

ESDBEST Complete ESD Workstation Checklist

Inspection Checklist for Electrostatic Protected Areas (EPA)

Purpose

This checklist helps verify that an ESD workstation is properly equipped and maintained before handling static-sensitive electronic components. It is intended for routine internal inspections and supports ANSI/ESD S20.20 and IEC 61340-5-1 practices.

Grounding System

Inspection Item	Status	Remarks
ESD bench mat connected to an approved ground	☐ Pass ☐ Fail	
Ground cord securely attached	☐ Pass ☐ Fail	
Common point ground installed	☐ Pass ☐ Fail	
Wrist strap available and tested	☐ Pass ☐ Fail	
Earth ground verified	☐ Pass ☐ Fail	

Work Surface

Inspection Item	Status	Remarks
Mat clean and free from contamination	☐ Pass ☐ Fail	
No cuts, cracks or excessive wear	☐ Pass ☐ Fail	
RTT within specification	☐ Pass ☐ Fail	
RTG within specification	☐ Pass ☐ Fail	

Operator Protection

Inspection Item	Status	Remarks
ESD wrist strap worn correctly	☐ Pass ☐ Fail	
ESD footwear in use (where required)	☐ Pass ☐ Fail	
ESD garments/gloves available	☐ Pass ☐ Fail	
Personnel trained in ESD procedures	☐ Pass ☐ Fail	

Equipment

Inspection Item	Status	Remarks
Resistance meter calibrated	☐ Pass ☐ Fail	
Ionizer operational (if required)	☐ Pass ☐ Fail	

ESD-safe tools in use	☐ Pass ☐ Fail	
Grounding accessories in good condition	☐ Pass ☐ Fail	

Environment

Inspection Item	Status	Remarks
Temperature and humidity recorded	☐ Pass ☐ Fail	
EPA signs visible	☐ Pass ☐ Fail	
Packaging materials are ESD-safe	☐ Pass ☐ Fail	
Inspection records updated	☐ Pass ☐ Fail	

Inspection Summary

Inspector	Department	Date	Result
			☐ Pass ☐ Conditional ☐ Fail

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