ACCUPYC II

GAS DISPLACEMENT PYCNOMETER SERIES

MICROMERITICS

This Operator Training Checklist was reviewed and approved by:

Director, Quality Assurance

Director, Marketing

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OPERATOR TRAINING CHECKLIST

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Revision History for the AccuPyc II Operator Training Checklist

REV	ECN #	Description of Change	Checked By	Date
-	070004	Formal Release	K. Massengill	2/7/2007
A	150005	Revised and redrawn, updated to include TEC	M. Gati	3-6-2015

1. OVERVIEW

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

2. ORIENTATION

2.1. 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

2.2. KEYPAD

_____ 1. Keypad and display

_____ 2. System commands

_____ 3. Trainee allowed time to become familiar with commands

2.3. 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

3.1. Analysis Preparation

_____ 1. Enter analysis and report parameters

_____ 2. Prepare and load a sample

_____ 3. Trainee prepared a sample

3.2. Sample Analysis

_____ 1. Start analysis

_____ 2. Analysis Methods A through E (For FoamPyc only)

_____ 3. View and print analysis data

_____ 4. Review analysis

_____ 5. Calculations

3.3. Manual Control

_____ System manual control

4. Application Users

4.1. File Creation

_____ 1. *File* menu and sample information file

_____ 2. Default file creation

_____ 3. Sample information file creation

_____ 4. Parameter file creation

4.2. Analysis Preparation

_____ 1. Prepare and load a sample

_____ 2. Trainee prepared a sample

4.3. Sample Analysis

_____ 1. Start analysis

_____ 2. Analysis Methods A through E (For FoamPyc only)

_____ 3. View and print analysis data

_____ 4. Review analysis

_____ 5. Calculations

4.4. Analysis Reports

_____ 1. Change sample file report options

_____ 2. Screen and printed reports

_____ 3. Overlays

_____ 4. Example reports

_____ 5. Calculations

4.5. Options Menu

_____ 1. Option presentation

_____ 2. Units selection

_____ 3. Graph grid lines

_____ 4. Parameter files directory

4.6. Manual Control

_____ 1. System schematic

_____ 2. System manual control

5. All Users

5.1. Troubleshooting and Operator Maintenance

_____ 1. Troubleshooting

_____ 2. Error messages

_____ 3. Preventive maintenance procedures

_____ 4. Gas line connection

_____ 5. System 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

5.2. Return Goods and Parts Ordering

_____ 1. Returned goods policy

_____ 2. Parts and accessories

5.3. Warranty Statement

_____ Warranty policy

6. 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.

7. VERIFICATION

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

Name of trainer: _____

Date of training: _____

Company address: _____

_____

_____

_____

Instrument name: _____

Instrument model number: _____

Instrument 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: _____