ERAI RECOMMENDED **TOP TEN** INSPECTION REPORT

For material purchased and sold from the open market and returned from a customer

ORDER DETAILS:

PO#: _____ Invoice #: _____ Supplier/Customer Name: _____

Date Parts Received: __ / __ / _____ Inspected by: _____ Inspection Approved by: _____

SHIPMENT DETAILS:

Number of boxes received from carrier:_____ Condition of boxes: ☐Good ☐Fair ☐Poor Weight of Box(es):_____

Did parts show any signs of damage as a result of shipping? _____

Type of material used to fill the box: ☐Popcorn ☐Newspaper ☐Styrofoam ☐Other_____ Was this material ESD compliant? ☐Yes ☐No

PRODUCT DETAILS:

Part Number: _____ Manufacturer:_____

QTY Ordered: _____ QTY Received: _____

⚑ If discrepancy between quantity ordered and quantity received, please check the red flag.

QTY Posted on: ☐ Invoice ☐ Packing Slip   Parts shipped in: ☐ tubes ☐ trays ☐reels ☐bags ☐other _____

Parts were ordered/sold as: ☐New ☐Used ☐Refurbished ☐Other_____ Date Code(s):_____ Lot Code(s):_____

TOP TEN CHECKLIST

☐Yes ⚑No	1.) Does the product information on the labels, bags, boxes or reels match the part number you are inspecting and is the seal date consistent to the date code? The seal date should be on or after the date code of the item.
☐Yes ⚑No	2.) Are all of the parts consistently packaged? Is the packaging (tubes, trays, reels) consistent with what is expected from the manufacturer supplied? Is the packaging considered third party? Look for parts that might be upside down or out of place within the packaging. Check the seals on the packages to see if they have been broken or appear to be reapplied.
☐Yes ⚑No	3.) Are the logo and part markings consistent with what is expected from the manufacturer? Does the item have the correct dimensions and pin count according to the manufacturer's data sheet?
☐Yes ⚑No	4.) Are the part number, date code, lot code and country of origin consistent on the top and bottom of the parts?
☐Yes ⚑No	5.) Is the color on the top consistent with the bottom and the edges? Variances may indicate the parts have been painted.
☐Yes ⚑No	6.) Are the parts free of dirt, scratches, sanding, whiskers and other nonconformities? Pay particular attention to the corners and edges for indications of non-conformances. Parts may need to be examined microscopically.
☐Yes ⚑No	7.) Are the part markings consistent and clear? Part markings that are crooked, varying in coloration, type set or texture should be considered suspect. The laser etch should not create pinholes in the body of the part.
☐Yes ⚑No	8.) Do the part markings remain consistent during part marking permanency testing? Part marking should be tested using either MIL-STD-883 (Method 2015.13) or MIL-STD-202 (Method 215) or JEDEC Standard (JESD22-B107C). Acetone is acceptable for 'blacktop' removal when identifying resurfaced parts but may remove part markings from authentic parts.
☐Yes ⚑No	9.) Are the leads free from discoloration, oxidation, excess metal material or other substances? Check if the leads appear "too shiny" or contain extra solder on the pins indicating the leads may have been re-tinned.
☐Yes ⚑No	10.) If the parts have a pin one indicator and/or plastic mold cavity, are they located in the same position on all of the parts and are free of debris? These should be smooth in appearance. Mold cavities that are not clean and are filled in or coated over should be considered suspect.

PLEASE NOTE: If you checked any of the above ⚑ red flags, we recommend completing the ERAI Recommended Inspection Process or consult a testing laboratory for further inspection.

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