



Equipment Training Records

Title: Prof. / Dr. / Mr. / Mrs. / Miss / Ms.	English Name:	Chinese Name:
PolyU ID:	Mobile:	Department :
Training Date:	Training Contents:	

Equipment trained: (tick as appropriate)

- | | | |
|---|--|---|
| <input type="checkbox"/> Jeol STEM JEM-2100F (Dr. Lu Wei) | <input type="checkbox"/> SPM 8 (Bruker) | <input type="checkbox"/> Parylene System |
| <input type="checkbox"/> Jeol TEM JEM-2010 (Dr. Lu Wei) | <input type="checkbox"/> SPM (Asylum) | <input type="checkbox"/> Surface Profiler |
| <input type="checkbox"/> Jeol FIB JIB-4501 (Dr. Lu Wei) | <input type="checkbox"/> DSC 3 (Mettler Toledo) | <input type="checkbox"/> Prism Coupler |
| <input type="checkbox"/> Gatan PIPS (Dr. Lu Wei) | <input type="checkbox"/> TGA/DSC 3+ (Mettler Toledo) | <input type="checkbox"/> SPI Carbon Coater |
| <input type="checkbox"/> SEM (Jeol 6490) | <input type="checkbox"/> DMA 1 (Mettler Toledo) | <input type="checkbox"/> Bal-Tec Sputter Coater |
| <input type="checkbox"/> SEM (TESCAN VEGA 3) | <input type="checkbox"/> TMA (Mettler Toledo) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> SEM (TESCAN MAIA 3) | <input type="checkbox"/> Sputtering System A | <input type="checkbox"/> _____ |
| <input type="checkbox"/> *Rigaku SmartLab XRD | <input type="checkbox"/> Sputtering System B | <input type="checkbox"/> _____ |
| <input type="checkbox"/> *Rigaku SmartLab XRD - Advance | <input type="checkbox"/> Thermal Evaporation System | <input type="checkbox"/> _____ |

*Irradiating apparatus users must register as a radiation user in HSEO and submit the obtained certificate of approval.

Notes:

1. Only registered and trained personnel are allowed to book and use above equipment.
2. Formal operating training of the equipment is delivered by the authorized trainer.
3. The applicant understands the operating procedures and any hazards of the equipment.
4. Book the equipment in advance via on-line equipment booking system. Present your PolyU smartcard to start/ stop using the equipment.
5. Reset equipment to its original configuration and tidy up the working area after use. For any damages due to misuse or carelessness, the repair cost will be charged to the user.
6. We reserve the right to cancel or suspend your usage right if user didn't observe above and general labor rules.
7. This form should be completed with signatures and sent to MRC (Room BC711) for equipment access right activation.

We have read the notes below and agree to comply with the centre policies and regulations.

Applicant's signature: _____

Date: _____

Trainer's signature: _____
(Name: _____)

Date: _____

Equipment in-charge: _____
(Name: _____)

Date: _____