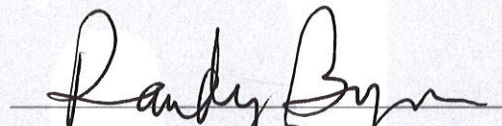


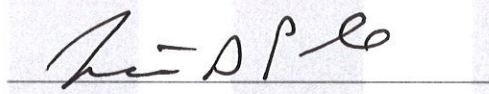
MICROACTIVE ASAP[®] 2460

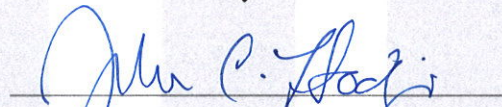
ACCELERATED SURFACE AREA AND POROSIMETRY SYSTEM

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

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(Rev C)

1. OVERVIEW

This document contains a checklist to be used for training of MicroActive ASAP 2460 system operators in standard and 21CFR11 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>Confirm Administrators on page 8</i>		✓
4	<i>Verification on page 10</i>	✓	✓

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

METHODS CREATION

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

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

Standard Environments and Confirm Developers

- _____ 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

Confirm Analysts

- _____ 1. File menu and sample information file structure in Basic option presentation
- _____ 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

SAMPLE ANALYSIS

- _____ 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

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)

DIAGNOSTICS

- _____ 1. Dashboard
- _____ 2. Show all readings
- _____ 3. Diagnostics tests

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

RETURNED GOODS AND PARTS ORDERING

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

WARRANTY STATEMENT

- _____ 1. Warranty policy

3. 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

4. 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: _____