

Proto-Pac Engineering

DEPARTMENT WORK INSTRUCTION: AWI-0009, rev. B

Page 1 of 3

Description: Instructions for Customer Kit and Documentation Requirements

1.0 PURPOSE

To provide our customers with a list of the requirements which will facilitate the efficient manufacturing and delivery of their products.

2.0 SCOPE

This procedure applies to all Customer Contracts to be accepted by PROTO-PAC Contract Assembly Operations (CAO).

3.0 REFERENCES

3.1 *CPP-0006 Turnkey Order Policies and Procedure*

3.2 *CPP-0007 Consignment Order Policy and Procedure*

4.0 PROTO-PAC CONTACT FOR CUSTOMER QUESTIONS

Customers should direct any questions with regard to this document to their assigned Customer Program Coordinator.

5.0 PRODUCTION ORDER REQUIREMENTS

5.1 *Component Packaging Requirements:*

5.1.1 All packaging material is to be static free or antistatic.

5.1.2 PROTO-PAC will not be responsible for meeting workmanship standards on components received loose in bags.

5.1.3 All SMT resistors, capacitors, transistors, and diodes are to be on reels only and marked with the customer name and part number.

5.1.3.1 Components received on strips will be hand placed and the billing adjusted accordingly.

5.1.3.2 Include 2% overage for all reeled components on new reels.

5.1.3.3 Include 10% overage for all reeled components on partially used reels.

5.1.4 All SMT ICs must be in the original manufacturer's tubes or on reels with +1% overage.

Proto-Pac Engineering

Description: Instructions for Customer Kit and Documentation Requirements

- 5.1.5 All thru hole axial/radial components must be packaged in bags or on reels with +2% overage.
- 5.1.6 All thru hole IC's must be in original manufacturer's packaging +1% overage.
- 5.1.7 The balance of materials will be returned at the completion of the job.

- 5.2 *Special Fine Pitch Component Packaging Requirements:*
 - 5.2.1 For the purposes of this document, fine pitch parts are defined as those parts having a pitch less than .050".
 - 5.2.2 All fine pitch parts should be packaged and shipped separately (under separate cover).
 - 5.2.3 All fine pitch parts must be received in the manufacturer's original packaging.
 - 5.2.4 All fine pitch parts packaging should be marked with the customer name, part number and purchase order number.

- 5.3 *Kit Packaging Requirements:*
 - 5.3.1 Parts should be packaged so they do not bounce or are loose in a carton.
 - 5.3.2 All same part numbers should be bundled together (tubes) and marked with the customer part number.
 - 5.3.3 All reels should be marked with the company name and the customer part number.

- 5.4 *Documentation Requirements:*
 - 5.4.1 Document: *Purchase Order* Copy Quantity: (1)
 - 5.4.2 Document: *Bill of Material* - Must include: Customer P/N, description, reference designator, quantity, revision level, manufacturer's P/N. Copy Quantity: (3)
 - 5.4.3 *Pick List* – Must include: Customer P/N, description, quantity/assembly, exploded quantity, quantity issued. Copy Quantity: (1)
 - 5.4.4 *Short List* – List of items short by Customer P/N, quantity short, expected due date. Copy Quantity: (1)
 - 5.4.5 *Assembly drawing* showing markings for pin 1, polarity, and cathode orientations, customer company name, assembly part number, and Rev. level. Copy Quantity: (3)

Proto-Pac Engineering

DEPARTMENT WORK INSTRUCTION: AWI-0009, rev. B

Page 3 of 3

Description: Instructions for Customer Kit and Documentation Requirements

- 5.4.6 Special instructions (i.e. ECO, substitutes, shipping instructions).
Copy Quantity: (2)

6.0 PROTOTYPE ORDER MINIMUM REQUIREMENTS

6.1 *Component Packaging Minimum Requirements:*

- 6.1.1 All packaging material is to be static free or antistatic.
- 6.1.2 All SMT resistors, capacitors, transistors, and diodes may be on strips only with prior agreement by PROTO-PAC and with a 10% overage.
- 6.1.3 All SMT ICs must be in tubes or on reels with +2% overage.
- 6.1.4 All thru hole axial/radial components must be packaged in bags or on reels with +5% overage.
- 6.1.5 All thru hole IC's must be in tubes with +2% overage.
- 6.1.6 The balance of materials will be returned at the completion of the job.

6.2 *Kit Packaging Minimum Requirements:*

Requirements are the same as for production orders. See all of Section 5

6.3 *Documentation Minimum Requirements:*

- 6.3.1 *Purchase Order* *Copy Quantity: (1)*
- 6.3.2 *Bill of Material* - Customer P/N, description, reference designator, quantity, assembly and BOM rev levels, manufacturer's P/N. *Copy Quantity: (1)*
- 6.3.3 *Pick List* - Customer P/N, description, quantity per assembly, exploded quantity, and quantity issued. *Copy Quantity: (1)*
- 6.3.4 Short List – List of items short by Customer P/N, quantity short and expected due date. *Copy Quantity: (1)*
- 6.3.5 *Assembly drawing* with markings for pin 1, polarity, and cathode orientations, Customer company name, assembly part number, and revision level.
Copy Quantity: (3)
- 6.3.6 *Special instructions* including ECO's, substitutes, shipping instructions).
Copy Quantity: (2)