MICROACTIVE ASAP® 2020

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

DOCUMENT REVISION HISTORY

REV	ECN #	Description of Change	Checked By	Date
-	190001	Formal Release		

1. OVERVIEW

All references to ASAP 2020 in this document encompass the optional ASAP 2020A unless otherwise noted. References to chemisorption (or **C**) are not applicable to the optional ASAP 2020A analyzer.

This document contains a checklist to be used for training of MicroActive ASAP 2020 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 AND PARAMETER 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. Report options file

_____ 8. Available reports

5. SAMPLE ANALYSIS

PHYSICAL ADSORPTION

_____ 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

_____ 9. Vapor analysis

CHEMICAL ADSORPTION

_____ 1. Sample tube installation

_____ 2. Install chemical adsorption assembly and furnace.

_____ 3. Starting and viewing an analysis

_____ 4. Indicators, prompts, and valves

_____ 5. Effect of alternative analysis conditions

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. Show all readings

_____ 2. Start 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

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.

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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: