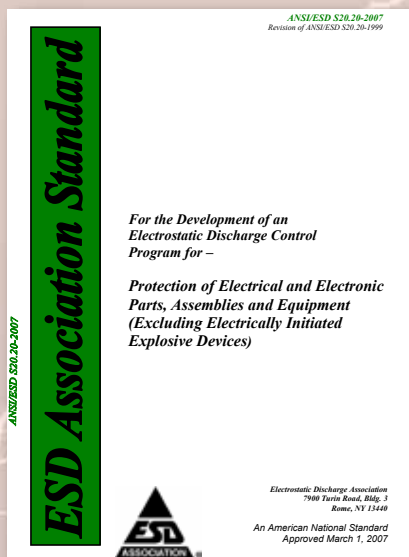


ESD Facility Certification Newsletter

sponsored by the ESD Association

April 2013

The ESD Association Facility Certification Program evaluates a facility's ESD program based on industry standard ANSI/ESD S20.20-2007 or IEC 61340-5-1.



Alternate Translations

ANSI/ESD S20.20 is offered on the ESDA website as a free download in the following languages:

English
Chinese Traditional
Chinese Simplified
Korean
Japanese
Spanish
Thai

Are you aware of any other languages we should consider? Please send an email to: info@esda.org with your suggestions.

ANSI/ESD S20.20-2007 Document Status

The 2007 version of the ANSI/ESD S20.20 standard is still in the revision process. The Working Group held discussions in February and reviewed committee member comments and addressed Technical and Administration Support Committee comments on the new Work-in-Process document. The Working Group is planning to submit the document to the Standards Committee for a vote-by-mail approval by June. If the document is approved without any technical objections it will be released as a draft standard to the industry. The Industry review period seeks industry feedback and comments on the document. The accredited Certification Bodies will be asked to review and comment on the draft document. The document is targeted for an early 2014 release as an approved Standard.

The IEC is also revising IEC 61340-5-1 to remain technically equivalent to the next version of ANSI/ESD S20.20. There is a committee draft that has been circulated to the National Committees for comment. The comment period will close in May and the comments will be reviewed at the June meeting. If there are no major changes to the document, TC 101 will vote to

distribute the new version as a Committee Draft for Vote (CDV). If the members approve, it will go to a FDIS stage to become a formal international standard. Currently it is on target for a release in 2014.

Upon release of the new S20.20 version, ESDA will be conducting on-line training classes for all assessors who received their accreditation to the S20.20-2007 version. This class will also fulfill the five-year training requirement for any assessor whose certification expired in 2013 or will expire in 2014. The class will be between one and two-hours long and costs \$195 per assessor. There will be one live online class that will be archived so assessors can view the class at their own convenience. The class archive will be monitored to assure that each assessor views the complete class upon which new credentials will be approved for a new five-year term.

We will keep you updated on the status and progress of the document and training.

ESD Association
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Planning the Audit Duration

The ESD Association provides Certification Bodies with a guideline in order to help structure the certification audit. The suggested amount of time to complete an assessment is based on the number of employees involved in the ESD control program, and whether or not the company requesting certification is ISO 9001 certified. The guideline considers audit preparation time and on-site audit days. We have been made aware of some different interpretations as to how the employee count at the facility is conducted in order to use the provided guideline. A total headcount of employees typically includes administrative personnel that are not a part of the ESD program or controls process. Employees such as the marketing, sales, and accounting teams do not have to be included in the employee headcount. Effective headcount should be evaluated to ensure the count is accurate and reflects only those people involved in the ESD process.

AUDIT CYCLE

To maintain certification to ANSI/ESD S20.20 and/or IEC 61340-5-1, a site must be re-certified annually.

GUIDELINES

If the company is ISO 9001 certified:

- 1/2 day auditor preparation (procedure review, process documentation and audit setup)

On-site audit days

- Less than 100 people – ½ day to 1 day
- 100 to 2000 people – 1 day to 1½ days
- Greater than 2000 people – 1½ to 2 days

- 1/2 day report

If the company is NOT ISO 9001 certified:

- 1/2 day auditor preparation

- ½ - 2 day audit to the following ISO elements:

- 4 – Quality management system
- 4.2 – Documentation requirements
- 7.6 – Control of monitoring and measuring devices
- 8.3 – Control of nonconforming product
- 8.5.2 – Corrective action
- 8.5.3 – Preventive action

Note: The ISO Elements listed above must be in place to ensure that ESD Program can be properly maintained.

On-site audit days

- Less than 100 people – ½ day to 1 day
- 100 to 2000 people – 1 day to 1½ days
- Greater than 2000 people – 1½ to 2 days

- 1/2 day report

Multi-site Certificates

Certificates are issued by the Certification Body for each site that is audited. When a company meets the following three conditions, multi-site certificates can be issued.

1. All sites must have the same ESD control program documentation
2. All sites must have the same ESD coordinator
3. The sites must be within a 1-hour drive of each other

In order for the multi-site certificate to be issued; the CB must assess each site and conduct a sampling of the ESD control items at each site. The certificate must have the address of each site listed on the certificate.

S20.20 Accredited Certification Body Assessor Training

Cost \$510 USD

May 9, 2013

9:00 a.m. - 5:00 p.m.

Instructor John Kinnear

NQA

Warwick House

Houghton Hall Park

Houghton Regis

Dunstable LU5 5ZX

Bedfordshire, England

September 13, 2013

9:00 a.m. - 5:00 p.m.

Instructor: Carl Newberg

Rio All-Suites Hotel

3700 West Flamingo Road

Las Vegas, NV 89103

Assessors or Certification Bodies interested in one of the one-day new assessor training sessions above should contact info@esda.org for a registration form.

Facility Certification

Logo's

Certification bodies can provide their certified clients with copies of the certification logos for their use. The following statement needs to be provided with the logo's.

Clients registered under a 20.20 certified system by _____, an ESDA S20.20 Certification Body, are authorized to apply the ESDA certification mark (above), only on those client documents that relate to the registered system, and not on a product or in any way which could imply product, process or services certification. This right is in effect from the date of certification, _____, until the expiration date, _____, as stated on the Certificate of Conformance, and only so long as the client continues to operate in conformance to its certified system.

Providing the appropriate logo's to your customers will increase the visibility of the program and increase the credential recognition.



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For More Information Contact

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Rome, NY 13440

Phone: 315-339-6937
Fax: 315-339-6793
info@esda.org
www.esda.org



John Kinnear is an IBM Senior Engineer specializing in process & system technology, and facility certification in accordance with ANSI/ESD S20.20. He has a BS degree from University of Buffalo and a MS degree from Syracuse University. John has coordinated the testing of large mainframes for compliance to EMC, Safety, Environmental, Shipping and Volatile Organic Emission standards. He has also been the lead engineer on testing large mainframe systems to EMC emissions and immunity standards for FCC, CE Mark, VCCI and other national requirements. As a member of the ESD Association since 1990, John has served in several Standards Development Committees as well as association management positions. John currently serves as a member of the ESD Association Board of Directors and as committee chair of the Facility Certification Program. John is the appointed Technical Adviser to the United States National Committee/IEC Technical Committee 101, where he represents the United States to the International Electrotechnical Commission (IEC). John was a developer of the ESD Association's Facility Certification (ANSI/ESD S20.20) development program including the Lead Assessor training, ISO Registrar Certification, and witness audits. John has served in every ESD Association officer's position, including Vice President, Senior Vice President and President. He is the past Chairman of the EOS/ESD Symposium Technical Program Committee and past General Chairman of the 2004 EOS/ESD Symposium. For his contributions to the ESD Association, John was presented with the Outstanding Contribution Award in September, 2006, from the ESD Association.



Carl Newberg is the president of MicroStat Laboratories and is a director of S20.20 Manufacturing Programs for Dangelmayer Associates, L.L.C. He has a BS degree and a professional engineer's license in metallurgical engineering, and a MS degree in materials science. He is an iNARTE Certified ESD Engineer, and is one of the first to test and receive certification from the ESDA as a Certified ESD Program Manager. He has held positions as the ESD Program Manager for Western Digital Corporation, and has been actively involved in the corporate ESD programs within Seagate Technology and IBM Corporation. Currently he works for Magnecomp Precision Technology as a Senior Scientist – Contamination Control. Carl has been a member of the ESD Association since 1995 and was a member of the ESDA Board of directors from 2005 to 2011. Carl was the Technical Program Committee Chairman for the 2004 EOS/ESD Symposium, Vice Chairman for the 2005 Symposium, and General Chairman for the 2006 Symposium. Since 2005, Carl has been actively involved in standards development for the ESD Association, and he served as the Standards Business Unit Manager from 2009 to 2011, overseeing standards development for the ESD Association. Carl was the 2009 recipient of the David F. Barber Sr. Memorial award from the ESD Association.

