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Chapter [#]

Tool Name

 (MERCURY TOOLNAME) (TOOL LOCATION)

1. Equipment Purpose
	1. Describe in a few lines the tool type, function, capabilities, and purpose of this tool, as well as a list of its available processes/application. Generic information will be included here as well.
	2. The scope summarizes what is covered in this chapter
2. Material Controls & Compatibility
	1. This section describes acceptable materials for substrates, gases and other objects entering the tool.
3. Applicable Documents
	1. List related documents and vendor’s manuals.
4. Definitions & Process Terminology
	1. Include terminology and the definition of words specific to this manual.
5. Safety
	1. A critical reminders of the tool’s safe and proper use can be included here
6. Process Data
	1. QM is available OR N/A depending on the tool
7. Available Processes, Gases, Process Notes
	1. Main process MOD should be included here, which makes chapter 1.3 more concise.
	2. List process data, available recipes/gases on the system, as well process notes specific to the tool.
8. Equipment Operation
	1. Clearly and concisely list the operation steps in the order they are carried out. A short description may precede the steps. Each section will be numbered sequentially.
9. Troubleshooting Guidelines
	1. Include useful information that an operator can use to attempt to resolve issues before filing a problem report.
10. Figures & Schematics
	1. Figures, including the equipment front view, parts, and panels can be displayed in this section. Include figures and schematics of control panels.
11. Appendices
	1. Calibration procedures, command list, details of recipes, and any additional information needed.

 (TOOL NAME)

 (MERCURY TOOLNAME) (TOOL LOCATION)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Login \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification Test Passed (Signed by Front Desk) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oral Qualification Checklist

* Use this list as a study guide and checklist for superusers running oral qualifications