

# NSCA Technologies & Tra-Cal Lab

## Daily Test Equipment Care and Maintenance Checklist

Confirm	Step	Self Checklist
	1	Visually check your work area to see that there are no static-generating materials, insulating work surfaces, or static-generating tools.
	2	Read the instrument Operation Manual. Check guidelines on maximum power thresholds for RF and Microwave equipment and ESD and DC damage levels.
	3	Clear your work area of static charge generators for a distance of at least 1 meter from ESD sensitive items.
	4	Do not move the instrument if the disk/floppy drive is running. Always follow defined procedures to power on and shut down the instrument to prevent loss or damage to the instrument's system configuration or saved data.
	5	Visually check that the ground wiring to the workstation has not been disconnected or damaged.
	6	Make sure connectors, adaptors, and cables are the correct sizes and are in good condition. Always use torque wrench tools and follow manufacturer's cable and connector care procedures.
	7	Check the input signal when applying these signals to sensitive precision measurement devices. Properly apply DC blocking capacitors or attenuators as necessary. Check that the external power supply will not supply too much current, is within the stability tolerance, and does not have significant switching transients.
	8	Maintain temperature at 20° C, 68° F and humidity within a satisfactory range within instruments specification and prevent large fluctuations.
	9	Check for proper ventilation and clean the vents of your instruments. Inadequate airflow can result in high internal temperatures which can lead to instrument failure. If your instrument has fans and fan filters, make sure that they are cleaned periodically.
	10	Make sure that there are no static generators inside conductive containers with ESD sensitive items.
	11	Visually check that all ESD sensitive parts, assemblies, or products are completely inside closed conductive containers.
	12	Make sure that all shielding containers have an approved static attention label on the outside.
	13	Make sure that all cleaners, solvents, coatings, and sprays used at your workstation are ESD approved.
	14	Put on wrist strap and conductive footwear, and any special garments which are required in your job. Test and record the wrist strap and footwear resistance to ground using the recommended grounding methods.
	15	Don't allow anyone who is not grounded closer than 1 meter to your static safe area. Wear static control attire before entering ESD controlled area.

