**Referenced Documents**

TA1041 Precision Cleaning User Guide

TA1287 Special Requirements for Clean Room PFT Area

1. DRY CABINETS
2. Some units require dry cabinet storage during calibration. These units will be placed in dry cabinet storage prior to arriving to PFT calibration. The following steps are to be followed for all units requiring dry cabinet storage:
	1. Units are to remain in dry cabinet until ready for calibration.
	2. Upon completion of a calibration step, units must immediately be placed back in dry cabinet storage unless:
3. Technician is immedieatly moving on to next calibration step as defined in the router.
4. All calibration steps are complete and the next router operation is not a calibration work center.
	1. Technicians are to locate correct units in dry cabinet prior to opening dry cabinet door. Technicians are NOT permitted to open door for an extended period of time to look for units.
	2. When adding/removing parts from the dry cabinet, doors must be open for the least amount of time possible. Opening doors for extended periods of time allows moisture to enter the cabinet and reduces its effectiveness.
	3. Parts requiring dry cabinet storage ARE NOT permitted to be left out for extended periods of time. This includes, but is not limited to:
5. Breaks
6. Shift change
7. Any time you leave the clean room
8. **CALIBRATION CERTIFICATES**
	1. Due to clean room restrictions, calibration certificates must be saved in pdf format. The following steps are to be followed for saving calibration certificates:
9. Create a new folder (if one for the job does not already exist) in [R:\Pressure\1-Cal Certs](file:///%5C%5CPCB.com%5CShared%5CPressure%5C1-Cal%20Certs) and scan job bar code to name the folder.
	1. Do NOT overwrite or delete job folders. Contact supervisor or engineering if you believe a mistake has been made.
10. Save cal certs to the new folder in PDF format. Include the unit’s serial # in the filename. If the unit will have multiple cal certs (ex. multiple cal ranges, static vs dynamic cals. etc), the filename should allow the user to differentiate between cal certs (ex 12345H and 12345L for high and low ranges would be acceptable).
11. Repeat Step 2 for all required cal certs in the job.
12. **ELEMENT CALIBRATION DATA**
	1. Some element calibrations require data to be saved for later assembly builds, namely data from charge calibration and TC012/TC044s. The following steps are to be followed for saving element calibration data:
13. Create a new folder (if one for the job does not already exist) in [R:\Pressure\Element Data](file:///%5C%5CPCB.com%5CShared%5CPressure%5CElement%20Data) and scan job bar code to name folder.
	1. Do NOT overwrite or delete job folders. Contact supervisor or engineering if you believe a mistake has been made.
14. Save Charge Calibration data to the new folder in PDF format with the file name “Charge Cal #” (ex, Charge Cal 1, Charge Cal 2, etc).
15. Complete all required fields on the TC012/TC044 (if applicable) and save the excel file in it’s current location. Click “Save As”, change the Save As Type from “Excel Workbook” to “PDF”, and save the file in the folder created in step 1.
16. **POST-CALIBRATION CLEANING**
	1. Unless specified otherwise on job router, all units are to be cleaned after any oil calibration/cycle by, at a minimum, thouroughly rinsing with fresh alcohol and wiping units with clean wipes.
17. **GENERAL**
	1. Unless specified otherwise on job router, check and record bias for all ICP sensors prior performing calibration. Sensors with longer time constants will have bias shift after calibration.
	2. For any charge mode units requiring an amplifier for calibration, units must be shorted out prior to assembling amplifiers.