

ESDBEST ESD Packaging Work Instruction (WI-ESD-PKG-001)

Purpose

Standardize ESD-safe packaging operations to protect electrostatic-sensitive devices during storage, handling and shipment.

Scope

Applicable to PCB assemblies, ICs, electronic components, finished products and warehouse operations.

Required Equipment

Grounded ESD workstation, wrist strap, ESD mat, shielding bags, moisture barrier bags (if required), labels, heat sealer, ACL800 resistance meter.

Operator Requirements

Verify wrist strap before work. Wear approved ESD garments and footwear. Work only inside a compliant EPA.

Packaging Procedure

1. Verify product identification.
2. Confirm correct ESD bag type and size.
3. Inspect bag for damage.
4. Place product carefully into bag.
5. Add desiccant & humidity indicator card if required.
6. Heat seal or close zip-lock securely.
7. Apply product label and ESD warning label.
8. Place packed items into approved shipping carton.
9. Record batch number and inspection result.

Quality Checkpoints

- Correct packaging material
- Surface resistance within specification
- Proper sealing
- Label accuracy
- No physical damage
- Clean packaging area

Safety Notes

Never package sensitive electronics in ordinary plastic bags. Do not remove grounding devices while handling exposed electronics.

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ESDBEST

Website: <https://esdbest.com>

Email: sales2@esdbest.com

Tel: +86 13714272599