

This standard covers the established administrative and technical requirements for implementing and maintaining an Electrostatic Discharge (ESD) Control Program to protect electrical or electronic parts, assemblies, and equipment susceptible to ESD damage from Human Body Model (HBM) discharges greater than or equal to 100 volts.

1.0 Purpose

- 1.1 The purpose of this document is to establish procedures to meet the requirements for an Electrostatic Discharge (ESD) control program to protect electronic devices that are susceptible to damage or degradation from electrostatic discharge.

2.0 Scope

- 2.1 This procedure applies to all manufacturing areas and any associated operations areas where unprotected ESD sensitive products are handled, from receipt through shipment of finished device.

3.0 Responsibility and Authority

- 3.1 The ESD Coordinator is responsible and has been granted authority for the implementation of, and control over, this procedure and ensuring compliance

4.0 Procedure for (ESD) Control Plan

- 4.1 It is the policy of RF-Lambda to handle all electronic components and wire/cable assemblies that are installed into them as Electrostatic Devices (ESD) when such components are identified as ESD sensitive.

- 4.2 All personnel handling ESD devices shall be required to successfully demonstrate using and checking Smock Strap, Wrist Strap or Foot Strap to meet daily resistance check requirements.
- 4.3 Work Instructions for ESD devices will include ESD precautionary notes and / or ESD symbol / Label.
- 4.4 Once identified as a ESD device, ESD precautions must be continuously observed. An ESD Device must be protected from ESD damage through all steps, including Receiving Inspection, Stores, Kitting, Manufacturing process, Test, Inspection, Packaging and Shipping.
- 4.5 Static safe Smock Strap, Wrist Strap or Foot Straps are required for the handling and/packaging of ESD devices.
- 4.6 ESD caution labels will be affixed to static bag containing ESD devices.
- 4.7 ESD coordinator will perform audit checks on Static Safe Work Stations.
- 4.8 Protected Area (EPA) work areas are to be separated from the through traffic and restricted to personnel with proper protection clothing (Smocks). Smock Straps, Wrist Straps or Foot Straps are required when handling ESD Components and/or when working in the (EPA) work areas.

5.0 Training and Follow up

- 5.1 The ESD coordinator is responsible for ensuring that all new employees have been given training prior to beginning work with any ESD type components.



ESD Policy

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Reference ISO 9001:2008
JEDEC Standard No. 625-A
MIL-STD-1686
ANSI/ESD S20.20-2014

Page 3 of 3

5.2 Periodic and recurrent ESD training shall be provided to all personnel who performs or supervises any of the work associated with ESD. Training may be classroom training, on the job instruction, or a combination of both.

6.0 Audits

6.1 The ESD Coordinator is responsible for ensuring that all the ESD control items in the table below are being audited regularly.

Compliance Verification Requirements		
Control Item	Test Frequency	Checked By
Wrist strap	Daily (before use)	Operator
Footwear	Daily (before use)	Operator
Personal ESD protective smock (e.g. buttoned smocks)	Daily (before use)	Operator
ESD protective floor mat (free from tears, debris)	Weekly	EDS Coordinator
ESD ground connections (e.g., wrist straps, mat ground wires)	Weekly	EDS Coordinator
Wrist strap connection	Monthly	Quality Department
Work surface	Monthly	ESD coordinator
Shielding bags	Monthly	Quality Department