

Operator Training	Observation	Checked (Y/N)	Date	Trainer/Evaluator
Documentation				
Read and Signed Risk Assessment & Local Policy				
Read and Signed Local Laser Safety Rules				
Read and Signed IFCC Resumption and Code of Conduct SOP				
Aware of the IFCC Acknowledgement Policy				
Instrument				
Complies with Health and Safety Procedures				
Can use iLab for reservations				
Knows how to switch on and start up the instrument				
Can perform system clean				
Knows how to change the waste tank and add bleach				
Knows how to change sheath fluid				
Knows how to shut down the instrument				
Software				
Knows how to log into the acquisition software				
Can set up an experimental template				
Can acquire samples				
Adjust PMT gain (voltages)				
Design a Gating strategy for the project				
Statistics				
Can perform auto compensation				
Can export data in all relevant formats				
Core is not responsible for loss or corruption of data (data is removed at the end of the year)				
Advanced				
Area scaling				
Threshold				
Application settings				
Can change filter configuration including in software				
Out of hours Users (Core Staff Working Hours Monday – Friday 9am – 5pm)				
Supervisor has signed off on out of hours working and takes responsibility for user during this time				
Can troubleshoot – air bubble, priming, computer-diva issues, clogs				
Can perform instrument QC - run CS&T beads, checks CV peak channel and graph results				

Signature of Operator

Signature of Trainer

Date

Machine Used	Theory Course Taken	

Comments/Notes