

**MICROMERITICS
OPERATOR TRAINING CHECKLIST
for the Elzone® II 5390**

Operator Training Checklist was reviewed and approved by:

Director, Quality Assurance

Director, Marketing

Service Manager

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Overview

This document contains a checklist to be used for training either Elzone II 5390 standard system or Confirm (21 CFR-11) system operators. Complete the sections that are applicable for the type of system purchased by the customer.

These instructions support version 1.XX of the following manuals:

- Elzone II 5390 Operator's Manual - standard systems only
- Elzone II 5390 Confirm Operator's Manual – Confirm (21 CFR-11) systems only
- Administrator Utility User's Guide for the Elzone II 5390 - Confirm (21 CFR-11) systems only

These instructions are organized into five sections:

- Section 1 applies to standard and Confirm users
- Section 2 applies to standard system users only
- Section 3 applies to Confirm Developers only
- Section 4 applies to Confirm Application Administrators only
- Section 5 contains the Training Verification sign-off sheet

When training standard system users, complete sections 1, 2, and 5.

When training Confirm system users, complete sections 1, 3, 4, and 5.

Section 1 –ALL USERS

This section applies to all Elzone® II 5390 application users. It references the Elzone II 5390 Operator's Manual (for standard systems) or the Elzone II 5390 Confirm Operator's Manual.

Orientation

1. Online manual organization and navigation shown and discussed. _____
2. Equipment description shown and discussed. _____
3. Power up and power down sequences shown and discussed. _____
4. External power connections shown and discussed. _____
5. Side panel supply and waste connections shown and discussed. _____
6. Rear panel components shown and discussed. _____
7. Sample compartment components shown and discussed. _____
8. Menu structure shown and discussed. _____
9. Mouse and keyboard usage shown and discussed. _____
10. Windows®-related topics in the User Interface chapter shown and discussed. _____
11. Trainee allowed time to become familiar with software operation. _____

File Creation

1. **File** menu and sample information file structure shown and discussed. _____
2. Sample information file creation shown and discussed. _____

Orifice Tubes

1. Orifice tube selection shown and discussed. _____
2. Use of multiple orifice tubes to cover a broad range of particle sizes shown and discussed. _____
3. Blending analysis data shown and discussed. _____

Electrolyte Solution

1. Types of electrolytes appropriate for various materials shown and discussed. _____
2. Quantity of electrolyte used for analyses shown and discussed. _____
3. Electrolyte filtering shown and discussed. _____
4. Orifice tube calibration shown and discussed. _____

Sample Analysis

1. Sample preparation shown and discussed. _____
2. Sample analysis begun. _____
3. Analysis views shown and discussed. _____
4. Quick Start analysis mode discussed. _____
5. Elzone II 5390 rinsed after analysis. _____
6. Operator analyzes a second sample. _____

Analysis Reports

1. Starting default reports shown and discussed. _____
2. On-screen report editing shown and discussed. _____
3. Changing sample file report options shown and discussed. _____
4. Printed reports shown and discussed. _____
5. Example reports shown and discussed. _____

Troubleshooting and Maintenance

1. Troubleshooting and Error message sections of manual shown and discussed. _____
2. Operator Preventive Maintenance section shown and discussed. _____
3. Orifice tube maintenance shown and discussed. _____
4. Instrument cleaning shown and discussed. _____
5. Glassware cleaning shown and discussed. _____
6. System draining shown and discussed. _____

Operational Procedures Tutorial Section

1. Tutorial in the Operational Procedures chapter shown and discussed. _____

Returned Goods and Parts Ordering

1. Returned goods policy shown and discussed. _____
2. Parts and accessories ordering shown and discussed. _____

Warranty Statement

1. Warranty policy shown and discussed. _____

Camera (optional)

1. If the analyzer was shipped with the optional camera, operation of the camera shown and discussed. _____

Hydropulser (optional)

1. If the analyzer was shipped with the optional hydropulser, operation of the hydropulser shown and discussed. _____

Volumetric Pump (optional)

1. If the analyzer was shipped with the optional volumetric pump, operation of the pump discussed. _____

SECTION 2 – STANDARD SYSTEM USERS ONLY

This section applies to standard system users only. It references the Elzone II 5390 Operator’s Manual.

Sample and Parameter File Creation

- 1. Sample information file creation shown and discussed. _____
- 2. Analysis conditions file creation shown and discussed. _____
- 3. Material properties file creation shown and discussed. _____
- 4. Available reports shown and discussed. _____
- 5. Report options file creation shown and discussed. _____

Options Menu

- 1. Options Menu shown and discussed. _____
- 2. Option presentation shown and discussed. _____
- 3. Sample Defaults programming shown and discussed. _____
- 4. Data Presentation shown and discussed. _____
- 5. System Configuration shown and discussed. _____
- 6. Parameter files directory shown and discussed. _____

Questions

- 1. All questions on operation resolved? YES ____ 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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SECTION 3 – CONFIRM SYSTEM DEVELOPERS ONLY

This section applies to Confirm Developers only. It references the Elzone II 5390 Confirm Operator’s Manual.

Sample and Parameter File Creation

- 1. Template creation shown and discussed. _____
- 2. Analysis conditions file creation shown and discussed. _____
- 3. Material properties file creation shown and discussed. _____
- 4. Available reports shown and discussed. _____
- 5. Report options file creation shown and discussed. _____
- 6. Adding archive locations shown and discussed. _____

Options Menu

- 1. Options Menu shown and discussed. _____
- 2. Option presentation shown and discussed. _____
- 3. Data Presentation shown and discussed. _____
- 4. System Configuration shown and discussed. _____

Questions

- 1. All questions on operation resolved? YES _____ 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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SECTION 4 – CONFIRM SYSTEM ADMINISTRATORS ONLY

This section applies to Elzone II 5390 Confirm application administrators only. It references the Administrator Utility User's Guide for the Elzone II 5390.

Orientation

1. Online manual organization and navigation shown and discussed. _____
2. Trainee allowed time to get familiar with Administrator Utility software. _____

Password Configuration Parameters

1. Password configuration parameters shown and discussed. _____

User Profiles

1. Entering User Profiles shown and discussed. _____
2. Modifying User Profiles shown and discussed. _____

Lock and Unlock the Application

1. Locking and unlocking the application shown and discussed. _____

System Log

1. Viewing the system log shown and discussed. _____
2. Exporting the system log shown and discussed. _____
3. Maintaining the system log shown and discussed. _____

Application Setup

1. Changing the application setup shown and discussed. _____

SECTION 5 – TRAINING VERIFICATION

All applicable items on Training Checklist completed? YES____ NO____

Name of trainer: _____

Date of training: _____

Company name: _____

Company address: _____

Elzone II 5390 Serial number: _____

The section below 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: _____