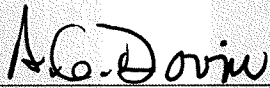


AUTOPORE V SERIES

MERCURY INTRUSION POROSIMETER

M I C R O M E R I T I C S

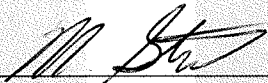
This Operator Training Checklist was reviewed and approved by:



Director, Quality Assurance



Director, Marketing



Global Service Manager

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OPERATOR TRAINING CHECKLIST

962-42870-03

May 2014

Revision History for the AutoPore V Operator Training Checklist

REV	ECN #	Description of Change	Checked By	Date
-	140001	Formal Release	<i>[Signature]</i>	<i>01.14.14</i>

1. OVERVIEW

This document contains a checklist to be used for training AutoPore V 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. Instrument and cable connections
- _____ 6. Front panel components
- _____ 7. Rear panel components
- _____ 8. Penetrometer choice, cleaning, handling, and assembly
- _____ 9. Trainee prepared penetrometer
- _____ 10. Fill mercury reservoir and high pressure ports
- _____ 11. Load samples into low pressure system
- _____ 12. Trainee allowed to load sample into low pressure system
- _____ 13. Menu structure
- _____ 14. Mouse and keyboard usage
- _____ 15. Trainee allowed time to get familiar with software operation
- _____ 16. Unit Configuration
- _____ 17. *Help* menu
- _____ 18. Libraries

3. METHODS CREATION

- _____ 1. Methods creation
- _____ 2. Methods use in sample information files

4. SAMPLE FILE CREATION

- _____ 1. File menu and sample information file structure
- _____ 2. Sample information file preparation.
- _____ 3. Sample information file creation
- _____ 4. Penetrometer file creation
- _____ 5. Analysis conditions file creation
- _____ 6. Available reports
- _____ 7. Report options file creation
- _____ 8. Forms in Appendix discussed

5. SAMPLE ANALYSIS

- _____ 1. On-screen components
- _____ 2. Manual control
- _____ 3. Starting and viewing low-pressure analysis
- _____ 4. Low pressure sample unloading
- _____ 5. Sample for high pressure analysis loading
- _____ 6. Starting and viewing high pressure analysis
- _____ 7. High pressure sample unloading
- _____ 8. Effect of alternative analysis conditions
- _____ 9. Differential analysis
- _____ 10. Screen reporting of analysis in progress

6. THEORY OF OPERATION DISCUSSIONS

- _____ 1. Theory of mercury porosimetry
- _____ 2. Precautions
- _____ 3. Penetrometer functions
- _____ 4. Capacitance versus intrusion volume concept
- _____ 5. Pressure versus pore diameter concept

_____ 6. Blank correction methods and need

_____ 7. Equilibration

7. ANALYSIS REPORTS

_____ 1. Interactive reports

_____ 2. Starting default reports

_____ 3. Changing sample file report options

_____ 4. User-defined reports

_____ 5. Printed reports

_____ 6. Example reports

_____ 7. Calculations included in the appendix of the Operator Manual

8. DIAGNOSTICS

_____ 1. Dashboard

_____ 2. Show all readings

_____ 3. Diagnostics tests

9. 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

10. TROUBLESHOOTING AND MAINTENANCE

_____ 1. Error messages

- _____ 2. Preventive maintenance procedures
- _____ 3. Spilled mercury dish draining
- _____ 4. High pressure chamber cleaning
- _____ 5. Vacuum pump fluid inspection and replacement
- _____ 6. Vacuum pump exhaust filter replacement
- _____ 7. Low pressure port lubrication
- _____ 8. Chamber plug seals replacement
- _____ 9. Hydraulic pump fluid level maintenance
- _____ 10. Leak testing
- _____ 11. Valve overhaul and repair
- _____ 12. Low pressure system moisture removal
- _____ 13. Banana plug replacement

11. RETURNED GOODS AND PARTS ORDERING

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

12. WARRANTY STATEMENT

- _____ Warranty policy

13. 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.

14. 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
(if applicable):

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:
