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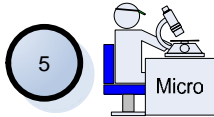
IDEA-1005-D Inspection Process Guidelines Check List

60 Basic Steps plus 12 Best Practices Steps

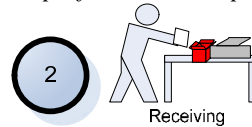
All work to be performed in compliance with ANSI/ESD S20.20 and IDEA-STD-1010



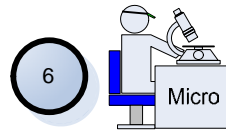
- Inspect box for shipping damage.
- Photograph any damage and report to carrier.
- Weigh and record weight, prior to opening.



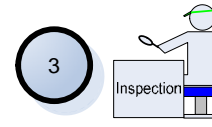
- Inspect for bent, scratched, broken, or missing leads.
- Inspect for corrosion or solder on leads.
- Inspect inside & outside of leads for scratches that indicate previous use or mishandling.
- Inspect all leads for consistency of gloss/shine, color, and texture.
- Inspect that leads are not oxidized, tinned, or discolored.
- Inspect that leads excessively shiny for older DC or too dull for new DC.
- Inspect parts and leads for evidence of contamination.
- Inspect that the surface of the parts have not been mechanically or otherwise resurfaced and re-stamped, evidenced by minor directional scratches, e.g. small abrasions that typically appear to be in one direction on the top of the parts.
- Inspect for minor cracks on the surface of the parts.
- Make sure that there are not colored dots or ink marks on the components indicating previous programming.
- Make certain that markings on bottom of parts are consistent.
- Inspect that part numbers are vivid and not blurry.
- Verify that the markings on the parts are consistent, i.e. have the same font, print color and marking placement throughout the package type and conform to the norm for the manufacturer.
- Inspect that identical parts within the same tube/reel/package have consistent date codes and consistent lot codes/numbers.



- Match vendor info to internal docs (P.O. cost, ship method, terms of sale)
- Verify PNs and quantities to internal docs
- Photograph contents while in the box.
- Photograph contents out of box.
- Weigh product contents and record.



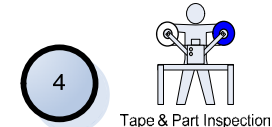
- Make certain that the top of a part and the underside do not display different part numbers. This can be easily missed in reeled components.
- Inspect for evidence of tool / pull marks or heat-sink witness markings.
- Confirm that there are no burn marks on the components or leads.
- Inspect that there are no dents in leads and slots that indicate prior usage.
- Inspect for color or shading discrepancies on the top vs. bottom of part.
- Verify that there are no traces of glue or adhesive on the surface of the chips.
- Verify that there are no stickers or underlying etching on the part casing.
- Inspect that all parts are oriented correctly within the package type.
- Verify from the manufacturer's data sheet:
 - Number of leads per part
 - Part dimensions
 - Part weight, if applicable
- Photograph markings front and back for records.
- If non-conforming, photograph NC(s)



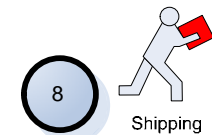
- Verify for compliant ESD packaging
- Packaging Type (i.e. factory sealed, etc.)
- Verify that a barcode scan produces matching alpha-numeric info and record results.
- Verify labels, for authentic logos and manufacturer markings
- Verify Quantity
- Verify Manufacturer part number
- Verify Manufacturer
- Verify Date code(s) / Lot Code(s)
- Verify Country of origin - Inspect that there are not multiple countries of origin for identical date codes/lot codes.
- Verify Product condition, any signs of damage to the product or product packaging
- Product condition, any signs of rework to body, leads, or remarking
- Markings, symbols, labels, or other indicators of authenticity or origin
- Pin arrangement and pin count
- Humidity control packaging
- Read & record status of Humidity Indicator Cards (HIC)
- Scan or photograph label info the database.



- Verify part numbers and quantities.
- Weigh product contents and record
- Photograph contents out of box.
- Package utilizing ESD & humidity control materials
- Photograph contents while in the box.
- Barcode label box
- Verify packing slip reflects contents



- Determine if the reels are third party reels or manufacturer reels.
- Inspect that all tape in shipment is consistent and appropriate in type (paper or plastic) and color conforms to the norm for the manufacturer.
- Inspect tape leader and tape tail.
- Inspect for loss or failing cover tape.
- Inspect for tape damage (spliced tape, crushed pockets, any physical damage, etc.).
- Inspect for missing parts within the tape.
- Verify the pin 1 placement in tape pocket to datasheet is correct.
- Verify correct tape pitch for product.
- When running the reels through the reel counter:
 - Verify that all the parts are faced in the same direction within the carrier tape.
 - Verify that the markings on the parts are consistent throughout the reels (same date code, same lot codes, country of origin, etc.).
 - Verify that the markings on the parts have the same font, print color and marking placement throughout the reel and conform to the norm for the manufacturer.
- When the leads cannot be visually inspected such as "J" leads and the original factory packaging has been opened and is in question, remove the product from that carrier tape, inspect the backsides



- Inspect boxes while loading.