

Part Inspection Details

Use this wizard to record and save details about your received parts



Order Details

Vendor Name	<input type="text"/>	PoNO	<input type="text"/>	PO Date	<input type="text"/>
Sold To	<input type="text"/>	Qty Sold	<input type="text"/>	Sales Rep	<input type="text"/>

Product Details

Parts were ordered as: New Used Refurb Other

Prefix	<input type="text"/>	Qty Rec	<input type="text"/>		
Part Number	<input type="text"/>	Date Code	<input type="text"/>	Manufacturer	<input type="text"/>
Country of Origin	<input type="text"/>	Lot Code	<input type="text"/>	Lead Free	<input type="text"/>

Initial Inspection

<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Verify Part number, Mfr, and the Qty match the PO and the Packing Slip
<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Verify that there is a factory label; ensure that there is not a factory label
<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Confirm the manufacturers logo is printed on the label; inspect the spelling; the label should not be able to be smudged
<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Verify the country of origin, date codes, and lot codes and ensure they are consistent throughout the packaging
<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Confirm the date code meets any restrictions specified to the purchase agreement
<input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A	Any signs of damage to the product or packing. If so enter in notes below

Note: Refer to IDEA-STD-1010-B Section 10.2.1.4 for additional information on inspecting discreet elements

Cancel

Next

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General Carton Inspection

- Pass Fail N/A Weigh Product Contents and Record
- Pass Fail N/A Inspect outer package for evidence of damage
- Yes No N/A Photograph/record any findings
- Pass Fail N/A Inspect the sealing tape for evidence of tampering
- Pass Fail N/A If damage or evidence of tampering is present note findings and alert the vendor and carrier for possible freight claim

Outer Product Carton Inspection

- Yes No N/A Photograph labels and sealing tape if they exhibit damage, tampering or nonconformance
- Pass Fail N/A Inspect sealing tapes
- Pass Fail N/A Inspect labels and verify data
- Pass Fail N/A Scan barcode to verify information is readable

Inner Contents Inspection

- Pass Fail N/A Inspect inner contents, packaging, bag seal and labels
- Pass Fail N/A Inspect bag seal
- Pass Fail N/A Compare inner labels with outer carton labels
- Pass Fail N/A Verify bag seal date and product date code
- Pass Fail N/A Verify the product is properly packaged for the required MSL and compare the MSL level with datasheet
- Pass Fail N/A Verify the package is ESD compliant

Back

Next

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Trays

Yes No N/A Color and Width of banding is what's expected

Yes No N/A Preprinted Markings

Yes No N/A Trays oriented in same way

Yes No N/A Top tray to protect parts

Yes No N/A Covered by cardboard / antistatic

Yes No N/A Chip orientation in tray is consistent

Tubes

Yes No N/A Imprinted with manufacturer name/logo

Yes No N/A All tubes same length and good condition

Yes No N/A All parts oriented in same direction

Yes No N/A Quantity of parts in tubes are consistent

Yes No N/A Tubes have all same stoppers

Reels

Yes No N/A Verify labels and placement

Yes No N/A Size of reel and material match specsheet

Yes No N/A Reel has proper leader tape

Yes No N/A Verify reel count and cover film

Yes No N/A Part orientation in reel is consistent

Yes No N/A Splices or cuts in tape

Bulk

Yes No N/A Verify Count

Yes No N/A Correct type of bag for parts

Yes No N/A Compare bag markings vs specsheet

Yes No N/A Verify DateCodes/Lotcodes

Back

Next

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Detailed Inspection (Visual)

- Pass Fail N/A Verify the logo and markings match the manufacturers specification
- Pass Fail N/A Confirm the markings are clear and do not appear to be re-marked or re-stamped
- Pass Fail N/A Confirm the markings are consistent throughout the package type from part to part and on top and bottom of parts
- Pass Fail N/A Inspect laser marks for burn holes caused by aftermarket laser equipment
- Pass Fail N/A Inspect for inconsistencies in package indents shape, size and locations
- Pass Fail N/A Confirm that there are no burn or blister marks, or evidence of exposure to excessive heat.
- Pass Fail N/A Ensure that there are no colored dots or ink marks on the tops of components indicating previous testing
- Pass Fail N/A Look for flux or chemical residue and toolmarks indicating the part may be refurbished
- Pass Fail N/A Confirm there are no cracks on the surface of the parts
- Pass Fail N/A Verify the lead/pin count and formation of type of lead (DIP, SMB, Gull, Wing, etc) match the datasheet
- Pass Fail N/A Verify pins or terminal layout/count match manufacturer specs
- Pass Fail N/A Inspect for damaged leads (Bent, Scratched, broken, dented, missing etc.) indicating the part has been salvaged
- Pass Fail N/A Ensure the leads are not oxidized or show contamination from foreign substances
- Pass Fail N/A Look for leads that are too shiny for older date codes or too dull for newer date codes
- Pass Fail N/A Confirm there are no scratches on the inside and outside of leads or any signs of reballing
- Pass Fail N/A Inspect BGAs, LGAs, and any terminals, lugs, or connectors to insure component has not been used
- Pass Fail N/A Photograph markings front and back for records

Back

Next

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Detailed Inspection (Solvents)

- Pass Fail N/A Perform Device Marking Test (for remarking - Mineral Spirits and Alcohol swab)
- Pass Fail N/A Perform Device Surface Test (test for blacktopping -Acetone swab)
- Pass Fail N/A Perform scrape test

Detailed Inspection (Mechanical)

- Pass Fail N/A Determine the min/max or acceptable tolerance range from manufacturer
- Pass Fail N/A Measure, verify and record package dimensions
- Pass Fail N/A Measure for thickness variation

Edit

Print

Back

Save