

**Procedure for Taking
Submittal Photographs**

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FOR

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1.0 Purpose

The purpose of this procedure is to establish a method by which Submittal photographs are to be taken.

2.0 Procedure for issuing Work Order for Photographic work

- 2.1 All testing is verified complete by the CKC test engineer.
- 2.1. Once tests are verified complete, the Test Engineer contacts the Customer Service Representative / Service Advisor in Mariposa to inform the CSR/SA the device is ready for submittal photographs to be taken and provides the following information to the CSR/SA:
 1. The Model number(s) of the device or devices.
 2. The serial number(s) of the device or devices.
 3. The work order number of the test sequence.
 4. The tracking number of the shipment if necessary.
- 2.2. If photographs are to be taken in Mariposa, the CSR/SA notifies shipping that the device is in route. The CSR/SA provides the tracking number to shipping. When the shipment arrives, shipping notifies the CSR/SA.
- 2.3. The CSR/SA issues a work order, and schedules the photographs to be taken at the appropriate lab. The CSR/SA insures that the person to whom the work order has been assigned is notified.

3.0 Submittal photographs

- 3.1 Photographs are to be of such quality as to allow the silk-screening on PCB's to be easily read.
- 3.2 Set the device on the light stand or other appropriately lit area suitable for the photographic quality needed. Use appropriate film ASA number for lighting and meter settings for exposure. Devices too large for the light stand will have to be set up on an alternate location where appropriate lighting is available. The background color should accent the EUT.
- 3.3 Start the photo log template and record the Customer information along with the model number, serial number and work order number for the device. After each picture is taken as listed below, record pictures in the photo log in the order taken.
- 3.4 The following is a minimum of pictures to be taken:
 1. Top of the device.
 2. Bottom of the device.
 3. Sides as appropriate.
 4. Cables, if hardwired to device. Otherwise remove cable and take a picture of the port connector or connectors.
 5. If there is a label on the device, a picture of the label and label placement.
 6. Photographs of successive stages of disassembly should be sufficient to give understanding as to how to assemble the device.
 7. Photographs taken in the various stages of disassembly need to show the relationship of the various parts and subassemblies to each other.

8. Open the device without moving internal parts or pieces, and take a picture of the top of the device opened and laid out.
9. Turn the device over and take a picture of the bottom side of the open device.
10. Disassemble the device and take pictures of both sides of all boards.
11. Take pictures of the various and successive stages of disassembly.
12. All internal components, including metal, plastic, transparent, or other components. Pictures should show the relationship of all components as close as possible.
13. If the device has shielded or encased enclosures internally, these must be taken apart and pictures of all components taken. If the shielded enclosure internal to the device has PC boards, pictures of both sides of all boards must be taken, as well as any and all other components in the enclosed area. An example of this type enclosure would be a shielded rf section inside an intentional radiator main case.
14. The inside of the top and bottom halves of the outer enclosure, and the inside of the top and bottom of any interior enclosure.
15. All mechanical components in as close proximity of their actual location as possible.

3.5 The person taking the photographs is to process the work order back indicating the submittal photographs have been taken..

3.6 The film, photo log and device are given to the Report Department for processing. If the work is done for a submittal, the report department keeps the device until approval of the product has been granted.

3.7 The Report Department will have the film immediately developed by the current CKC outsource for this project and in accordance with the work order.

3.8 At the same time, the Report Department will store the device in a secure location.

3.9 Once the film has been developed and returned to CKC, the photographs and negatives will be placed in the file for the device. If a submittal has been ordered, the report department processes the photographs into the submittal package.

3.10 Only after the device has been granted approval by the agency or agencies, will the device be shipped back to the customer as follows:

1. The Report Department will give the device with all information, including the work order, to shipping.
2. Shipping will ship the device back to the customer.
3. Shipping will notify the CSR/SA for that customer that the device has been shipped.