

Sensor handling for ST-500 sensors

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This file describes the procedure of every shipment of sensors.

1 Arrival

Staff: Angela Büchler

1. controlling with the packing list if the shipment is correct
2. the packing list gets a mark in red with the date, the comment (if the shipment is ok or whats wrong with it) and the signature of the controller.
3. the packing list is stored in a file called LIEFERSCHEINE LHCb at the office of M.Needham
4. checking if the vendor information for every sensor is complete
5. the sensor ID's are stored in a txt file and are displayed on the webpage
6. the sensor ID's are entered to the database by Tiziano Müller or Nicola Chiapolini
7. the sensors are stored in the **old** dry-box

2 Visual Inspection

Staff: Gisela Baumann , Thomas Mattle , Ananda Landwehr

The following procedure is done for each sensor:

1. sensors get unpacked and labeled
2. inspection with the magnifying glass at the front and the back
3. inspection with the microscope
4. all informations from the visual inspection are filled in the *visual inspection traveler*
5. if scratches or acid damages (Kratzer oder Verätzungen) are reported, the sensor gets marked for the automatic test station on the label
6. all worksteps done are marked on the label
7. the sensors are handed out to Ananda Landwehr by Gisela Baumann
8. Gisela Baumann enters the grade (and ev. a comment) to the database
9. Gisela Baumann hands out all the rejected sensors (grade E) to Angela Büchler
10. Angela Büchler organizes the reshipment of the rejected sensors with Frank Lehner

3 Metrology

Staff: Ananda Landwehr

1. the metrology measurements are done
2. every sensor gets a metrology grade
3. the sensors are handed out to Eveline Eisenring by Ananda Landwehr
4. Ananda Landwehr enters the grade to the database

4 IV-CV Measurement

Staff: Eveline Eisenring , Samuel Nüesch , Lukas Buchmann , Nina Franz

1. sensortest IV and sensortest CV are done
2. both results are filled in the *electrical probing traveler*
3. all results are uploaded in the database, also the curves
4. long term testing is done to 10-15% of the sensors
5. the sensors marked for the automatic test station are handed out to Lukas Buchmann by Eveline Eisenring all the other sensors are handed out to Gisela Baumann who stores them at the dry-box

5 Automatic test station

Staff: Lukas Buchmann , Samuel Nüesch

1. automatic testing is done
2. the sensors are handed out by Lukas Buchmann or Samuel Nüesch to Gisela Baumann who stores them at the dry-box

6 Far dispatch

Staff: Angela Büchler

1. Angela Büchler supervises the progress of all procedures and updates an overview weekly
2. if all measurements are done, Angela Büchler organizes the shipment of the sensors to other collaborating institutions with Frank Lehner