**Qualitätssicherung / Kaufteile**

 **ESD - Checkliste gemäß DIN EN 61340-5-1 (07/2006)**

**Quality Assurance / Purchased Parts**

**ESD - checklist pursuant to DIN EN 61340-5-1 (07/2006)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supplier:/Lieferant: |        |   | Location:/Ort: |        |
| Street:/Straße: |        |   | Department:/Abteilung: |        |
| Personal contact:/ Ansprechpartner:  |        |   | Date:/Datum: |        |
| Parts designation:/Teilebezeichnung: |        |   | Part number:/Teilenummer: |        |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *ESD coordinator/officer**ESD Koordinator/Beauftragter*  | *Yes**Ja* | *No**Nein* | *Status Status* | *Measures**Maßnahmen*  |
| Appointed by managementErnannt durch Management  | [x]   | [ ]   |   |   |
| ESD basic knowledge (specialized external training)ESD-Grundkenntnisse (externe Fachschulung) | [ ]   | [ ]   |   |   |
| ESD measurement equipment availableESD-Messequipment vorhanden  | [ ]   | [ ]   |   |   |
|  |  |  |  |  |
| *ESD zones (EPA)**ESD Bereiche (EPA)* | *Yes**Ja* | *No**Nein* | *Status Status* | *Measures**Maßnahmen* |
| ESD control program plan availableESD-Kontrollprogrammplan vorhanden  | [ ]   | [ ]   |   |   |
| ESD audit completedESD-Audit durchgeführt  | [ ]   | [ ]   |  |   |
| By coordinator / officerDurch Koordinator / Beauftragten  | [ ]   | [ ]   |   |   |
| By external specialistDurch externe Sachverständige  | [ ]   | [ ]   |   |   |
| Documentation of measured valuesDokumentation Messwerte  | [ ]   | [ ]   |   |   |
| Documentation of system valuesDokumentation SystemmesswertePersonnel grounding systems | [ ]   | [ ]   |   |   |
| Personenerdungssysteme Recorded manually | [ ]   | [ ]   |   |   |
| Manuell erfasst Recorded electronically | [ ]   | [ ]   |   |   |
| Elektronisch erfasst  | [ ]   | [ ]   |   |   |
| Verification intervalsVerifikationsintervalle  | [ ]   | [ ]   |   |   |
| every 3 months | [ ]   | [ ]   |   |   |
| 1/4 jährig every 6 months | [ ]   | [ ]   |   |   |
| 1/2 jährig Annually1 jährig  | [ ]   | [ ]   |   |   |
| Adaptations documentedAnpassungen dokumentiert  | [ ]   | [ ]   |   |   |
|  |  |  |  |  |
| *ESD material qualifications**ESD Materialqualifizierungen*  | *Yes**Ja* | *No**Nein* | *Status Status* | *Measures**Maßnahmen* |
| By ESD coordinator / officerDurch ESD-Koordinator / Beauftragter  | [ ]   | [ ]   |   |   |
| External specialist companiesExterne Fachfirmen  | [ ]   | [ ]   |   |   |
| Product data-sheet / supplierProduktdatenblatt / Lieferant  | [ ]   | [ ]   |   |   |
| Qualification data-sheet / supplierQualifizierungsdatenblatt / Lieferant  | [ ]   | [ ]   |   |   |
| DocumentationDokumentation  | [ ]   | [ ]   |   |   |
|  |  |  |  |  |
| *ESD employee training**ESD Mitarbeiterschulungen*  | *Yes**Ja* | *No**Nein* | *Status Status* | *Measures**Maßnahmen* |
| By ESD coordinator / officer*Durch ESD-Koordinator / Beauftragter*  | [ ]   | [ ]   |   |   |
| External specialist companies*Externe Fachfirmen*  |  |  |  |  |
| RegularRegelmäßig  | [ ]   | [ ]   |   |   |
| IrregularUnregelmäßig  | [ ]   | [ ]   |   |   |
| DocumentationDokumentation | [ ]   | [ ]   |   |   |

|  |  |  |
| --- | --- | --- |
| ESD-aligned:*ESD* *gerecht:* |  [ ]  yes/*ja* | [ ]  no/*nein* |