

	SAFE WORK PROCEDURE:	Doc No		SWP-COE-07		
		Last Rev/Date		00	14 Apr 2010	
	Alpha-Step	Current Rev/Date		00	14 Apr 2010	
		Page		1 of 2		

1. **Application to:**

All personnel working on the Alpha-Step surface profiler.

2. **Pre-requisite for Operation of the Alpha-Step:**

- 2.1. Must have attended the operation and safety training.
- 2.2. Must be fully understand the system risk assessment
- 2.3. Must be fully qualified to operate the system by him/her self.

3. **Hazards that may be present:**

3.1. The system has no hazard.

4. **Personal Protection Required:**

- 4.1. Gloves
- 4.2. Cleanroom apparel (garment and shoes)
- 4.3. Tweezers

5. **Procedures:**

5.1. Operating of the Alpha-Step

5.1.1. Turn on the Alpha-Step

5.1.1a Make sure the sample stage is at the lowest position. This is to avoid the stylus to scratch the surface of the sample

5.1.2. Load the sample

5.1.3. Position the sample at the centre of the stage.

5.1.4. SLOWLY bring down the stylus to touch the surface of the sample. Move the stylus (x-y adjustment) to the location where the measurement to be taken.

5.1.5. Press the start button to scan the surface profile.

5.1.6. Levelling a scan

5.1.7. Measurement can be taken

5.1.8. Once finish, unload the sample.

5.2 Maintenance of the Centrifuge

5.2.1 As and when the system is not working

5.3 Specific Processes

5.3.1 To measure the thickness of both thin and thick film. It can identify surface roughness/step size in the tens of Angstroms in the range of 5Å to 3,200kÅ.

	SAFE WORK PROCEDURE:	Doc No	SWP-COE-07	
		Last Rev/Date	00	14 Apr 2010
	Alpha-Step	Current Rev/Date	00	14 Apr 2010
		Page	2 of 2	

6. Communication Frequency:

The Lab Supervisor shall arrange for this Safe Work Procedure to be communicated every once a year and as & when required.

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Approved by: A/Prof Chor Eng Fong