

Training and Authorization policies for LAF (spincoater)

1. Training will be based on first come first basis. It is in a sequence based on training request date.
2. SO/Co-SO will approve the training request.
3. AU will be assigned for overview and hands-on training sessions.
4. Trainee should go through the training video and reading material before coming for overview session.
5. Trainee should coordinate with AU for scheduling the training session.
6. AU must book the slot for training using Equipment Usage-Training Request ID of the trainee.
7. Training include one overview and minimum one hands-on by assigned AU.
8. Trainee would be authorized after authorization test conducted by SO/Co-SO.

Process request policies for LAF (spincoater)

1. Process request for sample preparation would be entertained on first come first basis depending on the request date.
2. SO/Co-SO will approve the process request.
3. Au will be assigned sequentially.
4. AU must book the slot for measurement using Equipment Usage-Process Request ID of the trainee.