

User Guide: 3991M03B Packaging and Logistics Instructions

SCOPE: This packaging and shipping instruction is to be used when shipping model 3991M03B or its derivatives.

PROCEDURE:

1. Parts shall be packed in custom kit cases (ensure PCB and ESD labels are on kit cases)
 - a. Use 100-17007-90 for parts in clear 1x1 gel-paks
 - i. An approved alternative for future shipments are 1x1 black ESD-safe gel-paks
2. When product is returned, the ESD foam in the cases is to be replaced before returning to the customer.
3. Each case can be filled with up to 100 pieces per case
4. Parts will be stored in Logistics as complete DC jobs
5. Do not split DC, as stored, jobs between cases
6. It will not be possible to get exactly 100 pieces in most cases
7. Multiple jobs may go into one case

8. One case is considered a "Shipping Lot"
9. Shipping Lots start as PCB0001 and increment sequentially
10. Open file R:\Calibration\vibration\ATK Drift Test\Electronic Copies of Key Calibration Data\PCB Shipping Lot.xlsx
11. Record all DC jobs that went into Shipping Lot
12. Save file

13. Transfer gel-paks to kit case
14. **CLEAR GEL-PAKS ARE NOT ESD SAFE. IF HANDLING CLEAR GEL-PAKS, MUST BE PLUGGED INTO ESD BENCH**
15. Package all 9x12 ESD bags (with C of C and bar code labels) into kit case

16. Fill out one NG customer supplied C of C per Shipping Lot
 - a. The NG customer C of C can be found in Syteline, doc-traked to item 28089682
 - b. Lot number is Shipping Lot
 - c. Under "SERIAL NOS" write "see accompanying manufacturer C of C"
 - d. Parts previously inspected per C of C in Final Inspection, job specific C of C is filled out and scanned with job
 - i. Job specific C of C does not go to customer
 - e. Logistics Associate can stamp or initial for the Inspection Acceptance Mark and can sign as the Authorized Signature
 - i. This is acceptable, as long as all parts in logistics have been previously inspected to this certificate
17. Fill out one PCB C of C per Shipping Lot
 - a. Put the Shipping Lot under in the PCB order section
18. Place Customer C of C and PCB C of C into 9x12" ESD bag
19. Place into kit case

20. Open TextFilesToZipFolder UTILITY
21. Scan the bar code SNs for all sensors included in the Shipping Lot
22. Enter Shipping Lot as "shipmentLotName"
23. Generate Zip file
24. Email Zip file per log notes