

MICRO AND NANOFABRICATION FACILITY TRAINING POLICY

The Micro and Nanofabrication Facility is an open access facility providing support throughout all the development chain in cleanroom processes: device modelling and design, process integration and device fabrication, packaging and testing. The Facility staff provides training to all Users on the operation of Micro and Nanofabrication equipment.

The management of training on the use of equipment integrated in the Facility is oriented by the guiding principle of effectiveness on training provision, in a manner that guarantees equipment integrity, and must necessarily take into account the forecast of equipment utilization by the Facility User.

This Training Policy is thus intended to establish the guidelines that must be observed by all Facility Users and Supervisors when applying to training on the use of Micro and Nanofabrication Equipment.

Guidelines

- Users shall request tool training only after consolidating the process that will be performed with supervisor and practical coach;
- The Micro and Nanofabrication Facility staff provides training on a monthly basis on Cleanroom Access Protocol and standard techniques (as defined in the training calendar), as follows:
 - **Cleanroom Access Training and Training on basic systems** to:
 - MPE and Associates and,
 - MPA students with a minimum stay of 6 months.
 - **Training on mid-complex systems** to:
 - MPE and Associates and,
 - MPA students with minimum stay of 6 months and after a practical coaching with a certified coach of at least 5 booked sessions. Training requests must be previously validated by/with the corresponding practical coach.

- **Training on high-complex systems** to:
 - MPE and Associates and,
 - MPA students with minimum stay of 12 months, and after a practical coaching with a certified coach of at least 10 booked sessions. Training requests must be previously validated by/with practical coach.
- Tool training not included in the monthly training plan must be justified by the project being performed and will be analysed on a case-by-case basis.
- Practical coaches are responsible for practical training focused on process while instructors/tool responsible staff provide license and cover aspects related with the operation/troubleshooting, consumables replenishment, booking policy, pre and post procedures, etc.
- The list of practical coaches is defined and available in GEN/CR/002.

System complexity level:

Basic	Optical Microscopes, Contact Profilometer, Resistivity Mapper, Suss Optical track, Vapor Prime, Wet Benches
Medium	E-beam Track, Manual Coater, Ovens, Plasma Asher, FTM, MA6
High	DWL, SEM, SPTS CPX (PECVD, ICP, APS), SPTS C2L, SPTS Pegasus, Kenosistec