ASAP® 2460

ACCELERATED SURFACE AREA AND POROSIMETRY SYSTEM

This Operator Training Checklist was reviewed and approved by:

Director, Quality Assurance

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OPERATOR TRAINING CHECKLIST

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Revision History for the ASAP 2460 Operator Training Checklist

REV	ECN #	Description of Change	Checked By	Date
-	150001	Formal Release	Eric Schreter	08/16/2013
A	150404	Added ASAP 2460 Share . Revised and redrawn.	Eric Schreter	09/15/2015
B	180051	Removed references to Share	M. Autin	05/17/2018

1. OVERVIEW

This document contains a checklist to be used for training of ASAP 2460 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

_____ 1. Dashboard
_____ 2. Show all readings
_____ 3. Diagnostics 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

12. QUESTIONS

_____ All questions on operation resolved? (Enter **Yes** or **No**)

If **NO**, use the available space to document the question, then forward to the appropriate personnel at Micromeritics for resolution.

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: _____