

Equipment Training Check-List

Name of the person trained _____

Equipment being trained on _____

1. Print this check list.
2. Read the online equipment instructions and familiarize yourself with the manuals.
3. Observe an experienced user 2-3 times.

Date	Time (from-to)	Name of User Being Observed	Signature of User Being Observed

4. Determine relevant recipes or process parameters from other users.
5. Use the equipment under super-user's supervision 1-2 times. You need to make an arrangement with any of the super-users yourself. Super-users are listed for each piece of equipment on the "Authorized Users" list of the PRISM Cleanroom web site.

Date	Time (from-to)	Name of Super-User	Signature of Super-User

6. See PRISM Lab Staff for the final authorization. Bring this check list indicating that the above steps were completed. Remember, the authorization process is not a training session. It is expected that you have mastered the basic operation of the equipment without having written instructions in front of you.

Date	Signature of Authorizing Personnel

Please check here if second Super-user session is required.