

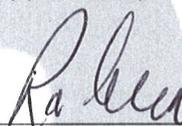
AUTOPORE[®] IV SERIES

MERCURY INTRUSION POROSIMETER

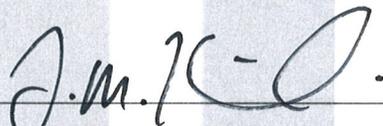
This Operator Training Checklist was reviewed and approved by:



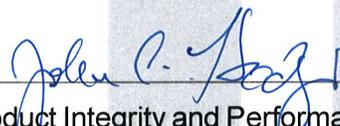
Director, Quality Assurance



Director, Marketing



Service Manager - Americas



Product Integrity and Performance
Manager

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OPERATOR TRAINING CHECKLIST

950-42870-03
Mar 2017
(Rev A)

1. OVERVIEW

This document contains a checklist to be used for training AutoPore IV Series 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. 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 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 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. Starting default reports
- _____ 2. Changing sample file report options
- _____ 3. Printed reports
- _____ 4. Example reports
- _____ 5. Calculations (internet location)

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. 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

10. RETURNED GOODS AND PARTS ORDERING

- _____ 1. Returned goods policy
- _____ 2. Parts and accessories ordering (internet location)

11. WARRANTY STATEMENT

- _____ Warranty policy

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: _____