

**Purpose Of Preflight Checklist:** To ensure all manufacturing systems are verified as acceptable prior to performing any work.

Bench ID #:		Station #:			Shift #:		
Record Date (MM/DD/YY) or "NA"							
STEPS	DESCRIPTION	Mon	Tues	Wed	Thur	Fri	Sat
<b>Start of Shift (Cal Technicians responsibilities:)</b>		Enter P=Pass C=Corrected N/A= Not Applicable					
1	Check ESD System by uncoupling cord from wrist strap or coat and verifying system beeps.						
2	Check ALL Equipment for Green Sticker(s) - 1) Verify w/in cal date 2) marked "no cal required" 3) marked "ref only". Also ensure tamper seal(s) not broken						
3	Verify system/equipment is connected properly (e.g. cabling and switches)						
4	Verification Sensor within Calibration Date						
5	Amplifier in the "turned down" position						
6	Verify Calibration equipment to applicable verification procedure.						
7	ALL Hazardous material has a legible safety label						
8	Check Shelf life material - Labeled Correctly and NOT Expired						
Initials of Technician Completing Steps 1-8							

<b>After Meal Break (Cal Technicians responsibilities:)</b>		Enter P=Pass C=Corrected N/A= Not Applicable					
9	Check ESD System by uncoupling cord from wrist strap or coat and verifying system beeps.						
10	Check Shelf life material - Labeled Correctly and NOT Expired						
11	Amplifier in the "turned down" position						
12	Verify system/equipment is connected properly (e.g. cabling and switches)						
Initials of Technician Completing Steps 9-12							

**Cal Technicians are required to inform their Supervisor if unable to immediately fix any issue regarding steps 1 - 12.**

Step #	Issue	Corrective Action	Initial	Date

Supervisor is responsible for reviewing each preflight checklist at the end of work week.