



Allgood Technology  
Electronic Assembly Services

## The Good BOM Guide.

A good Bill of Materials (BOM) is vital to producing accurate assembly programs enabling us to get your job done quickly and above all accurately.. We see all sorts of BOMs – from the incredibly detailed to those literally on the back of an envelope. We can make something from most formats but it will help us to help you better if we can get at least a minimum configuration.

As a minimum, your BOM's should contain the following:

### Header or File Name

Should include the following:

1. **TITLE** - A Title for the Board described by the BOM – we see a lot that say “PCB” or “New Board” – which can get confusing when everyone else also calls their job the same....
2. **ISSUE** – an issue number or letter – or at least a DATE. When revisions start flying we want to be sure we are using the most current BOM. Relying on the file creation date is not ideal as changes can be made but the origination date stays the same.

NB: If you make a change or revision for any reason – please increase the ISSUE No and reissue to us. Often updates will be sent via email for us to update but in general we prefer avoid modifying customer issued documents as we do not have change authority. It is much safer for you to control the issue status and supply us with controlled documents.

Now to the contents of the BOM itself.

### BOM Body

(These may be in any order)

1. **QUANTITY**
2. **CIRCUIT REFERENCE(S)** It doesn't matter to us if the BOM has one item per line or if you have multiple references (e.g. R1,R2-6,R8 etc) grouped together with each description.
3. **PART NUMBER** – if you have one. This might be your own internal number if you use them or the manufacturer or supplier's number.

4. **DESCRIPTION.** Needs to include enough information to define that part uniquely. e.g.

Resistors must have tolerance and case size at least. Plus anything else if it is important e.g. temperature stability etc.

Capacitors must define as a minimum: value, tolerance/dielectric, working voltage and case size.

The description can be spread over several fields if you want to have separate columns for tolerance, voltage, package etc.

If all parts in a group are the same specification it is OK to put a header saying e.g. “All resistors 1% 0805 unless specified otherwise”.

5. **NOTES:** (Optional) Anything we need to be aware of.

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