



PCB Assembly Build Checklist

BoM List(s) - Bill of Materials

- Component Description
- Quantity of Components
- Reference Designator(s)
- Mfr. Part Number (Optional: Desired Secondary Replacement Pt#)
- Space for DNP (Do Not Populate) indication

Centroid/Pick&Place File (.xlsx, .csv)

- Component Value/Part Number (4.7k, 10uF, etc)
- X/Y Coordinates
- Reference Designator (R1, C3, U1, etc)
- Rotation/Angle
- Side/Layer (Top/Bottom)
- Footprint (0402, 2512, SOIC-8, etc)

Gerber Files

We will need a set of gerber files if we are going to supply the bare boards as well as assemble them for you. If you are supplying the boards, this is not necessary. Though, if your project contains SMT components, we will need the Paste layer for the panel/PCB as it arrives to us (Single or Panelized). This is sometimes referred to as the Cream layer.

Assembly Drawings

This includes a board outline, silk layer, Top/Bottom Assembly layers, reference designators (RefDes) and values. This is needed to ensure polarity, proper values, etc.

Are there any special assembly parameters?

- Custom length leads or part heights
- No-Wash components
- Wire harnesses (including part numbers, lengths, etc)
- Parts installed on opposite side of PCB

Consignment/Customer Supplied Parts

If you will be supplying any parts for your project, you will need to follow these guidelines to avoid potential delays or additional setup fees.

- You must package each component in its own bag/box and label it for RefDes, Part# and line

item on the BoM List.

-SMT Components are to be supplied on reels, trays or tubes. Bulk SMT components will not be accepted.

---Note: Cut Tape only components will be assessed an additional \$35 per part# to have Journey Electronics install the cut tape onto leaders, footers and reels. We recommend you buy from a vendor who offers this service ahead of time. MouseReels and DigiReels are only \$7 each, so this is a great way to save us time while saving you money!

-THT parts like resistors, diodes and caps should be on cut tape or reels (preferred). Reels help protect the leads so they can be sent through our lead forming machines. Ammo packs are great options as well. Please, no bulk passives or semiconductors.

-SMT orders: please include 15% overage for each part#.

-THT orders: please include a minimum of 5 extra components per part#.

-Highly recommended: Please provide a working sample board for us to reference during the manufacturing process.

-If there are expensive parts or special circumstances regarding certain parts, please contact our engineers to determine how many extras we may need if 15% is asking too much for your project.

Please ship your components in a corrugated box via UPS or FedEx to:

Journey Electronics Corp.
Attn: Ops Mgr, PCBA CNMT, WO#: (assigned during quoting)
902 N Garver Rd
Monroe, OH 45050

Warranty and Quality

Journey Electronics Corp. warrants its manufactured items are free from any defects in workmanship. The warranty period shall be 90 days from the date of shipment. JEC's sole obligation under its warranty is limited to the repair of the defective item provided it is returned to JEC within the warranty period. This warranty will not extend to items subjected to accident, misuse, alterations or repairs not made by JEC.

For products that *we design and assemble*, you have the option to have us test and power cycle your product. Products that fall into this category receive our one-year manufacturer's warranty. This means JEC warrants its manufactured items are free from any defects in workmanship. The warranty period shall be one year from the date of shipment. JEC's sole obligation under its warranty is limited to the repair of the defective item provided it is returned to JEC within the warranty period. This warranty will not extend to items subjected to accident, misuse, alterations or repairs not made by JEC.

Our JEC Assembly Team only builds substrates fabricated by one of our own trusted suppliers. Occasionally, our customers have PCBs available or insist on buying them on their own and ask if we can use them for assembly. Considering that JEC does not know if the bare PCBs have been stored in compliance with IPC-1601 and J-STD-033 requirements, we will not build any boards with a date code older than 12 months from date of manufacture. When accepting an order using any customer supplied boards within the 6 to 12 month time period, one board or array will need to be sacrificed in order to perform reflow testing and solderability testing to insure no adverse effects of unknown storage conditions may have on the product during the assembly process. In addition a full 100% visual QC inspection will need to be performed to insure no handling damage has occurred. A lot charge of \$250.00 will be applied in order to cover the material evaluation testing and inspection.

If you find that you need to begin an RMA, please contact Accounting@JourneyElectronics.com, or call (513)539-9836 to be assigned an RMA#.