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Handling Procedure Electrostatic Discharge Sensitive Devices (ESD)

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	Revisions							
Letter	E.O. Number - Description							Date
Used On	Contract#:		Your Company Name					
Prepared By:		Date	rour company rounc					
Your Dept:		Date	7					
Your Dept:		Date	YOUR PROCEDURE NAME					
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1.0 Purpose

To define minimum requirements for effective electrostatic discharge (ESD) control. Adherence to this procedure will provide adequate protection for ESD sensitive devices during handling and storage processes.

2.0 Scope

This procedure is specifically written for the handling of an ESD sensitive circuit card but may be applied to any ESD sensitive device included in any process as deemed applicable by the Responsible Authority (RA).

3.0 Discussion

All processing of an ESD sensitive device or of a subassembly or assembly containing an ESD sensitive device must

4.0 Responsibility

4.1 Personnel

All personnel who handle ESD sensitive parts and assemblies must be trained and certified in ESDS handling techniques. Training and certification should be updated on an "as needed" basis. Each person should handle and protect the components according to this procedure. Each person is responsible for

4.2 Supervisor/Training Requirements

All lead operators, supervisors, or other personnel who directly oversee or manage individuals who handle ESD sensitive parts and/or assemblies shall have ESD training. They will also ensure

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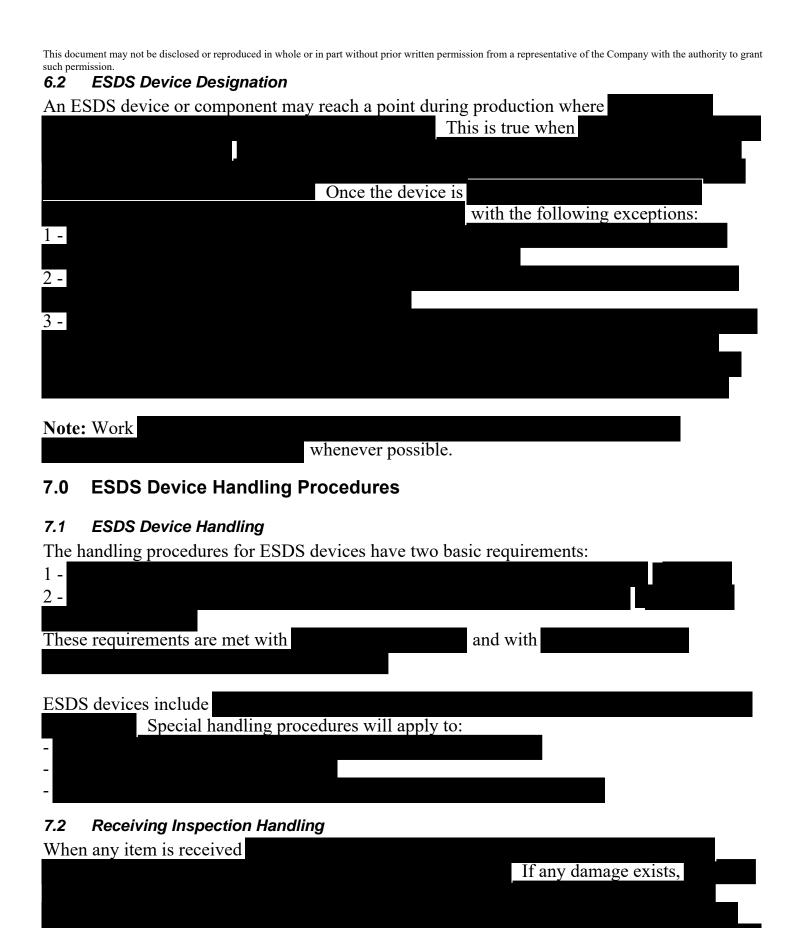
4.3 Non-Company Personnel

Non-Company Personnel

Customers, Government representatives,	or other n	on-Comp	oany personne	el	
shall have ESD training.					
5.0 Definitions Anti static (Anti-stat) -					
Electrostatic Discharge (ESD) -					
Electrostatic Discharge Sensitive (ESDS	S) -				
ESDS Device (component, part) -					
ESDS Device Zone -					
Electrostatic Field - Faraday Cage - Insulator -		٠			
Resistivity (Surface) -					
Static Conductive -					
Static Dissipative -					
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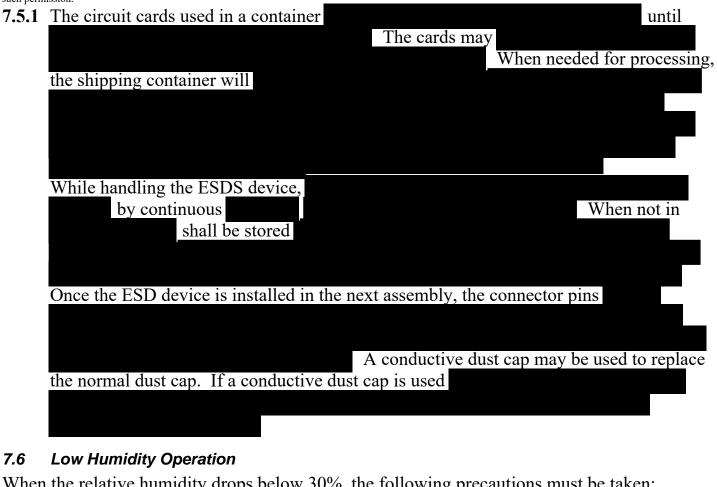
This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant **Static Protective -Static Safe** -**Static Safe Perimeter -Static Shielding -Static Table Mat -ESDS Identification** 6.0 ESDS ID requirements 6.1 All ESDS devices or assemblies containing ESDS components must The following provisions need to be reviewed for applicability and addressed as necessary: b) c) d) e)

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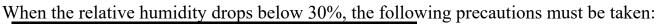


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7.3 ESDS Device Transportation							
ESDS devices or assemblies							
	If the de	vice need	ds				
the device will							
7.4 Shipment of ESDS Device							
When packaging an ESDS device for retu	rn shipm	ent,					
For ESDS devices or assemblies that are b	nuilt into	a contair	er the container will				
Tot Libbs devices of assemblies that are o	Junt mito	a contain	ier, the container win				
7.5 Specific Handling Procedures							
ESDS devices should							
keep the de	evice's						
			Once ESDS devices have been				
Before handling ESDS devices, an individ	dual shall						
While handling an ESDS device,							
to							
M			1:				
Minimize			An ESDS device that has				
	m	aterial sh					
Warning: When working where 120 volts or more may be present, always							
to your		before					
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7.6





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8.0 Static Safeguarded Work Station/Zone Requirements

Your Company Name

Static Safeguarded Work Stations 8.1 Static Safeguarded Work Stations shall include: Basically, a properly is required to All Static Safeguarded Work Stations ESDS Device Work Zone Requirement 8.2 Work zones that will be used for ESDS device processing will consist of This work zone will be inclusive of The work zone shall include the following requirements: 3) 4) 5) 6) 7)

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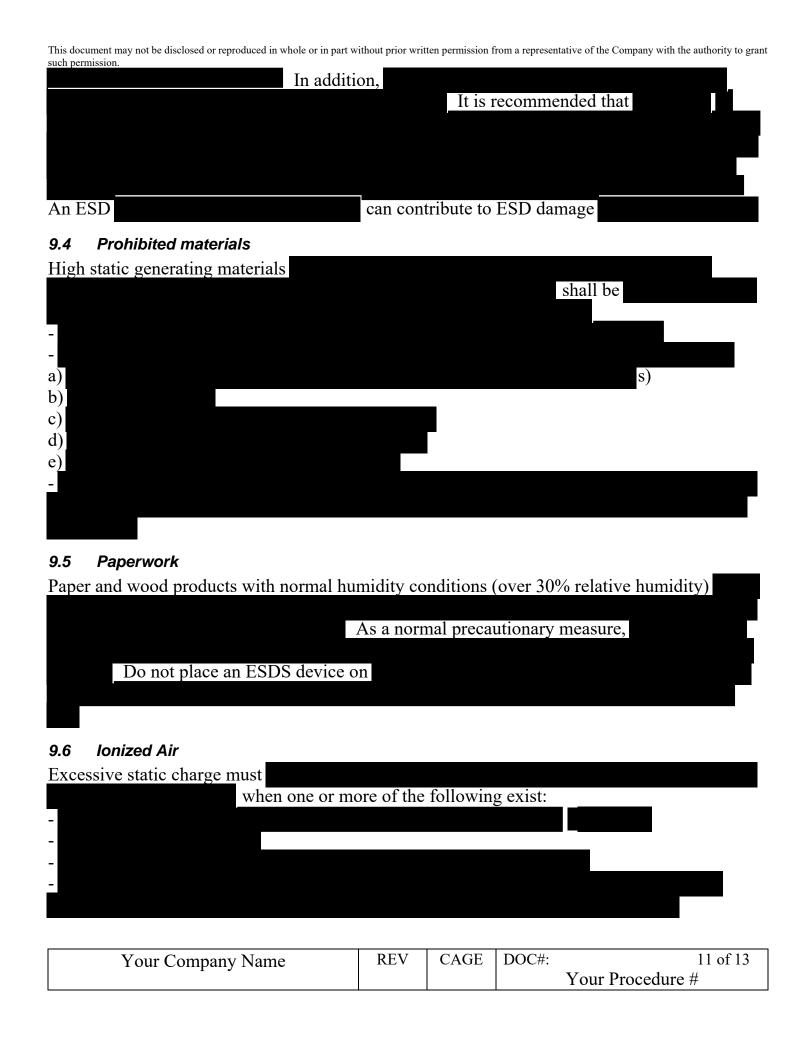
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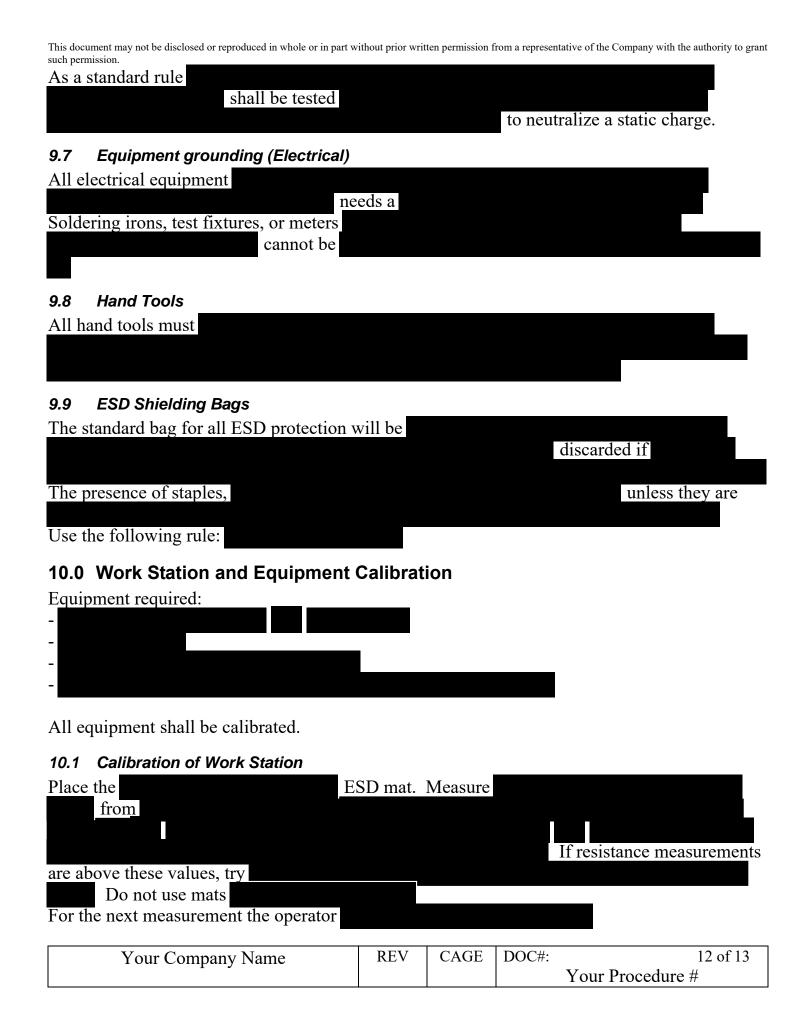
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8)							
9.0	ESDS Work Zone Operations						
9.1	Personnel Grounding						
Forp	processes in which an operator stays at a	fixed	location	and handles an ESDS device,			
requi	uired at all times. The resistance from the	e opera	ntor's bod	y surface to ground shall			
	A	All per	sonnel w	orking within an ESDS Device			
Zone	ne shall						
remo	noved, it shall		A11	If the wrist strap is personnel who will be in the work			
	ne while work on an ESDS device is being	g perfo					
	Visitors must not						
Warning: When working where 120 volts or more may be present, always							
	, ,			handling the ESDS assembly.			
9.2	Personnel Apparel						
Clotl	othing and its movement						
	involving t	the ha	ndling of	ESDS devices. The following will			
mini	nimize the static generation within the Stat		_				
-							
-							
9.3 ESD Shop Coats							
_	personnel working on ESDS devices in an			<u> </u>			
Stati	tion or personnel who will be in the ESD to properly		zone whil	the operator must			
	to properly			ing operator mast			
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This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant The static field meter shall verify With the meter turn and repeat If the turn the meter repeat the the item If no must 10.2 Equipment Checks Using the from the tip The value must be 11.0 Potential Damage If an ESDS device may function If an ESDS device is that person will If an ESDS item has exposed to ESD threats need

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