

## STANDARD OPERATING PROCEDURE

**PROPRIETARY NOTICE**  
 THIS STANDARD OPERATING PROCEDURE CONTAINS CONFIDENTIAL INFORMATION  
 PROPRIETARY TO FEDERAL ELECTRONICS, INC. IT MUST NOT BE REPRODUCED  
 OR DISCLOSED TO OTHERS OR USED IN ANY OTHER WAY IN WHOLE OR PART  
 EXCEPT AS AUTHORIZED IN WRITING BY FEDERAL ELECTRONICS, INC.

<b>Document Name:</b>	Supplier Requirements		
<b>Document Number:</b>	PR0013	<b>Rev:</b> AA (9-10-24)	<b>Date:</b> 9-10-24
<b>Controlling Dept:</b>	Purchasing		
<b>Changes:</b>	<i>Added 5.7.1.8 &amp; 5.7.1.9</i>		

### 1. PURPOSE

- 1.1 To provide vendors of Federal Electronics, Inc., with requirements for products to be shipped to Federal or other designated facilities.

### 2. SCOPE

- 2.1 This procedure applies to parts procured from vendors.
- 2.2 This procedure is available to FEI vendors via a selected website.

### 3. ASSOCIATED MATERIALS

- 3.1 PR0010 Procuring Printed Circuit Boards

### 4. TERMS & DEFINITIONS

- 4.1 RFQ – Request for Quote
- 4.2 PO – Purchase Order
- 4.3 C of C – Certificate of Conformance

### 5. PROCEDURE OVERVIEW

- **Appropriate documentation must be provided for each delivery, e.g. C of C noting adherence to all required specifications and proof of compliance, inspection reports, RoHS compliance, DFARS 252-225-7009, military specifications, etc.**
- **External providers are responsible for delivering product on time.**
- **External providers are responsible for assuring all product delivered meets all requirements in the PO, drawings and/or specifications provided.**
  - **Test results, and/or inspection results, and/or First Article report may be required.**
- **External providers may not substitute “equivalent” items without prior approval.**
- **External providers must allow Federal Electronics, their customer, or statutory/regulatory agencies access to their facility and applicable documentation, at any level of the supply chain. Federal Electronics reserves the right to perform on-site process/product verification.**
- **Deliveries must be packaged to prevent damage in transit and labeled to fully identify contents; e.g. part and revision, manufacturer, etc.**
  - **Special provisions are required for ESD and moisture sensitive materials**

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- **Items with a stated shelf life must have at least 8 months of shelf life remaining prior to shipping.**
- **The shipping method is to be per stated Federal Electronics requirements.**
- **Federal Electronics reserves the right of approval of products, services, methods, processes, equipment, and the release of product.**
- **Federal Electronics reserves the right to request documentation as to competency and/or qualification documents for personnel.**
- **Federal Electronics may perform interaction with external providers through e-mail, phone calls, site visits, Source Day, U.S. Mail system, the company website or other forms of communication as appropriate.**
- **Design and development controls are to be based on customer drawings and supporting documentation and industry standards.**
- **Special requirements or key characteristics will be flowed to external providers by means of purchase order or customer documentation and must be flowed to sub-tier external providers as appropriate.**
- **Details of statistical methods being used for product acceptance may require approval from Federal Electronics.**
- **External providers may be required to provide:**
  - **Implement a Quality Management System (QMS)**
  - **Use customer designated sources or approved external suppliers.**
  - **Notify the organization of nonconforming processes, products, or services, or obtain approval of their disposition.**
  - **Prevent the use of counterfeit parts.**
  - **Notify Federal Electronics of changes to processes, product, or services, including changes to their external providers or their location of manufacturing, and obtain the organizations approval before making the change(s).**
  - **Flow down of external providers applicable requirements, including customer requirements.**
  - **Provide test specimens for design approval, inspection/verification, investigation, or auditing.**
  - **Retain documented information for a minimum of 10 years. Hard copies must be shredded. Electronic files to be moved to an obsolete location or deleted.**

Any applicable requirements as defined herein should be disseminated to any sub-tier suppliers that may be used by Vendors to whom Federal issues a PO or RFQ. It is the responsibility of the External Provider to ensure sub-tier suppliers comply with applicable requirements.

5.1.1 Specific to all FE Purchase Orders and Requests for Quotations:

5.1.2 All products must be delivered with a Certificate of Compliance noting adherence to all required specifications and proof of compliance, Supplier Inspection Report, Lot ID and adhere to Federal Electronics SOP PR0013. For suppliers of custom fabs, supplier must adhere to Federal Electronics SOP PR0010. Current revisions of these SOPs can be found on the Federal Electronics Supplier Portal using a special access URL. A copy of Original Manufacturer's C of C including Part Number, stating all tin plating or tin solder processes contain no less than 3% lead composition and that components are in compliance with DFARS 252.225-7009. If this PO or RFQ references any Mil-spec parts, it is supplier's responsibility to ensure parts are manufactured by an approved source listed in the DoD Qualified Products Database if applicable. Federal Electronics conforms to ITAR

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regulations requiring Vendor compliance. PO or RFQ may reference data subject to U.S. Government Requirements re: (EAR) 15 CFR Parts 730-99; (ITAR) Parts 120-1330 therefore Supplier will secure any data transfer in its own name. Federal Electronics is an EEO employer. By acceptance of this PO or processing of this RFQ the vendor certifies they are also in compliance with above. If this purchase order or RFQ is a rated order certified for national defense use, then the Supplier shall follow all requirements of the Defense Priorities and Allocations System regulation (15 CFR Part 700). Federal Electronic requires that all Suppliers utilize the Federal Electronics UPS account for transportation charges when authorized. Multiple items must be consolidated into a single shipment. Supplier may not use a declared value on any shipment to Federal Electronics. In the event that a Supplier utilizes a Declared Value, that amount will be deducted from future payments for the products received. Age controlled material must have minimum 8 months of shelf life remaining at the time of shipment. Each shipment is to be identified with the date of manufacture and shelf life, or the date of expiration.

5.1.2.1 If C of C is integral to the pack slip, a second copy of the C of C may be included.

5.1.2.2 It is the supplier's responsibility to insure all shipments are delivered to Federal Electronics no more than three days early or zero days late.

5.1.2.3 Supplier shall include a Certificate of Conformance (C of C) with each shipment certifying that all items/materials supplied meet all Purchase Order requirements, including referenced drawings, specifications and standards. At a minimum, the CofC shall reference the FEI Purchase Order Number and Part Number and Quantity shipped.

5.1.2.3.1 The form and format of the C of C is at the discretion of the vendor, but MUST include, at minimum:

- A statement certifying all items/materials supplied meet all Drawing and Purchase Order requirements, and are named to confirm compliance to the specification(s).
- Part number and revision of the parts being supplied.
- Manufacturers Lot Identifier.
- Quantity of parts being supplied.
- Purchase Order which is being satisfied by the shipment

5.1.3 Vendors must assure persons in their organizations are aware of:

- their contribution to product or service conformity by providing defect free products on the required delivery dates
- their contribution to product safety by building product to required specifications and standards
- the importance of ethical behavior

5.2 For any product that requires special processes such as painting, plating, powder coat, chemical film, welding or brazing:

5.2.1 These special processes must be carried out in accordance with any and all specifications referenced on the part print or in the line specs on the PO or in the RFQ.

5.2.2 Where specified by the part print or in specification referenced on the part print or in the line specs on the PO or in the RFQ, these special processes must be performed by customer approved sources or NADCAP approved sources.

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- 5.3 Vendor must review PO line specs for any special instructions or specific requirements or applicable standards or specifications. Links to details of any referenced specifications can be obtained from Buyer at Federal Electronics, Inc.
- 5.3.1 As Vendor reviews specification in response to PO or RFQ, if there are any exceptions, these must be highlighted as exceptions in bold type and defined as exception on the response. The Vendor must clearly indicate an out-of-spec situation that will need Federal Electronics' consideration before approval. No substitutions with an "equivalent" item can be made without FEI approval.
- 5.3.2 Vendor must supply with part shipment any and all documentation required as specified in the line specs on the PO.
- 5.4 Any material found to be non-conforming at Vendor facility at any point during the production/inspection/handling of the parts, must not be repaired without approval from either Federal Electronics or its Customer.
- 5.5 Vendor will allow access to their facilities to Federal Electronics or its customer if Source Inspection is required.
- 5.6 Any records or documentation generated in support of the production of the parts being sent to fulfill the PO shall remain legible, readily identifiable, identifiable to the product involved by marking with part numbers, engineering change level, and Manufacturing Order (work) Number as applicable. Records shall be stored and maintained in such a way that they are readily retrievable and provide a suitable environment to prevent deterioration or damage and to prevent loss. All records shall be retained for a minimum period of ten years, and must be made available to Federal Electronics or its customer upon request.
- 5.7 Vendors supplying custom parts (enclosures, panels, etc., with or without painted, powder-coated or anodized surfaces) to Federal Electronics, Inc., shall comply with the following packaging requirements. When specific packaging is not referenced in the P.O. and/or drawing, the supplier shall package articles in such a manner as to prevent damage during shipment and subsequent storage at Federal Electronics, Inc. Packing slips shall accompany all shipments.
- 5.7.1 **CUSTOM PIECE PARTS**
- 5.7.1.1 Refer to PR0010 for PCBA's.
- 5.7.1.2 All custom parts must be individually wrapped into clean poly bags or wrapped in paper and sealed. The bag must have a typed label with full part number and revision, Supplier Name or ID Number written on the bag.
- 5.7.1.3 Place bagged part into bubble bag or bubble wrap.
- 5.7.1.4 Any custom part that has protrusions such as standoffs or PEM inserts must have adequate protection to prevent any defects that could occur when parts are inserted into shipping container with other parts.
- 5.7.1.5 All parts must be packed in cardboard boxes and/or appropriately palletized to prevent any damage to the parts during shipment. Boxes must be strong enough to protect the part being shipped.
- 5.7.1.6 All custom parts must be cleaned, dried, and stain-free prior to shipment. (e.g., items not intended to be part of the product such as metal shavings, excess paint chips, paper clips, paper etc.), shall be removed from units prior to packaging. Sufficient foreign object

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controls shall be implemented within Suppliers' facilities/operations to prevent from entering into the product.

5.7.1.7 The Lot Number shall be imprinted or silkscreened on product near part number, or part label if part number does not appear on part per part print.

5.7.1.8 For Mexico Only, for any purchase order line above \$5K USD, suppliers shall be requested to take pictures of the bundles prior to ship, and hold the pictures for at least 6 months to have evidence in case of any damage or missing parts in transit.

5.7.1.9 For Mexico Only, packing slips shall accompany all shipments and should also be submitted by email to Federal Electronics Purchasing immediately within a business day the shipment has been dispatched.

**5.7.2 FRAMES, CHASSIS, RACKS, CABINETS**

5.7.2.1 Frames and other large units that do not fit into a bag must be wrapped with stretch-wrap and then covered with bubble wrap. The wrap shall also cover the pallet itself. Units that do not fit into a cardboard box or similar container must be secured to a pallet or other means to prevent the part from moving during shipment. Ample corner protector material shall be used as required, to prevent damage during transit.

5.7.2.2 Full part number and revision and Supplier Name or ID Number must be on the package with a typed label.

5.7.2.3 All other frames and smaller size units that can fit into a bag shall use a clean poly bag and sealed. Bubble bags or wrap shall be used over the poly bag for added protection, then installed in a cardboard box to prevent any damage to the part.

5.7.2.4 Adhesive tape of any kind shall be prohibited from being placed on finished metal or painted surfaces. When smaller piece parts or components accompany large units, they shall be placed in plastic bags then packed in small cardboard boxes secured to the unit for shipping.

5.7.2.5 Palletized loads and/or shipping containers shall contain uniform quantities, except for odd amounts required to complete a lot.

5.7.2.6 Whenever possible, shipping containers shall be sized to permit efficient palletizing on a wooden pallet.

5.7.2.7 Standard North American industrial pallet guidelines / measurements shall be used:

5.7.2.7.1 Length/Width: 40 inches X 48 inches

5.7.2.7.2 Height: Up to 52 inches (including skid height)

5.7.2.7.3 Maximum Loading Weight: 1,000 pounds

5.7.2.7.4 Individual Carton Weight: not to exceed 45 pounds

5.7.2.8 Proper stacking patterns (interlocking patterns) result in the loss of up to 50% of the cartons' top-to-bottom compression strength.

5.7.2.9 Create a level surface for maximum strength and stability. Pyramid pallet loads do not provide a level surface and top cartons are exposed to potential damage and loss. Single cartons should be shipped loose to prevent damage.

5.7.2.10 Foreign Object Control: (e.g., items not intended to be part of the product such as metal shavings, excess paint chips, paper clips, paper

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etc.), shall be removed from units prior to packaging. Sufficient foreign object controls shall be implemented within Suppliers' facilities/operations to prevent from entering into the product.

**5.7.3 ELECTRONIC COMPONENTS**

- 5.7.3.1 Units containing electronic components or parts shall be packaged such that they are kept from detrimental physical contact with any other component.
- 5.7.3.2 ESD-sensitive components shall be handled and packaged as required when specified on the P.O. The supplier shall have procedures for the protection of ESD-sensitive devices during all phases of handling, packaging, storage and shipping.
- 5.7.3.3 Required ESD identification labels shall be affixed to each package.

**5.7.4 SHIPPING**

- 5.7.4.1 Shipments of product made on the same date from the same location should be consolidated to save excess freight cost and associated packaging waste.
  - 5.7.4.2 Shipping/Freight methods:
    - Federal may provide specific directions for freight
    - Funding by supplier by mutual agreement
    - Vendor must use UPS and designate Federal Electronics Account # **051992** for all shipments from small packages to LTL (less than trailer load) freight shipments to our facility in Cranston, RI or Nogales, AZ.
  - 5.7.4.3 Product expedited from a Vendor at the request of a Customer shall use the Customer's freight account for the expedited cost of shipping.
  - 5.7.4.4 All requests for expedited freight at the expense of Federal Electronics shall be approved by the Materials Manager or Production Controller prior to shipping. In their absence, a Vice President or the Controller must approve expedited freight charges.
  - 5.7.4.5 Under no circumstances shall a Supplier or Customer use a Declared Value on ANY shipment to Federal Electronics when utilizing the Federal Electronics UPS account.
- 5.8 **Age controlled material:** Age controlled material must have minimum 8 months of shelf life remaining at the time of shipment. Each shipment is to be identified with the date of manufacture and shelf life, or the date of expiration. This requirement may be waived by Federal in writing.
- 5.9 No records are generated as a result of this process.