



## ESD CHECKLIST

### Working document for the examination of the ESD protective measures

All ESD protective measures have to be controlled and documented regularly. The following list contains fundamental questions that have to be observed during the auditing process.

fulfilled

not fulfilled

#### In general

ESD representative	Is there an ESD representative?		
	Is there a substitute for the ESD representative?		
	Has the ESD representative received adequate training?		
	Does the ESD representative control and verify the ESD protections regularly?		
	Do internal audits take place regularly?		
Training	Are there trainings for the personnel?		
	Are there refresher trainings?		
	Do you provide training for new personnel upon recruitment?		

#### Personnel grounding

Wriststraps	Are wriststraps and cables checked every day?		
	Is the check documented?		
	Are there replacement wriststraps?		
	Do you replace wriststraps and cables that do not work any longer?		
Shoes	Are the shoes checked every day?		
	Is the check documented?		
	Are there sufficient heel grounders for visitors?		
Clothes	Do you use ESD-compliant clothes?		
	Are the ESD-compliant clothes checked and replaced regularly?		
	Are there sufficient work coats for visitors?		

#### Measurement and test equipment

Test equipment	Is there any test equipment for checking wriststraps?		
	Is there any test equipment for checking shoes?		
	Is the test equipment calibrated?		
	Are there checklists for countersigning?		
Measurement equipment	Is there a contact resistance meter and a hygrometer?		
	Are there appropriate measuring electrodes?		

#### ESD protective equipment

ESD protected areas (EPA)	Are there any defined ESD protected areas (EPA)?		
	Are the ESD protected areas marked?		
Floor	Is the floor dissipative?		
	Is the cleaner you use suitable for ESD floors? Do you use any waxes etc. leaving no residues?		
	Are the dissipative properties of the floor checked regularly?		
Tables/ shelves/ workstations	Are the table and shelf surfaces dissipative?		
	Is there a possibility to connect wriststraps?		
	Are the grounding terminals marked?		
	Are tables and shelves grounded?		
	Have all materials been removed from the workstations that might cause electrostatic charges?		
Chairs	Are the chairs dissipative?		

Racks	Are the rack surfaces dissipative?		
	Are the racks grounded?		
ESD protective equipment			
Transport trolleys	Are the transport trolleys dissipative?		
	Are the dissipative properties of the transport trolleys checked regularly?		
Containers	Are the containers dissipative?		
	Are the containers marked?		
Other materials	Are other materials dissipative of antistatic?		
Tools			
Tools	Are the tools ESD-compliant?		
	Do the soldering stations have an ESD grounding terminal and is this connected to a grounding connection point?		
Packaging			
Packaging	Are ESDS transported in ESD-compliant packaging and containers?		
	Are there any ESDS in ESD-compliant material if they are transported and stored in an uncontrolled environment?		
	Has the package shielding properties if the ESDS are transported from one ESD area to another?		
	Are all components, even not ESDS, packed in ESD-compliant material if they are in an EPA?		
	Is ESD-compliant material marked if it contains ESD-sensitive devices?		
	Has the packaging material been checked?		
Goods receipt			
Goods receipt	Are the supplied ESD-sensitive devices in ESD-compliant transport containers?		
	Do the accompanying documents contain any information concerning ESD-sensitive devices?		
	Is the information sufficient for the personnel to identify ESD-sensitive devices?		
	Is the handling of ESD-sensitive devices without protective outer package reduced to a minimum?		
	Is the package of the ESD-sensitive devices opened at an ESD-protected workstation?		
	Has the personnel working in the goods receipt department been trained in handling ESD-sensitive devices?		
	Are ESD-sensitive devices packed in ESD-compliant packaging when leaving the ESD workstation and are they properly marked?		
Other measures			
Measures	Are there any materials generating electrostatic charge (e.g. cases, assembly parts) and are there any measures for reducing electrostatic charge?		
	Are devices and machines (monitors etc.) set up at sufficient distance to ESDS (>1m)?		
	Are working instructions and documents stored in ESD-compliant films or film holders?		
Control plan			
Is there a control plan according to IEC 61340-5-1?			
Are suitable limit values defined for voltage potentials, resistance values, etc.?			
Does your control plan include information about the chosen grounding system and grounding method?			
Is it specified how your ESD components are to be handled during storage and transport?			
Are the employees sufficiently trained on the control plan?			
Is the control plan regularly reviewed and updated?			
Cleaning			
Are all surfaces and floors regularly cleaned with ESD cleaners?			
Is the cleaning staff adequately trained?			
Are ESD textiles washed regularly?			
Are all components of an EPA regularly checked after cleaning according to the control plan?			
Note			
checked	Date		