

1. OVERVIEW

This document contains a checklist to be used for training of AccuPyc II 1345 system operators in standard and 21CFR11 (Confirm) environments. In each of the sections, place a check mark next to the items that were shown and discussed.

Section Number	Sections	Standard Users	Confirm Users
1	Overview	✓	✓
2	<i>Orientation on the next page</i>	✓	✓
3	<i>Keypad Users on page 3</i>	✓	
4	<i>Software Users on page 4</i>	✓	✓
5	<i>Troubleshooting and Maintenance on page 5</i>	✓	✓
6	<i>Confirm Administrators on page 6</i>		✓
7	<i>Verification on page 8</i>	✓	✓

2. ORIENTATION

ALL USERS

- _____ 1. Operator Manual Table of Contents and Appendices
- _____ 2. Manual organization and conventions
- _____ 3. Equipment description
- _____ 4. Power up and power down sequence
- _____ 5. Instrument and cable connections
- _____ 6. Gas connections
- _____ 7. Purging of gas lines
- _____ 8. Front and rear panel components
- _____ 9. Sample chamber
- _____ 10. Regulator setting
- _____ 11. Calculations and error messages document location

KEYPAD

- _____ 1. Keypad and display
- _____ 2. Instrument commands
- _____ 3. Trainee allowed time to become familiar with commands

SOFTWARE APPLICATION

- _____ 1. Menu structure
- _____ 2. Software usage topics
- _____ 3. Trainee allowed time to become familiar with software application
- _____ 4. Online operator manual

3. *KEYPAD USERS*

ANALYSIS PREPARATION

- _____ 1. Enter analysis and report parameters
- _____ 2. Prepare and load a sample
- _____ 3. Trainee prepared a sample

SAMPLE ANALYSIS

- _____ 1. Start analysis
- _____ 2. Analysis Methods (FoamPyc only)
- _____ 3. View and print analysis data
- _____ 4. Review analysis
- _____ 5. Calculations

MANUAL CONTROL

- _____ 1. Instrument manual control

4. SOFTWARE USERS

SAMPLE FILE CREATION (INCLUDING CONFIRM DEVELOPERS)

- _____ 1. *File* menu and sample information file
- _____ 2. Default file creation
- _____ 3. Sample information file creation
- _____ 4. Parameter file creation

FILE SELECTION (FOR CONFIRM ANALYSTS AND BASIC OPTION PRESENTATION)

- _____ 1. File menu and sample information file structure in Basic option presentation
- _____ 2. Sample information file
- _____ 3. Analysis conditions file
- _____ 4. Report options file
- _____ 5. Available reports

ANALYSIS PREPARATION

- _____ 1. Prepare and load a sample
- _____ 2. Trainee prepared a sample

SAMPLE ANALYSIS

- _____ 1. Start analysis
- _____ 2. Analysis Methods (FoamPyc only)
- _____ 3. View and print analysis data
- _____ 4. Review analysis
- _____ 5. Calculations

ANALYSIS REPORTS

- _____ 1. Change sample file report options
- _____ 2. Screen and printed reports
- _____ 3. Overlays
- _____ 4. Example reports
- _____ 5. Calculations

OPTIONS MENU

- _____ 1. Option presentation
- _____ 2. Units selection
- _____ 3. Graph grid lines
- _____ 4. Parameter files directory

MANUAL CONTROL

- _____ 1. Instrument schematic
- _____ 2. Instrument manual control

5. TROUBLESHOOTING AND MAINTENANCE

- _____ 1. Troubleshooting
- _____ 2. Error messages
- _____ 3. Preventive maintenance procedures
- _____ 4. Gas line connection
- _____ 5. Instrument calibration
- _____ 6. Chamber cap O-ring
- _____ 7. Check the cell and expansion chamber for leaks
- _____ 8. Clean the equipment
- _____ 9. Recover from a power failure

6. CONFIRM ADMINISTRATORS

GROUPS AND USER ACCOUNTS

- _____ 1. Enter Confirm user accounts
- _____ 2. Modify Confirm user accounts
- _____ 3. Create Confirm groups
- _____ 4. Add Confirm members to groups

LOCK AND UNLOCK THE APPLICATION

- _____ 1. Lock and unlock the application

PASSWORD ADMINISTRATION

- _____ 1. Change password settings

7. RETURNED GOODS AND PARTS ORDERING

- _____ 1. Returned goods policy
- _____ 2. Parts and accessories

8. WARRANTY STATEMENT

- _____ 1. Warranty policy

10. 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: _____