

## Steps to Achieve CCAP-101 Certified™, ©

A number of Independent Distributors (ID) have expressed an interest in becoming Certified to CCAP-101 requirements for avoiding counterfeit electronic components and the associated costs. This document is to provide guidance in the effort involved and an estimate of costs. When the details of the audit are resolved a firm price will be quoted.

**Step 1.** Download the Application for Certification and the CCAP-101 document at web site: <http://www.cti-us.com/CCAP.htm>. Review these documents carefully to understand the requirements and make a determination that you want to proceed. This program includes comprehensive technical requirements which all components ordered as CCAP-101 Certified must fully conform. If the interest is only for marketing purposes you are advised not to apply.

**Step 2.** The ID must complete the Application Form and submit to Components Technology Institute Inc. (CTI). The ID will be contacted to discuss the preparation and submittal of the Procedures for implementing the Requirements of CCAP-101. Then a tentative schedule for their receipt by CTI, review by CTI Staff, submission of comments/changes if necessary, and a tentative date for the audit. When an audit date is agreed a firm cost will be provided, which may be affected by travel costs. Should the ID need to change audit dates after purchase of non-refundable airline tickets they will be responsible for these costs plus the costs of new tickets.

**Step 3.** The ID has to prepare procedures that contain the full details of inspection and testing specified in CCAP-101 to be use when they are processing an order to be Certified. When any of these services are performed by outside organizations they must provide procedures to the ID which assure they will meet the same requirements. The ID must identify each outside laboratory to be used and the services they will perform. The ID must have a statement from the management of these labs that they understand the requirements and will conform to them when performing services on components to be CCAP-101 Certified. These contractors are also subject to CTI audit and approval however the ID has ultimate responsibility for their services. This includes an ID comprehensive review and approval of their results for each order. *IDs are strongly encouraged to perform the inspections through marking permanence/acetone/scrape tests in-house and the selection of samples for the other procedures, based upon visual observations and X-ray results.*

**Step 4.** The ID shall submit their procedures that implement CCAP-101 for CTI review and approval. The contract services and their location must be identified and contain the statements and agreement of conformance by the Test Lab Management. CTI will review the Procedures to assure they cover the details of CCAP-101 and notify the ID of any changes required. The ID employees performing these inspections and tests must be fully trained in the procedures and knowledgeable in detecting counterfeits based upon the test results provided by the contract Labs.

**Step 5.** The ID shall make the specified changes and for then both parties agree on a mutually acceptable date for the audit. The audit will be performed by 2 CTI staff and typically requires one day. When the outside labs are in the vicinity they may visited if CTI has no knowledge of their capability and past performance. It is mandatory that the ID inspection personnel have thorough knowledge of the criteria to detect counterfeits and the use of the inspection equipment. This includes the review, knowledge and approval of all test and inspections performed by outside lab. *When the ID determines their personnel need training in counterfeit detection practices this can be provided by CTI as identified below.*

# CTI COMPONENTS TECHNOLOGY INSTITUTE INC.

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**Step 6.** Based upon the agreed dates for the audit, CTI will provide a firm price for the CCAP-101 Certification Services. Any changes made to this schedule by the ID may result in changes to the Firm Price quoted.

**Step 7.** When the ID accepts the proposed date and price for Certification Services a Purchase Order is required by CTI for the amount within 3 days so the travel arrangements can be booked. After the ID's Procedures have been approved, the audit can typically be scheduled and performed within 3 weeks. The ID shall agree to pay the Invoice for these services within 14 days of receipt of invoice regardless of whether Certification is achieved due to problems detected during the audit. When any identified problems are adequately corrected CCAP-101 Certification will be granted to the ID. For budgetary purposes the cost estimate for this effort, including review and guidance provided to ID in preparation of their Counterfeit Avoidance Procedures, perform the audit and typical travel costs, is between \$4800 and \$5200.

**Training.** Training can be provided in the ID facility on the procedures required to implement CCAP-101. This can typically be done in one day in the ID facility by 2 of the CTI staff. The training includes slide lectures, explanation of how to interpret the observations, hands on use of ID's equipment and testing of personnel on their retained knowledge from the training. Typical costs are \$2600 plus economy travel costs.

If you have any questions or would like to discuss details please contact me.

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