

Training and Authorization policies for Spectroscopic Ellipsometer

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, training and hands-on 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 should be conducted in minimum 4 sessions including overview and hands-on by assigned AU. Both solar stage and normal stage measurement should be covered during training.
8. Trainee would be authorized after authorization test conducted by SO/Co-SO.

Process request policies for Spectroscopic Ellipsometer

1. Process request for sample measurement 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.