



Complete this checklist every time you supply components/parts

COMPLETE THIS CHECKLIST

	Yes	No	Unsure
Are components damage-free and non-oxidized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you provided extra quantity to allow for wastage? ¹	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Semi-conductors are provided in tubes or trays?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Components are packed in ESD protected (antistatic) bags?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ESD bags are correctly sealed with ESD tape?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ESD bags are not stapled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Each ESD bag has a Product Number label for the components inside	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QTY on the label matches the number of components inside the ESD bag	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
None of the ESD bags have rips and holes in them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you included a printed copy of the component packing list in the box? ²	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you included this (completed) checklist in the box? ²	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

¹ Extra quantity of parts are required to allow for wastage during machine setup/production. If we do not receive the extra quantity required, some parts might require hand placement. This will result in increased quality risks and additional costs. **Refer to Table 1 for component package/size and the corresponding extra quantity required.**

² **If your package shipment arrives to our facility without the component packing list and this checklist, your components will be placed on hold in our quarantine area. This might lead to delays to your project delivery. Please ensure you provide both documents.**

³ In certain cases extra quantities required will depend on the price of the component. If the required quantity significantly increases the cost of the project, it might be beneficial to place that component by hand. Please consult with our account manager before you send shipment.

Are you supplying any parts that do not comply with the wastage conditions and require hand placement? If so, please discuss this with the account manager. We will take this into consideration when quoting on price & lead time (to avoid delays & additional cost after the order has been placed).

Please contact us at any time if you have any questions about a specific part or this checklist. Our team will be more than happy to assist and guide you through this process.

If required, please use the space below to provide any comments to the Precision team:

Component pkg/size	Extra Qty Rqd ³
SMT	
0201/0402	200
0603	100
0805	50
1210/1206	25
SOD3/SOD883, etc	50
Transistors/diodes	50
SOD123, SOT123, etc	50
ICs SOIC8, 12, 14, 16	5
QFN6-24	5
Medium size ICs	2-5
Large ICs	None
Crystals	5
SMT connector (small)	5
SMT connector (large)	2
Through-Hole	
Resistors/Diode	5
Capacitors	5
ICs	2
Connectors	3
Crystal	5

Table 1: Extra Qty Rqd for wastage