		Number: ASC OP-08.7.2	
		<b>Operating Procedure:</b> Handling of Electro-Static Discharge (ESD) Sensitive Components	
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## 1.0 Purpose:

- 1.1 The purpose of this procedure is to provide guidance on how to handle aircraft parts that may be susceptible to damage from Electro-Static Discharge (ESD) sensitive components and prevent such persons from accidentally damaging ESD sensitive components during handling. This procedure will also outline the responsibility and authorities for dealing with ESD parts.

## 2.0 Scope:


- 2.1 This operating procedure applies to both the Commercial and Defense business units at the Wood Dale, IL facility.

## 3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the administration and the implementation of this procedure has been assigned to the Vice President of Corporate Quality and Business Systems Compliance.
- 3.2 The Quality Control and Operations Managers are responsible for ensuring ESD parts or materials are handled properly, and to ensure calibrated equipment is up to date.
- 3.3 The Quality Control and Operations Managers are responsible for ensuring that proper ESD Training is provided to their teams.
- 3.4 Human Resources is responsible for ensuring that all training plans are completed and posted in the Learning Management System per OP-07.2 – Resources / Training / Competence / Awareness and Communication.
- 3.4 Quality Control Inspection Personnel are responsible for handling ESD material in accordance with Commercial ASC-WDL-PFC-4.8-4 - Hazmat, ESD, Shelf-Life and AD Process Flow Chart and Defense ASC-WDL-PFC-4.8-24 - Hazmat, ESD, Shelf-Life Program Process Flow Chart.

## 4.0 Forms and References:

- 4.1 This Operating Procedure is intended to work in conjunction with the following Operating Procedures, Process Flow Charts, BMS Forms and Manuals
  - 4.1.1 AAR-WDL-0004.11 - Calibration Matrix
  - 4.1.2 ASC-WDL-0061 - ESD Log
  - 4.1.3 ASC-WDL-0137 - Defense ESD Log
  - 4.1.4 ASC-WDL-0107 - Supplier Quality Requirements Manual
  - 4.1.5 ASC-WDL-PFC-4.8-2 - Commercial Receiving Quality Inspection
  - 4.1.6 ASC-WDL-PFC-4.8-4 - HAZMAT, ESD, Shelf-Life Program and AD Process
  - 4.1.7 ASC-WDL-PFC-4.8-24 - Defense Hazmat, ESD, Shelf-Life Program Process Flow Chart
  - 4.1.8 ASC-WDL-PFC-4.8-5 - ESD Wrist Strap, Mat, and Ground Verification System
  - 4.1.9 ASC-WDL-PFC-4.8-21 - Dock Receiving - Defense
  - 4.1.10 ASC-WDL-PFC-4.8-12 - Defense Inbound Quality Inspection
  - 4.1.11 OP-07.1.5 - Control of Monitoring and Measuring Equipment
  - 4.1.12 OP-07.2 – Resources / Training / Competence / Awareness and Communication
  - 4.1.13 OP-08.7 - Control of Nonconforming Product, Suspect Unapproved Parts, and Counterfeit Parts

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## 5.0 Procedure:

### 5.1 Handling of ESD Material


- 5.1.1 Material identified as being ESD or potentially ESD by the Receiving Department is left in the ESD packaging, the packaging is not opened and once received into the ERP System the material is moved to Quality Control in ESD packaging.
- 5.1.2 Quality Control Inspectors positively identify ESD material and move it to the ESD Protected Area (EPA) for inspection and processing.
- 5.1.3 Prior to opening the ESD packaging the Quality Control Inspector or authorized personnel will ensure the following:
  - a) The cleanliness of the ESD Protected Area to eliminate any sources of static.
  - b) Demonstrate continued integrity of the EPA with the use of Calibrated ESD Tester by following ASC-WDL-PFC-4.8-5 - ESD Wrist Strap, Mat & Ground Cord Verification System, and completion of ESD Log AAR-WDL-0061 or Defense ESD Log ASC-WDL-0137 as appropriate.
- 5.1.4 ESD Material that may have been compromised due to improper handling or inadequate packaging or protection shall be rejected in the respective ERP System and a Non-Conformance Record or Material Review Board Number will be assigned to the non-conforming part or material.

### 5.2 ESD Protected Area (EPA)

- 5.2.1 ESD Protected Areas (Workstations) will be marked with signage denoting their intended use.
- 5.2.2 ESD Protected Areas (Workstations) must remain clean to eliminate any source of static.
- 5.2.3 ESD Workstations will consist of an anti-static table mat, grounding connection, wrist strap plug, and ESD wrist straps.

### 5.3 Calibration

- 5.3.1 The ESD Wrist-Band Testers used to demonstrate the continued integrity of the EPA shall be listed on AAR-WDL-0004.11 - Calibration Matrix form and calibrated in accordance with OP-07.1.5 - Control of Monitoring and Measuring Equipment.

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## 6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
23/AUG/2021	Original	All	Initial Release	C. Anderson
26/MAR/2024	1	3.4 / Pg. 1  4.1 / Pg. 1  5.1.3.b / Pg. 2	Added the Defense Business ESD Process Flow Chart  Added the Defense Business ESD Log Form, ESD Process Flow Chart and Dock Receiving Process Flow Chart. Updated the Defense receiving Inspection Process Flow chart name.  Added the Defense Business ESD Log Form	B. Bilski