

ESDBEST ESD Packaging Inspection Checklist

Use this checklist during incoming inspection, in-process audits, final QA and shipment verification for ESD protective packaging.

Inspection Item	Requirement	Result
Correct ESD bag type	Matches BOM / customer spec	☐ Pass ☐ Fail
Bag dimensions	Correct size & thickness	☐ Pass ☐ Fail
Surface condition	No tears, holes, wrinkles	☐ Pass ☐ Fail
Seal quality	Heat seal/zip intact	☐ Pass ☐ Fail
ESD warning symbol	Visible and correct	☐ Pass ☐ Fail
Lot identification	Traceable label	☐ Pass ☐ Fail
Surface resistance	Within specification	☐ Pass ☐ Fail
Shielding performance	Verified if required	☐ Pass ☐ Fail
Moisture barrier	Dry pack & HIC present (if required)	☐ Pass ☐ Fail
Grounded handling	EPA procedures followed	☐ Pass ☐ Fail
Packaging cleanliness	Dust/oil/contamination free	☐ Pass ☐ Fail
Quantity	Matches packing list	☐ Pass ☐ Fail

Recommended Test Equipment

- ACL 800 Surface Resistance Meter
- Concentric Ring Electrode
- Heat Sealer Verification Tools
- Visual Inspection Lamp

Inspector Record

Inspector: _____

Date: _____

Customer / Project: _____

Corrective Actions: _____

ESDBEST

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