

TOOL: Ar-ion Milling

GENERAL INFORMATION

(a) List of Users:

Role	Name	Email ID	Mobile no.
SO-1	Sourabh Jain	jainsubh007@gmail.com	9029284615
SO-2	Hanuman Bana	hanumanbana20@gmail.com	9167480043
AU (operator)			
user-1	Swapnil Bhuktare	swapnilbhuktare4@gmail.com	8976260712
user-2	Amit Shukla	anshu14oct@gmail.com	9920146907
user-3			
user-4			
user-5			

SO => System Owner; AU => Authorized User

(b) Allowed Materials:

- All the materials are allowed.

(c) Procedure to obtain System Training and Authorization:

- Target properties and applications must satisfy criteria listed in section (b).
- The student should have cleared the fabrication lab entry and safety tests.
- Training request should be sent using following interface:
http://www.cen.iitb.ac.in/equipment_usage/eqp-usage-form.php
- As a part of training, the student should attend at least 2 complete runs of SOP being performed by any of the SO/AU followed by 2 practice runs. Authorization test will be taken after that. The student needs to perform a complete run (SOP) correctly.

(d) Violation Policy:

1. The following violations should be avoided by all system users:
 - If a user violates any of the SOP steps, leading to system/KRI source down-time.
 - If a user fails to make log-book entry of process run.
 - If a user makes system hardware changes without discussing it with the faculty tool in-charge **and** both the SO.
2. If a user is found guilty of any of the above violations, he/she would be barred from using the system for upto **2 months**. Extreme cases of irresponsibility may lead to loss of authorization.

(d) Re-authorization Policy:

If a user has not used the system for more than 3 months at a stretch, he/she will need to clear the authorization test again to resume system usage.