

# Training Policy for HRXRD

## Policy

Usage of XRD is restricted only during working hour i.e. **8.30am-6.30pm**. No measurement should be done during weekends/holidays. A prior permission is absolutely necessary for any measurement to be done during outside the working hour.

Entry to the log book available on the desk is compulsory in addition to online entry after every measurement. It would be considered as a violation if not entered.

Training on HRXRD is restricted for controlled usage of the system. One person per group is allowed to get training on the equipment.

## Training & Authorization Policy:

1. Send a training request using the link given below:  
[http://www.cen.iitb.ac.in/equipment\\_usage/index.php](http://www.cen.iitb.ac.in/equipment_usage/index.php)
2. Once approved, go through the system specifications/documents to know the system capabilities
3. There will be five sessions for observing users handling the system
4. Student should attend 5 complete runs with an AU/SO and operator
5. To complete authorization, the student must clear
  - (a) a short quiz on the system theory + safety + contamination issues
  - (b) 1 independent run in presence of SO and operator

## Violation Policy:

1. SOP violation leading to system down time:  
AU must initiate, drive and complete system repair within prescribed time. Additionally, AU must perform 1 complete run before SO before resuming independent runs.
2. SOP violation regards system/safety checks: Loss of authorization depending on degree of violation.