

## QMS Document Cover Page

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# ESD Suppliers Control Requirements

Document Number: PSP01-01-W22

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## 1.0 Purpose

This exhibit defines the minimum requirements for an Electrostatic Discharge (ESD) control program. These requirements apply to Contract Manufacturers (CM's) and Suppliers of products and services to Agilent Technologies (Agilent), whenever parts are ESD sensitive (ESDS).

**Note:** In this exhibit, Contract Manufacturers (CM's) are defined as organizations that make products under contract for Agilent, where products are designed by Agilent. CM's are a form of outsourcing manufacturing processes (e.g.: Assembly, Test, etc.).

## 2.0 ESD Control Requirements

- 2.1 This ESD control is required, by contract, of all Contract Manufacturers, Suppliers and Subcontractors furnishing or handling ESD sensitive items.
- 2.2 Suppliers and sub-contractors shall have an ESD control program which include as a minimum:
  - 2.2.1 ESD training process, including retraining at regular intervals;
  - 2.2.2 ESD sensitivity part classification;
  - 2.2.3 Appropriate marking to identify ESDS parts;
  - 2.2.4 Suitable handling and packaging to protect ESDS parts;
  - 2.2.5 Personnel grounding requirements;
  - 2.2.6 ESD protected areas (also known as Static-Safe Work Areas or SSWA);
  - 2.2.7 Periodic ESD Self-Audits checking for compliance;
  - 2.2.8 Second Party ESD Audits when requested by a representative of Agilent.
- 2.3 Agilent's Contract Manufacturers (CM's) shall comply with Agilent's ESD Control requirements as described in the Agilent ESD Control Manual.

Note: For a copy of the manual, please contact your Agilent contract liaison.

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### 3.0 Recommendations for Suppliers and Subcontractors

- 3.1 Personnel handling ESDS items should be retrained or recertified on ESD Control at intervals not longer than 1 year. (See 2.2.1 above)
- 3.2 ESDS items should be identified with the ESD Susceptibility Symbol as defined by the ESD Association ([ESDA](#)). (See 2.2.3 above)
- 3.3 ESD self-audits should be performed monthly. (See 2.2.7 above)
- 3.4 Second Party ESD Audits should be conducted annually. (See 2.2.8 above)
- 3.5 ANSI/ESD S20.20-2021 and IEC 61340-5-1:2016 are recommended standards for the implementation of an ESD Control Program.

### 4.0 Record Retention

Any records associated with this document shall be managed according to the Agilent General Retention Policy. Refer to the Section on References in this document for further detail.

### 5.0 References

Listed below are:

1. Parent documents, higher level, that direct this document (P);
2. Normative Standards (N);
3. Sibling documents, same level, that supplement this document (S);
4. Child documents that are driven by this document (C).

Document #	Title	P/N/S/C
PSP01-01	Agilent ESD Control Manual	P
Doc-82159 (see URL)	Agilent General Retention Policy, <a href="#">GRS and Records-related Policies (sharepoint.com)</a>	P

### 6.0 Revision History

Version	Description of Changes
1.00	Initial Release
1.01	Administrative Change only, adjusting document properties / sensitivity keeping "Agilent Confidential" adjusting access restrictions to "Marking Only"