

CA Design Intake Document

This document is intended to be use by the designers at CA Design as a tool to provide the customer with the highest possible quality in the design and documentation of their PCB.

Please take a minute and fill out as much of the document as is applicable. If a line is not applicable, please write "N/A".

Schematic Diagram:

1. Software: _____
2. Will CA Design input your schematic into OrCAD? Y/N
If yes:
Does CA Design have all data sheets for your parts? Y/N
3. Do you have a Nets List from your schematic? Y/N
4. What format is the Nets List in? _____

Bill Of Materials:

1. Do you have a final Bill Of Materials for your design? Y/N
2. Are all parts fully defined? Y/N
3. Do you have data sheets for all parts? Y/N

Board Outline:

1. Do you have a mechanical drawing of the Board Outline? Y/N
2. Is the board outline in Electronic Format? Y/N
If Yes:
What type of format? PADS, OrCAD, DXF or Other?
3. Are all connector mounting locations defined? Y/N
4. Are all trace and component keep-out areas defined? Y/N
5. Are mounting holes connected to ground? Y/N
Connector mounting holes connected to ground? Y/N
6. What are the silkscreen marking requirements?

CA Design Intake Document

PCB Design Database:

1. Board should be designed in what type of software? _____
2. Do you require Fabrication and Assembly Drawings? Y/N
3. Do you have sample drawings of your Fab and Assy? Y/N
4. Do you have your company formats on DXF or other CAD Database? Y/N
5. Do you have a preferred set of Fabrication Drawing Notes? Y/N
6. Do you require re-numbering for Reference Designations? Y/N
If Yes:
Pattern Style (left – right, Top – Bottom):
Desired Was-Is file format?

Placement:

1. Do you have a pre-placement sketch? Y/N
2. Are there special requirements for placement? Y/N
Such as height, thermal, spacing, clock length?
3. Are there components on both sides of the board? Y/N
4. How should the decoupling capacitors be placed?
5. Are there “Extra” caps on the schematic? Y/N
Can we add or delete surplus decoupling caps? Y/N
6. Are the “sources and termination’s” defined on the schematic for Terminating Resistors? Y/N
7. What size plots would you like for the Placement Review?
8. Which, if any, components require sockets?

CA Design Intake Document

Routing

1. Do you have a list of your critical nets? Y/N
2. Describe any special concerns for critical nets.
A second page may be used.
3. What is your desired Layer Stack-up?

Optimal

Layer Description

Optional

Layer Description

4. What is the desired Via size? _____ hole _____ pad

5. What are the minimal trace size and spacing?

Net Type: _____ Size _____
 via to via _____ via to pad _____ via to signal _____
 signal to signal _____ signal to pad _____
 pad to pad _____ copper pour clearances _____

Net Type: _____ Size _____
 via to via _____ via to pad _____ via to signal _____
 signal to signal _____ signal to pad _____
 pad to pad _____ copper pour clearances _____

Net Type: _____ Size _____
 via to via _____ via to pad _____ via to signal _____
 signal to signal _____ signal to pad _____
 pad to pad _____ copper pour clearances _____

6. Are there any special clearance requirements? Y/N

CA Design Intake Document

Panelization and Test

1. Is a Panel Drawing Required? Y/N
2. Do you require the Gerber data in Panelized format? Y/N
3. Do you require a test point on every signal? Y/N
4. What size and spacing is required for the test points?

Deliverables:

1. Please check off the required deliverables:
 - A. Database on disk: OrCAD, PADS, Other. _____
 - B. Gerber Data on disk.
 - C. Drill Data on disk.
 - D. DXF of Assembly Drawing on Disk
 - E. DXF of Fabrication Drawing on Disk
 - F. DXF of Panel Drawing on Disk
 - G. Was-Is file on disk.
 - H. Pen plots of:
 - Artwork
 - Assembly Drawing
 - Fabrication Drawing
 - Panel Drawing
 - I. Positive Film plots of Artwork - Negative Film plots of Artwork
 - J. Other: