Flight Director, Inc.

Policy/Procedures Manual

11.0 CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

FDI maintains an Electrostatic Discharge (ESD) workstation for the handling of ESD sensitive parts. The workstation consists of a grounded antistatic mat, grounded wrist strap, and a continuous monitoring system that ensures a good ground is present prior to each use.

An outside vendor will be used to calibrate all ESD related equipment, using NIST traceable standards. Calibration will be performed per the recommended schedule, annually, and calibration certificates will be displayed in the receiving area. The ESD workstation components will also be labeled with calibration date and next calibration due date.

The temperature/humidity sensor used to verify environmental conditions will also be calibrated annually.

The QA Manager or his designee will be responsible for ensuring maintenance and calibration activities are performed as required.