History for the ASAP 2060 Operator Training Checklist

REV	ECN #	Description of Change	Checked By	Date
-	150001	Formal Release	E. Schreter	06/24/2015
A	150403	Added MicroActive Share.	E. Schreter	09/15/2015
B	180052	Removed references to Share	<i>m. Antin</i>	<i>05/17/2018</i>

1. OVERVIEW

This document contains a checklist to be used for training of ASAP 2060 system operators. Place a check mark next to the items that were shown and discussed.

2. ORIENTATION

- ☐ 1. Table of Contents and Appendices
- ☐ 2. Manual organization and conventions
- ☐ 3. Equipment description
- ☐ 4. Power up and power down sequence
- ☐ 5. Analyzer and cable connections
- ☐ 6. Purging of gas lines
- ☐ 7. Sample tube choice, cleaning, handling, and assembly
- ☐ 8. Trainee prepared sample tube
- ☐ 9. Degasser connection (if applicable)
- ☐ 10. Degas system
- ☐ 11. Loading samples onto degas system
- ☐ 12. Trainee allowed to load sample
- ☐ 13. Menu structure
- ☐ 14. Mouse and keyboard usage
- ☐ 15. Trainee allowed time to become familiar with software operation
- ☐ 16. Unit Configuration
- ☐ 17. *Help* menu
- ☐ 18. Libraries

3. METHODS CREATION

- ☐ 1. Methods creation
- ☐ 2. Methods used in sample information files

4. *SAMPLE FILE CREATION*

- _____ 1. File menu and sample information file structure
- _____ 2. Sample information file
- _____ 3. Sample tube file
- _____ 4. Degas conditions file
- _____ 5. Analysis conditions file
- _____ 6. Adsorptive properties file
- _____ 7. Available reports
- _____ 8. Report options file

5. *SAMPLE ANALYSIS*

- _____ 1. Sample loaded onto degasser and degassing started
- _____ 2. Degassed sample unloading
- _____ 3. Sample tube installation
- _____ 4. Starting and viewing analysis
- _____ 5. Indicators, prompts, and valves
- _____ 6. Effect of alternative analysis conditions
- _____ 7. Adsorption dosing and equilibration
- _____ 8. Screen reporting of analysis in progress

6. ANALYSIS REPORTS

- _____ 1. Interactive reports
- _____ 2. Starting default reports
- _____ 3. Changing sample file report options
- _____ 4. Surface area and t-plot calculation adjustment
- _____ 5. User-defined reports
- _____ 6. Printed reports
- _____ 7. Example reports
- _____ 8. Calculations (internet location)

7. DIAGNOSTICS

- _____ Diagnostic tests

8. OPTIONS MENU

- _____ 1. *Options* menu
- _____ 2. Presentation display options
- _____ 3. Default method
- _____ 4. Manage libraries
- _____ 5. Units of measurement selections
- _____ 6. Graph options
- _____ 7. Service mode

9. *TROUBLESHOOTING AND MAINTENANCE*

- _____ 1. Error messages (internet location)
- _____ 2. Preventive maintenance procedures
- _____ 3. Analysis port filter replacement
- _____ 4. Reference material analysis details and analysis frequency
- _____ 5. Connecting gas cylinders
- _____ 6. System calibration

10. *RETURNED GOODS AND PARTS ORDERING*

- _____ 1. Returned goods policy
- _____ 2. Parts and accessories ordering (internet location and operator manual location)

11. *WARRANTY STATEMENT*

- _____ 1. Warranty policy

13. VERIFICATION

_____ All items on the Operator Training Checklist completed? (Enter **Yes** or **No**)

Name of trainer: _____

Date of training: _____

Company address: _____

Analyzer name: _____

Analyzer serial number: _____

The following section is to be completed by the primary operator trained during this session. Please complete to acknowledge that installation training has been carried out to your satisfaction.

Operator verifying completion of training: _____

Date signed: _____

Operator's title: _____

Operator's phone number: _____