

**REV.A**

**Link Communications Quality Management System Document**

**Doc. Num.LCQ021**

**Title: ESD Procedure**

### **1.0 Purpose & Scope**

The purpose of this procedure is to establish all requirements for safe handling of all ESD sensitive devices during all aspect of manufacturing process. This procedure details the proper handling methods of all material and equipment that are ESD sensitive. The scope of this procedure includes all ESD sensitive material and all employee that handle ESD sensitive material during all stages of product realization.

### **2.0 Term & Definition**

ESD:-Electrostatic Discharge

### **3.0 Responsibility**

**3.1**The quality manager is responsible for the overall procedure used to control ESD.

**3.2**Engineering shall provide the appropriate information on ESD sensitive devices as applicable in design, manufacturing and end use.

**3.3**Manufacturing is responsible for all record keeping such as logs and verification records.

**3.4**All employees that handle ESD sensitive device are responsible for proper use of materials, equipment and completing of the test logs. All employees are also responsible for ensuring they are trained in all area of ESD handling. All visitor and no grounded personnel are not allowed to handle ESD sensitive material.

### **4.0 Procedure**

**4.1**Receiving personnel will follow all the requirement of the Receiving Procedure as material is received. All material is checked for ESD marking and their proper packing, non compliance material will be set a side for the quality manager evaluations. Parts that pass the quality manger evaluations will be repacked for proper protection. Parts that failed evaluations will be segregate for returning to supplier. All properly packaged ESD items received should be kept in the ESD safe containers at all times and can be removed from the containers only when adequate grounding is used.

**4.2**ESD sensitive item are to be moved, stocked and kited for manufacturing using only ESD safe material like static bag, tubes, trays and totes to ensure proper protection.

**4.3**All employee handling ESD sensitive material will be properly grounded prior to working with them. A conductive smocks and two foot strap should used when moving or working with ESD material. Employees are required to ground their smock or wrist strap to the table top mat at their work station. All employees handling ESD devices are required to test their smock and foot ware at

the test station every time they are removed and reused. The tester must indicate “**Pass**” before an employee handles any ESD devices. The log is updated upon every test with date, name or initial, component tested and if passes or failed. ESD protective component are not be worn outside the work building.

**4.4** Work area / station shall be ESD safe and all non finished products shall be stored in an ESD safe environment.

**4.5** Finish product will be packed in ESD safe bags and sealed with an ESD label. If the bags are open new label shall be used. Shipping of ESD devices will be handled in accordance to shipping procedure.

**4.6** Verification of the grounding equipment tester will be done Quarterly using the manufacturing operation manual.

## **5.0 Ref. Document**

Receiving procedure Doc. Num. LCQ023

Handling, Storage, Packing, Preservation and Delivery Doc. Num. LCQ015

## **6.0 Record**

**6.1** The grounding test log will be filed chronologically in the ISO folders for minimum of one year after which time it will be destroyed or recycle.