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.