

## **Guidelines for Materials and Kits Supplied to ACDi by Clients**

Key to timely and efficient building of clients' kits is to provide clean kits. Following these guidelines will help ensure your kits are not delayed and additional processing costs are not incurred. ACDi performs incoming audits of the materials in your kits – comparing the materials received to your latest BOM. If any issues are discovered during our audit we will notify you in advance of the build, where possible, so that you have a chance to remedy any shortages and/or discrepancies. Please note, not all issues can be captured at the time of kit audit and therefore some action may be needed at the time of build.

1. SMT placement machines do occasionally drop parts, so kit should include an extra 5% quantity for SMT passive components (extra 25% for 0201s and 10% for 0402s). Other components should include 1% extra (but at least one piece extra) unless otherwise agreed by the parties in advance.
2. Reeled parts and cut tape should include 3” of leader strip (empty pockets) or 3” of additional components (in addition to those in item 1 above) that will be discarded. Mini reels can be purchased by the customer from DigiKey in small quantities with the required leader strip.
3. Cut tape is acceptable provided it is continuous and meets the requirements detailed in items 1 and 2 above. Please do not splice tape (i.e. cut tape strips together or tape leaders to a reel). This process does not work with the SMT equipment and often results in damaged strips causing discarded parts and production delays.
4. ACDi prefers SMT components that are on tape & reel and trays. Please contact your ACDi project manager if you must send loose parts or parts in tubes/sticks – additional fees may apply.
5. Moisture-sensitive devices including raw PCBs should be packaged along with desiccant and a humidity indicator card (HIC) in a sealed bag. If ACDi finds moisture sensitive devices without a HIC or with HICs, indicating the product has been exposed to excessive humidity, prior to building the product, in order to avoid damage to the boards or parts, ACDi will need to bake the parts at a cost to the client. Note that this will cause 1-3 days of delay in processing your product.
6. If during set-up on the SMT line, ACDi discovers that a parts leads don't match the footprint on the board (wrong size for example), ACDi will attempt to contact the client for guidance. If the client is unavailable ACDi will use our best judgment and may decide to build the board short that component. If we must pull the job off the SMT line for this reason, set-up / tear-down fees may apply.
7. For materials that don't meet the above guidelines, the client may request that ACDi hand install SMT components prior to reflow – please contact your ACDi project manager for costs.
8. Any components shipped that do not match the original AVL on the customer BOM will be flagged during the kit audit process and require customer approval before being released to build.
9. If insufficient materials are provided, and the customer requests ACDi to proceed with the build some or all of the boards may be built with missing components. In such cases ACDi will provide the client with documentation identifying which boards were built short and which shortages exist for each board by serial number. The client will need to hand solder the shortages (no workmanship warranty from ACDi for components installed by the customer) or if requested by the customer, ACDi will hand solder the shortages upon receipt of additional materials – please contact your ACDi project manager for costs.