

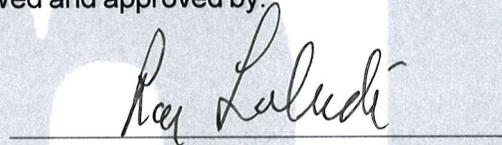
# GEOPYC<sup>®</sup> 1365

## ENVELOPE DENSITY ANALYZER

This Operator Training Checklist was reviewed and approved by:



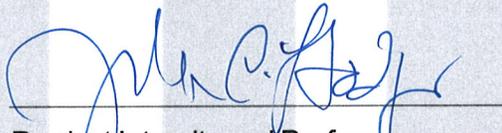
Director, Quality Assurance



Director, Marketing



Service Manager - Americas



Product Integrity and Performance  
Manager

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## OPERATOR TRAINING CHECKLIST

136-42875-03  
Mar 2017  
(Rev A)



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## 1. OVERVIEW

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All references to GeoPyc or GeoPyc 1365 in this document encompass the GeoPyc 1365 and the GeoPyc 1365 T.A.P. unless otherwise noted.

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This document contains a checklist to be used for training GeoPyc 1365 system operators. Place a check mark next to the items that were shown and discussed.

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## 2. ORIENTATION

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- \_\_\_\_\_ 1. Operator Manual organization and conventions
- \_\_\_\_\_ 2. Equipment description
- \_\_\_\_\_ 3. Discussion of the T.A.P. option
- \_\_\_\_\_ 4. Power up and power down
- \_\_\_\_\_ 5. Standby mode
- \_\_\_\_\_ 6. Instrument and cable connections
- \_\_\_\_\_ 7. Front and rear panel components
- \_\_\_\_\_ 8. Sample chamber
- \_\_\_\_\_ 9. Menu structure
- \_\_\_\_\_ 10. Software usage topics
- \_\_\_\_\_ 11. Trainee allowed time to become familiar with software application

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## 3. SOP

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- \_\_\_\_\_ 1.SOP defined and discussed
- \_\_\_\_\_ 2. Review Records created after analysis
- \_\_\_\_\_ 3. Review Reports after analysis

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## 4. DRY FLO MEDIUM

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- \_\_\_\_\_ 1. Handling Dry Flo discussion
- \_\_\_\_\_ 2. Amount of Dry Flo to use
- \_\_\_\_\_ 3. Load chamber with Dry Flo demonstration and discussion

## **5. ANALYSIS CHAMBER AND PLUNGER**

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- \_\_\_\_\_ 1. Components
- \_\_\_\_\_ 2. Usage
- \_\_\_\_\_ 3. Maintenance and assembly
- \_\_\_\_\_ 4. Consolidation force

## **6. SAMPLE RUN**

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- \_\_\_\_\_ 1. Run types
- \_\_\_\_\_ 2. Zero depth
- \_\_\_\_\_ 3. Volume calibration
- \_\_\_\_\_ 4. Sample run
- \_\_\_\_\_ 5. Starting and viewing analyses
- \_\_\_\_\_ 6. Blank data storage
- \_\_\_\_\_ 7. Operation verification

## **7. ANALYSIS REPORTS**

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- \_\_\_\_\_ 1. Reports in *Records* view
- \_\_\_\_\_ 2. Printed reports
- \_\_\_\_\_ 3. Importing and exporting reports

## **8. TROUBLESHOOTING AND OPERATOR MAINTENANCE**

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- \_\_\_\_\_ 1. Troubleshooting
- \_\_\_\_\_ 2. Error messages
- \_\_\_\_\_ 3. Preventive maintenance procedures
- \_\_\_\_\_ 4. Clean the equipment
- \_\_\_\_\_ 5. Recover from a power failure

## **9. RETURNED GOODS AND PARTS ORDERING**

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

## **10. WARRANTY STATEMENT**

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- \_\_\_\_\_ Warranty policy



## 12. VERIFICATION

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\_\_\_\_\_ 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: \_\_\_\_\_