

Vendor Requirements

Material Certifications

Northeast Electronics requires material certifications with all shipments. Materials will not be accepted without the required certifications and the batch / lot # identifier. None of the materials used or supplied can be conflict minerals or counterfeit materials.

Purchased Product Certifications

Northeast Electronics requires a Certificate of Conformance and any outside process certifications with all shipments. The product will not be accepted without the required certifications. No materials in the product can be conflict minerals or counterfeit materials.

Outside Services Certifications

Northeast Electronics requires a Process Certificate of Conformance to the specification on the P.O. for all services. The service will not be accepted without the required certifications.

Shipment Delays

Supplier agrees to provide us timely written notice of their inability to maintain the shipment schedule.

General Packaging and Preservation Procedures

Unless specific instructions are required, all product shipped to Northeast Electronics must be delivered, packaged, and preserved to prevent damage.

Other Northeast Electronics Purchase Order Requirements

The supplier must maintain:

- Their measuring and test equipment is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012.
- Product identification and status and if required, lot traceability throughout manufacturing, inspection, and test.
- The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data.
- Requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance and related instructions for acceptance by Northeast Electronics and as applicable critical items including key characteristics.
- Requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection, investigation, or auditing.

Vendor Requirements

The supplier needs to ensure the following requirements are met:

- Notify Northeast Electronics of any nonconforming product.
- Obtain Northeast Electronics' approval for nonconforming product disposition.
- Notify Northeast Electronics of changes in product and/or process definition, changes of suppliers, change of manufacturing facility location and, where required, obtain Northeast Electronics approval.
- Provide flow-down to the supply chain the applicable requirements including customer requirements.
- Record retention requirements of 5 years minimum, unless otherwise specified.
- Right of access by Northeast Electronics, their customer, and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- Prevent Foreign Object Debris. Product must be free from any contamination.

Northeast Electronics will monitor our supplier's quality, on time delivery and responsiveness on a quarterly basis.

Our suppliers will ensure that they prevent the use of counterfeit parts and ensure that their personnel are aware of their contribution to product conformity and product safety and the importance of ethical behavior.

1st Article Inspection

If called out on the P.O., a First Article Inspection is required for prototype and first production runs.

Shelf-Life Procedure

It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf-life data with each shipment as it relates to the completed articles.