



WORK INSTRUCTION

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REVISION HISTORY				
REVISION	CHANGE DESCRIPTION	ISSUER	RELEASE DATE	
01	1 st issue. .	Johnson Xie	7/27/2016	
02	Update with Section 5.3 Quality Control & Inspection Method	Winnie Loo	7/28/2016	
03	Update with Section 6 Remarks.	Jason Tse	7/30/2016	
REMARK Distribute hard copy to Quality, Purchasing, Sales, Shipping Dept		APPROVAL		
		DEPARTMENT	Name	Dept/ Title
		<u>Purchasing</u>	<u>Winnie Loo</u>	<u>Manager</u>
		<u>Sales</u>	<u>Jason TSE</u>	<u>Manager</u>
		<u>Quality</u>	<u>ELAINE GUO</u>	<u>Manager</u>
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<p>1. PURPOSE This instruction is a criterion for vender source quality control management.</p> <p>2. SCOPE This instruction is applicable for all EHT vendors, including but not limited in OEM/EMSs, MFGs, franchised distributor and independent distributors.</p> <p>3. DEFINITION EHT/ Electronics: EXTRA HONOR TECH CO., LTD OEM/EMS : Original Equipment Manufacturer/Electronics Manufacturing Service MFG : Manufacturer,</p> <p>4. RESPONSIBILITY Quality and Purchasing Dept takes charge of vendor quality control management; Sales Dept, Finance Dept and Shipping Dept support and supervise.</p> <p>5. INSTRUCTION 5.1 Vendor Classification Management: vendors are classified as below categories:</p> <ul style="list-style-type: none">☐ Grade A: OEM/EMS, MFG and Franchised Distributor☐ Grade B: Independent Distributor/Broker/Stockist with Reputation on below basis:<ol style="list-style-type: none">1) has more than 3 years' deal record with EHT & yearly deal amount is above 100K USD.2) No any occurrence of quality issue before3) has good reputation in this Indus, e.g.: ERAI member, Fortune 500, etc.		



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<p>☐ Grade C: Common Independent Distributor/Broker/Stockist on below basis:</p> <ul style="list-style-type: none">1) has deal record with EHT but less than 3 years; yearly deal amount is more than 50K.2) No any occurrence of quality issue before3) has good reputation and never receive complaint in this industry <p>☐ Grade D: other than Grade A, B and C.</p> <p>5.2 Quality Control Procedure</p> <p>5.2.1 Quality Control Procedure for products from Grade A Vendors:</p> <ul style="list-style-type: none">1) Basically for Grade A vendors, only check the appearance, including P/N, D/C, MFG logo, qty information; make sure they match the PO.2) If the original packing is damaged, should ask vendor for COC, and inform customer and negotiate with customer as well. <p>5.2.2 Quality Control Procedure for products from Grade B Vendors:</p> <ul style="list-style-type: none">1) Besides appearance, also check the integrity of the packing.2) Quality Dept (HK) need use Label Scanner to check Label integrity and readability.3) If the original packing is damaged, should ask vendor for COC, and inform customer and negotiate with customer as well. <p>4) Check the leads of components, to ensure co-planarity and solderability if necessary.</p> <p>5.2.3 Quality Control Procedure for products from Grade C Vendors:</p> <ul style="list-style-type: none">1) Conduct all procedures of Grade B.2) Besides, consult regional branch of MFG to confirm definition of Label content.3) Test on 5% sample basis if necessary.		

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5.2.4 Quality Control Procedure for products from Grade D Vendors:

- 1) Basically, EHT does NOT recommend the resource from Grade D Vendors. But if demand insists, EHT purchase from them under adequate communication with customer.
- 2) Under customer's request and agreement, EHT purchase Cut Reel products. But need perform 10% sample test under customers' instructions. (The test cost is under EHT-Customer-Vendor agreement)

5.3 Quality Control & Inspection Method

Packing Appearance Inspection

Observe the box (usually paper box), check if it's integrated. The Label should be clear and integrated. Check if P/N, D/C, MFG logo, qty information; make sure they match the PO. Check the vacuum sealed package, make sure no damage; if damaged, inform customer for MSD control. If customer requests or agrees, open the vacuum package and check IC further. (See Picture 1)



Picture 1

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IC Surface Inspection/IC

IC top surface should be neat without any scratch. The silk screen should be clear. The silk screen of IC from one package (reel/tube/pack etc) should be in high coherence, mainly referring to D/C, font, color, character location, etc. (See Picture 2)



Picture 2

Silk Screen Character Inspection

The D/C and P/N on silk screen should be identical to the Label. If IC top surface area too small to hold full P/N, it will show part of P/N or code; EHT check the specification data sheet and other relevant material to ensure the product is correct. See Picture 3, e.g., the P/N is MMBTA14LT1, the code in silk is 1N; checking the spec, and we find N1 and P/N matches.

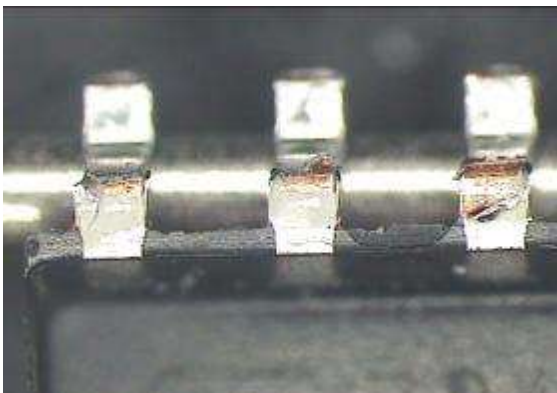
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Picture 3

☞ **IC Pin/Lead Inspection**

IC pins and leads should be in certain shape, clean and in good luster. If find dark (oxidization), bent, deformed, it is unacceptable. Picture 4 shows oxidization and deformed sample:

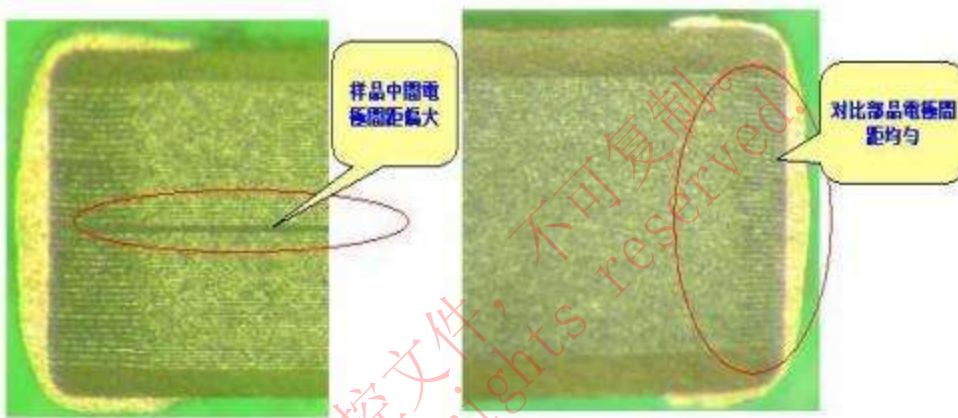


Picture 4

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☞ **MLCC Inspection and Test**

For MLCC parts, besides inspection for product from B/C/D Grade vendors, with permission from customer, EHT inspect leads and test Capacitance value under 10% sample basis. Use dedicated device to secure accurate and adequate parameters, such as capacitor exhaustions, ESR, Impedance etc. Contact MFG for Capacitor Delamination Test if necessary. See Pictures 5:



☞ **Solderability Test**

If component exceed shelf life, or for other reasons, EHT can test component solderability by Solder Immerse method. Under required certain conditions, immerse leads into solder liquid for 3 seconds, then pick out and observe: if wetting area is more than 95% immerse area, it's acceptable. Since Solder Immerse method is subjective to some extent, if dispute exists, EHT can send sample to local Inspection Institutions (Guangzhou 5th Electronics Institution, etc), test with Wetting Weight method. In the solderability test, if 1 fails, the whole batch is unacceptable.

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<p>6. Remarks</p> <ul style="list-style-type: none">☞ All EHT products should have integrated Quality Check List, fully recording: qty, D/C, MFG, P/N, Lot #, Packing, Markings and Inspect date, as well as photos for archives. ☞ For sample test, if no specific request, EHT's authorized institution is: America Reliability Labs, Inc. 150 Charles Street, Malden MA 02148-6705 America Reliability Labs, Inc. 150 Charles Street, Malden MA 02148-6705		

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