

國立成功大學微奈米科技研究中心代工施行準則
Regulations for the Original Equipment Manufacturer (OEM) of Center for
Micro/Nano Science and Technology, NCKU

104.05.20 中心會議通過
105.03.23 中心會議修訂
106.07.27 中心會議修訂
108.03.19 中心會議修訂
108.06.05 幹部會議修訂
108.07.17 幹部會議修訂

Approved through the center's meeting on May 20, 2015
Amended in the center's meeting on March 23, 2016
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Amended in the center's caucus on June 5th, 2019
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一、一般代工 General OEM

(一) 適用對象：有代工需求者。

Scope of applicant: Whoever needs the OEM service.

(二) 適用機台：所有機台。

Applicable units: All instruments

(三) 一般代工規定：

General OEM regulations:

1. 代工案屬業者，應由業者提出代工需求，並按照業界費率收費。

When the OEM involves the industry, members from the industry shall apply for the OEM service and the fees are collected reflective of industrial practice.

2. 由學界主導的合作案，學界人員應了解代工需求，業者人員不需要、亦不得進入實驗室。若學界人員不清楚代工需求，需業者人員參與，則認定為業界代工。

For collaborations spearheaded by the academic, members of the academic shall understand their OEM requirements. There is no need for the industrial members to access the laboratory and they may not have such access, either. If members of the academic community are not clear about the OEM requirements and hence involvement of the industrial members is needed, it is considered as an industrial OEM.

3. 代工單受理審核後，寄發代工確認單；未通過審核之代工單，則寄發代工取消通知。

Once the OEM application is processed and reviewed, the OEM confirmation form will be emailed out. For OEM application rejected, on the other hand, the notice on cancellation will be emailed out.

4. 委託者若欲取消主管/老師已審核通過之代工業務，須支付 300 元行政費用。

To cancel an OEM application that has been reviewed and approved by the applicant's supervisor or instructor, the applicant has to pay the administrative charge of \$300 NTD.

5. 一般代工應於主管/老師審核通過後 1 個月內完成。

General OEM shall be completed within a month after it is reviewed and approved by the applicant's supervisor or instructor.

6. 委託者之主管/老師核可後始可進行代工。委託人可與機台工程師共同進行代工事務（不限人數），對代工過程有任何疑義時可及時與機台工程師討論。

OEM process may only begin after it is approved by the applicant's supervisor or instructor. The applicant may be engaged in the OEM process together with the engineer (with the number of people unlimited from the applicant's organization) and may discuss any concern during the process with the unit engineer in a timely manner.

7. 委託者於代工當日未到或遲到者，將依代工所進行總時數收取費用。

In the event that the applicant fails to appear or appears late on the day of the OEM process, the charge will be calculated according to the overall number of hours spent on the OEM process.

8. 代工指代為操作機台，本中心無須負代工結果之責任。委託者確認代工單內容無誤後，除機台故障外，不得要求退費。若遇機台臨時故障或停機，於代工時間前四小時內無連繫上代工申請者，致申請者已出發至成功大學，其交通費用（須提出相關單據證明）得以代工費用折抵。

OEM refers to the outsourced operation of the instrument and the Center does not need to take the responsibility of the outcome. After the information included in the OEM application is confirmed by the applicant, no refund may be requested, except the instrument is out of order. In case of malfunction of the instrument and being unable to contact the applicant four hours before the OEM execution, so that the applicant has set out to the Center; therefore, the cost of transportation (with presentation of related receipts) may be deducted from the OEM charge.

二、研究代工 Research OEM

- (一) 適用對象：由「可申請研究代工者名單」內之人員提出申請。

Scope of application: The application may be submitted by anyone in the list of eligible applicants for research OEM.

- (二) 適用機台：檢測分析及製程機台。

Applicable units: Inspection, analyzation, and fabrication instruments

- (三) 研究代工規定：

Research OEM regulations:

1. 「可申請研究代工者名單」內人員之主管/老師為技術長。

The supervisor or instructor of the applicants in the list of eligible applicants for research OEM shall be Chief Technology Officer (CTO).

2. 申請與代工進程序同一般代工。

The application and OEM process are the same as those of the general OEM.

3. 費用由各技術團隊之研究費用支付。

The cost shall be paid out of the research funding available for the respective technical team.

三、測試代工 Testing OEM

- (一) 適用對象：限初次委託測試代工之廠商或公司。

Scope of application: For the first-time application for testing OEM of the industry

- (二) 適用機台：僅限檢測分析機台，製程機台不提供測試服務。

Applicable units: Inspecting and analyzing instruments only

- (三) 測試代工規定：

Testing OEM regulations:

1. 委託單位須事先洽詢機台工程師，經機台工程師確認測試樣本為特殊樣本，無法確認是否可以一般代工進行檢測，且本中心亦無任何該檢測樣本之資料庫或技術者得提出申請。

The applicant shall consult the instrument engineer in advance. The application may only be submitted once the sample to be tested is confirmed by the engineer as a special sample and hence it is unable to confirm if the general OEM may be applied for the case and no database or technology for the said test sample is available at the Center.

2. 確認相關事宜後由機台工程師提出申請，並須經技術長審核通過後，方可執行。審核通過後，由機台工程師與委託單位約定進行時間。

Once the related matters are confirmed, the engineer shall submit the application and it can be executed after approved by the CTO. Once the application is approved, the engineer will schedule the time with the applicant to perform the OEM.

3. 每間廠商或公司限申請 1 次，後續檢測須以一般代工進行。若為第 2 次以上之申請，除技術長審核外，須再經由技術推廣組組長審核通過。

Each manufacturer or company may only apply once; subsequent testing has to be done through general OEM. For the second application onwards, besides review and approval by the CTO, review and approval by the director of the Technology Promotion Division are also

needed.

4. 檢測樣本如有危害機台之虞或機台工程師確認欲使用之機台無法檢測該樣本者，則機台工程師可決定不接受測試代工申請。

If the test sample is likely to endanger the instrument or it is confirmed by the engineer that the instrument to be used cannot test such sample, the engineer may decide not to accept the testing OEM application.

5. 測試代工不收費，測試結果僅供現場確認機台是否可檢測樣本，若欲取得相關數據，須申請一般代工。

Testing OEM is free of charge. The results are meant for on-site verification of whether the instrument is capable of testing the sample only. To receive related data, general OEM needs to be applied for.

6. 測試代工樣本以 2 件為上限。

Only up to 2 test samples are allowed for the testing OEM.

7. 測試時間以 1 小時為限。

Testing OEM duration is limited to 1 hour.

四、製程整合代工 Integrated Fabrication OEM

- (一) 適用對象：有代工需求者。

Scope of application: Whoever needs the OEM service.

- (二) 適用機台：製程相關機台。

Applicable units: Fabrication related instruments

- (三) 製程整合代工規定：

Integrated fabrication OEM regulations:

製程整合代工服務為研究開發範疇，無法保證製程良率及實驗成功，相關規範細節如下所述。

Integrated fabrication OEM falls in the scope of research and development; there is no guarantee over the yield and success of experiments. Details about related regulations are described as follows.

1. 製程整合工程師需詳細告知委託人整合代工規範，並取得委託人同意後得進行下一步規劃。

The engineer needs to inform the applicant in detail of regulations governing the integrated fabrication OEM and may only continue with the next step of planning upon permission from the applicant.

2. 當委託人同意進行排程與估價後，由整合工程師召開整合會議與技術長、工程師商訂製程流程與報價評估，並提供報告書乙份交與委託人。

Once the applicant agrees on planning the schedule and providing the quotation, the engineer may call for a meeting and discuss with the CTO and other engineers the process flow, evaluate the quotation and provide the applicant with a copy of the report.

- 2.1 委託人放棄此次估價製程，中心將收取設計費：1000 元*設計時數。

When the applicant gives up on the fabrication included in the current quotation, the Center will charge for the plan at NTD 1000*hours involved in the planning.

- 2.2 委託人同意此次估價製程，得與工程師規劃代工時間。

When the applicant agrees on the fabrication included in the current quotation, scheduling of the applicant may begin with the engineer.

3. 整合代工收費：

Integrated fabrication OEM charges:

- 3.1 由委託人自行規劃，不收任何設計費用。

If the OEM is designed solely by the outsourcing party, it is free of charge.

- 3.2 進行整合規劃，而沒有實際進行代工，需收設計費用：1000 元*設計時數。

When integrated fabrication OEM is planned, without actual execution, cost of design needs to be collected at NTD 1000* hours involved in the planning.

- 3.3 製程整合案收費，視代工難易程度，收取整案總金額之 12%~30% 費用（如下表），

超過 30% 則以議價進行，服務項目包含整合規劃建議書、代工申請、各站點跑片、實驗結果紀錄等。

Depending on the complexity of the process, the cost of integrated fabrication OEM shall account for 12% to 30% of the overall project value (as shown in the table below). If it exceeds 30%, price negotiation shall apply. The scope of service includes the planning proposal, OEM application, delivering samples to respective work stations, and records of experiment results, among others.

Basic	<ul style="list-style-type: none"> ● 兩站內之標準製程 Standard fabrication within two work stations ● 重複同一委託案（六個月內，且不需重新規劃之製程） The same case (within 6 months and re-planning is not needed) ● 自備製程規劃，僅協助代工申請、跑片、實驗紀錄 Self-planned fabrication, with assistance only in applying for the OEM, delivering samples, and documenting experiments. 	12%
	三站以上（含）之標準製程 Standard process within three and more than three stations	15%
Advanced	非標準製程 Non-standard fabrication	30%
Premium	時間急迫之訂單 Applications pressed for time	30%
	全套製程研發 Whole fabrication research and development	> 30% (議價 Price negotiation)

註：標準製程指本中心曾做過相關經驗之製程。

Note: A standard fabrication refers to one that the Center has executed before.

3.4 代工過程，因本中心人員疏失造成產品失敗，重做產品（re-do 0%）無需加收額外費用。

For re-dos (0%) because of failure caused by the engineers' negligence while performing the OEM, there is no need to collect additional fees.

3.5 製程進行中若需提前結案，未進行之製程無需付費。

If early closure is needed, there is no charge for the remainder of the fabrication.

五、本準則經本中心幹部會議通過後實施，修正時亦同。

The Directions shall be approved by the center's caucus before taking effect. Any amendments shall be processed accordingly.