



## STANDARD OPERATING PROCEDURE (SOP 6)

Rev A

### PROCEDURE for ELECTROSTATIC DISCHARGE (ESD) CONTROL

**1. PURPOSE**

It is the policy of Vitron 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.

**2. SCOPE**

This procedure applies to locations where ESD materials are being handled

**3. REFERENCE DOCUMENTS**

N/A

**4. PRACTICE**

- A. Engineering/Quality has the responsibility to develop and maintain an ESD program. The program applies to all ESD sensitive devices from receiving to product realization and delivery.
- B) The Engineering Department has the responsibility to develop and maintain an ESD workbench Check plan.
- C) 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.
- D) Work Instructions for ESD devices will include ESD precautionary notes and / or ESD symbol / Label.
- E) Once identified as a ESD device, ESD precautions must be continuously observed. An ESD Device must be protected from ESD damage at / through all steps, including Receiving Inspection, Stores, Kitting, Manufacturing process, Test, Inspection, Packaging and Shipping.
- F) Static safe Smock Strap, Wrist Strap or Foot Straps are required for the handling and/or unpackaging of ESD devices.
- G) ESD caution labels will be affixed to static bag containing ESD devices.
- H) Product Assurance and/or Engineering will perform audit checks on Static Safe Work Stations.
- i) ESD work areas are to be separated from the thru-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 specified in the Work Instructions.