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FOUNDER TOOL · FILLABLE PDF

Supplier & CM Handoff Pack

Everything a supplier or contract manufacturer needs to build your product the same way, every time — checklist, quality plan, and sign-off

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PRODUCT / PROJECT

TEAM / FOUNDER

DATE / REVISION

2026

Bangalore · Hardware product design & engineering

brahmworks.com/resources

00 How to use this handoff pack

Work through the data, test, quality, and commercial pages. Hand over only what is released, and sign it off together.

1 Release before you send

Only released, revision-controlled files go to the supplier. Drafts and 'latest' folders cause wrong builds.

2 One reference per item

Write the file name and revision for each tick. If you can't point to the file, it isn't included yet.

3 Agreements first

NDA, IP, and tooling ownership are in place before the full data pack leaves your hands.

4 Define 'good' physically

Golden samples and a cosmetic spec settle arguments that drawings alone cannot.

5 Enter your own quality terms

AQL levels, sampling plans, MOQ, payment terms, and lead times are yours to agree and enter. Nothing is prefilled.

6 Control every change

After handoff, changes go through the ECO process — both sides approve, and the cut-in is recorded.

Not exhaustive. Your product, supplier, and contract will add items. Use the notes columns and keep this pack with the released files.

Fields are fillable in Adobe Acrobat / Reader, Chrome, Edge, and macOS Preview. Save one copy per handoff revision.

01 Mechanical data pack

Drawings, models, and BOM for everything mechanical. Tick only what is released and referenced.

INCLUDED	ITEM — WHAT THE SUPPLIER NEEDS	FILE / DOCUMENT REFERENCE	REV	NOTES / OPEN POINTS
☐	2D drawings for every custom part Dimensions, general and specific tolerances, datums, material, finish, and notes.			
☐	Critical-to-function dimensions identified Marked on drawings and reflected in the supplier's inspection plan.			
☐	3D CAD in a neutral format (STEP) Parts and assemblies. Native files only if agreed in the contract.			
☐	Assembly drawings / exploded views Sequence, fastener specs, torque where specified, adhesives, and special instructions.			
☐	Material & finish specifications Grades, colours, textures, plating / coating, and any approved alternates.			
☐	Mechanical BOM with approved vendor list (AVL) Part numbers, revisions, quantities, approved suppliers and alternates.			
☐	Purchased / off-the-shelf parts Manufacturer part numbers and datasheets for everything not made to drawing.			
☐	Revision control Every file carries a part number and revision; one released list says which revisions are current.			
☐	Released-file index (transmittal) A list of every file sent, with revision and date, acknowledged by the supplier.			

02 Electronics & firmware

Board fabrication and assembly data, harnesses, and how firmware gets onto every unit.

INCLUDED	ITEM — WHAT THE SUPPLIER NEEDS	FILE / DOCUMENT REFERENCE	REV	NOTES / OPEN POINTS
☐	Gerber files and drill files Every layer, with a readme; matches the released schematic revision.			
☐	Fabrication drawing / notes Stack-up, material, thickness, copper, finish, colour, and any controlled-impedance needs.			
☐	Pick-and-place (centroid) file Designators, positions, rotations, and board side.			
☐	PCBA assembly drawings Top and bottom: polarity, pin 1, do-not-place parts, special process notes.			
☐	Electronics BOM with AVL Designators, manufacturer part numbers, approved alternates, DNP marked.			
☐	Schematic (PDF) For debugging, rework, and test development.			
☐	Panel & stencil requirements Panelisation, rails, fiducials, and any stencil notes agreed with the assembler.			
☐	Cable / harness drawings Pin-outs, wire specs, lengths, connectors, terminals, and labels.			
☐	Firmware image(s) — version & checksum Release build, version number, and checksum / hash to verify what was loaded.			
☐	Programming procedure Tool, fixture, connection, steps, verification, and serial-number / configuration writing.			
☐	Security & keys handling Read-out protection, keys or certificates — who holds them and how they are loaded.			

03 Test, samples & specifications

How a good unit is defined, tested, packed, and labelled.

INCLUDED	ITEM — WHAT THE SUPPLIER NEEDS	FILE / DOCUMENT REFERENCE	REV	NOTES / OPEN POINTS
☐	Functional test specification Each test, the method, and pass / fail criteria for end-of-line test.			
☐	Test fixtures & test software Who designs, builds, owns, and maintains them; calibration needs.			
☐	Golden sample(s) Signed, labelled reference units kept at both ends; what each one represents.			
☐	Cosmetic specification Surfaces by class, viewing conditions, and accept / reject defect criteria.			
☐	Packaging specification Pack-out drawing, materials, inserts, kitting list, and transit test expectations.			
☐	Labelling specification Product and carton labels, regulatory marks, serial / barcode format, origin.			
☐	First-article inspection (FAI) requirements Which parts, which dimensions, and the report format you expect.			
☐	Records & traceability What is recorded per unit or lot (serials, test results, lot codes) and how you get it.			

04 Quality plan

Agree where quality is checked and what 'acceptable' means. AQL levels and sampling plans are yours to enter — agree them with your CM.

STAGE	WHAT IS CHECKED	SAMPLING STANDARD / INSPECTION LEVEL	AQL CRITICAL	AQL MAJOR	AQL MINOR	RECORDS / WHO SIGNS
Incoming (IQC)						
In-process (IPQC)						
Final / outgoing (FQC / OQC)						

DEFECT CLASSIFICATION

What counts as critical, major, and minor for this product

NON-CONFORMANCE HANDLING

Hold, rework, scrap, or deviate — who decides and how it is recorded

SUPPLIER QUALITY DOCUMENTS

Material certs, CoC, test reports, FAI reports — what comes with each lot

05 Commercial & IP

All values are yours to negotiate and enter. Get agreements signed before the full data pack leaves your hands.

AGREEMENTS IN PLACE

Tick when signed; note the date and where the signed copy lives.

☐

NDA / confidentiality agreement

☐

Manufacturing / supply agreement

☐

IP ownership — design, firmware, and drawings

☐

Tooling ownership and tool list

☐

Quality agreement

☐

Warranty and returns (RMA) terms

☐

Spare parts and end-of-life notice

☐

Data / firmware security obligations

IP AND CONFIDENTIALITY NOTES

MOQ

Per part / per order, as agreed

LEAD TIMES

Samples, first production, repeat orders

CAPACITY & RAMP

What they can build per week / month, and when

PAYMENT TERMS

Deposit, milestones, credit terms

DELIVERY TERMS & POINT

Incoterm or equivalent, location, packing

CONTACTS & ESCALATION

Day-to-day, quality, commercial, escalation

PRICING BASIS & VALIDITY

Volume breaks, currency, how long it holds

FORECAST & PO PROCESS

Forecast horizon, PO lead time, changes

OPEN COMMERCIAL POINTS

What is still being negotiated

06 Change control & sign-off

Changes after handoff go through one process, in writing. Then both sides sign that the pack is complete.

HOW CHANGES ARE REQUESTED (ECR / ECO)

Who can raise one, the form, where it is logged

WHO APPROVES

Both sides — engineering, quality, commercial

CUT-IN & STOCK DISPOSITION

From which lot / serial; what happens to old stock and WIP

DEVIATIONS & SUPPLIER CHANGES

Supplier must notify before changing parts, process, or site

ECO #	DATE	CHANGE	REASON	AFFECTED PARTS / REVS	CUT-IN	APPROVED
						☐
						☐
						☐
						☐

HANDOFF SIGN-OFF

The pack is complete, understood, and the current revisions are agreed.

ROLE	NAME	COMPANY	PACK REVISION	DATE	SIGNED OFF	COMMENT
Founder / product owner					☐	
Design engineering					☐	
Quality					☐	
Contract manufacturer / supplier					☐	

Next steps with BrahmWorks

A complete handoff pack makes a supplier comparable, accountable, and replaceable. Gaps are where problems start.

Where are you on manufacturing?

- ☐ Looking for a supplier or contract manufacturer
- ☐ Preparing the data pack for handoff
- ☐ Pilot build with a chosen manufacturer
- ☐ In production — quality, cost, or change problems

WHAT IS MISSING OR UNCLEAR IN YOUR HANDOFF

Talk to us

brahmworks.com/contact →

Share this pack with the gaps marked. We help complete the data pack, run pilot builds, and manage the handoff to manufacturing.

WHAT TO BRING

- This pack with unticked items noted
- Your current drawings, BOM, and firmware release
- Supplier quotes or feedback you already have

Turnkey manufacturing

brahmworks.com/turnkey-manufacturing →

Pilot and low-volume builds, PCB and PCBA, supplier and CM handoff, and production support.

Resources for founders

brahmworks.com/resources →

More fillable tools, playbooks, and guides for hardware founders — including the Hardware Founder Toolkit and the Product Anatomy Workbook.

Partner, not vendor. We stay involved through handoff — data pack, pilot build, and the first changes that always follow.