



## **Supplier Handbook**

### **Statement of Purpose**

**This handbook outlines PECO's expectations of its suppliers.**

**Suppliers must ensure that their employees and contractors understand the requirements of this handbook. PECO reserves the right to update the Supplier Handbook as business needs or conditions warrant.**

**For additional information or help, please visit the Astronics PECO supplier website at: <http://www.pecomanufacturing.com/suppliers> or contact your Purchasing or Supplier Quality Engineering representative at PECO.**



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## Section One- Introduction

### 1.1 Company Information

Astronics PECO was founded in 1938 as Product Engineering Corporation, with a focus on die casting for the retail market. Today PECO Inc. is a wholly owned subsidiary of Astronics, a leading provider of advanced technologies for the global aerospace and defense industries.

Astronics PECO is an AS9100 certified organization that provides mission-critical products for aerospace, defense, precision manufacturing, and temperature controls. Astronics PECO believes in following a set of values that include honest and ethical behavior, technical innovation, continuous improvement, and customer service. These core values drive decisions that not only serve the bottom line, but also serve the needs of our employees, customers, partners, and the community.

### 1.2 Objective

The objective of this handbook is to provide our suppliers with an understanding of the requirements they must meet to supply Astronics PECO with products and/or services. Additional information may be obtained by contacting the Purchasing or Supplier Quality representative at the Astronics PECO facility for which you supply products or services.

### 1.3 Scope

This handbook applies to suppliers who provide production materials, supplies, services, tooling, and consultants used in support of PECO's product design, development, manufacturing, test, distribution and service. This handbook is intended to be a supplement to and does not replace or alter other terms and conditions covered by purchase orders, contracts, specified warranty agreements, drawings, specifications or other separate written agreements.

### 1.4 Sourcing Strategy

Astronics PECO intends to establish and maintain long-term relationships with suppliers who are committed to continuous improvement in cost, quality, delivery, and service. This commitment is an expectation of all suppliers. Those suppliers who embrace this philosophy will have the opportunity to enter into long-term relationships with Astronics PECO. Astronics PECO believes evidence of this commitment to continuous improvement includes, but is not limited to, AS9100 certification (for Aerospace suppliers), proactive supply-chain management, 100% quality



conformance to requirements, 100% delivery performance, productivity improvements and competitive pricing. In turn, Astronics PECO will deal with suppliers honestly and with integrity, strive to listen to suppliers' concerns, and provide suppliers with the appropriate information to perform at world-class levels.



## Section Two- Quality Requirements

### 2.1 Values

Astronics PECO aims to satisfy customers with quality products and services that are delivered on time and conform to a world-class level of quality. This goal is achieved by our commitment to quality through continuous improvement of products, processes, services and people. The quality of our products, including those materials provided by our suppliers, is critical to the health, safety and well-being of the general public.

Astronics PECO expects both its employees and its suppliers to act in accordance with the highest standards of professional ethics, including honesty, transparency, and accountability.

### 2.2 Documentation Adherence

Quality is a prime consideration for supplier selection and sourcing at PECO. The dedication to quality and strict adherence to the following documentation will clearly define your value as a supplier to Astronics PECO:

- Purchase order requirements
- Any and all applicable Specifications/Drawings
- Appropriate Supplier Quality Flowdown document
- This Supplier Handbook

### 2.3 Quality Data & Records

When required by Astronics PECO's Purchase Order or on the referenced drawings and specifications, the supplier must submit reports such as Certificate of Compliance, Certificate of Analysis, Test & Inspection Records, and/or SPC data. Failure to do so may result in material rejection or delayed payment. When requested, supplier will provide quality data and records in the English language.

### 2.4 Supplier's Quality System

If the supplier has stated that they operate to an internationally recognized quality standard (i.e., AS 9100), then Astronics PECO will expect the supplier to adhere to this standard unless otherwise agreed to in writing.



Astronics PECO requires that our suppliers:

- Shall establish, document, and maintain a quality system as a means of ensuring that product conforms to specified requirements.
- Conform to Astronics PECO flow down requirements as listed on Astronics PECO PO Requirements Forms: OP08011-OP08015 (as applicable).
- Work toward implementation of AS9100 (for Aerospace suppliers) as their fundamental quality system requirement.

## 2.5 Right of access

Supplier will grant right of access to PECO, its customers, and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records. Such access may include PECO's inspection of product and documentation, and/or audit at the supplier's premises. This verification does not waive the requirements listed in section 2.8.

## 2.6 Regulatory Approval

Supplier will not engage in any direct sales of product or services, such as products under FAA Parts Manufacturer Approval (PMA), without notification to PECO.

## 2.7 Excess Inventory

Supplier shall control all inventory of PECO products that is in excess of the Purchase Order quantity in order to prevent product being sold without prior written authorization from PECO. In addition, Supplier shall not provide product from excess inventory that was previously rejected or returned by PECO without authorization.

## 2.8 Initial Sample/First Article Reviews

When required by Purchase Order, the supplier shall submit a First Article sample(s) along with a First Article Inspection Report. AS9102 format is preferred. The purpose of the initial samples is to confirm that production level parts meet all drawing and specification requirements and that the supplier's processes are capable of producing the product. For questions on proper completion of the forms, contact your Purchasing or Supplier Quality Engineering representative. First Article Samples must be produced entirely using materials and processes that would be used for subsequent production shipments. The supplier is authorized only to produce and ship product that is identical in material and process to that which is used for the First Article Sample.

## 2.9 Change Notification

Supplier will make no change to material, process, manufacturing location, sub-suppliers or tooling without prior written notification of Astronics PECO. Tooling and equipment changes do not include routine maintenance performed with the intention of keeping the tooling or fixturing operating with requirements. Astronics PECO must be notified by email when tooling is being modified.

Supplier will flow down the requirement for change control and notification to their sub-tiers.

In the event that Astronics PECO changes a requirement, Astronics PECO will provide the supplier with any required disposition of stock instructions. Changes, both temporary and permanent, do not apply to work in process under previously issued Purchase Orders unless a change order is issued.

## 2.10 Inspection and Acceptance of Material/Articles

All material furnished must conform to contractual requirements/specifications and are subject to inspection and approval of Astronics PECO after delivery. If fault is found with the material, Astronics PECO reserves the right to withhold payment. Astronics PECO also reserves the right to reject, rework (per section 2.10), and/or return at the risk and expense of the supplier, all or any portion(s) of shipment(s) that fail to comply with Astronics PECO requirements or specifications.

A Deviation Notice is required for each instance in which the supplier intends to ship non-conforming goods. This also applies in cases where a permanent change is requested but not yet approved.

To receive a Deviation Notice, the supplier:

- Must contact their Astronics PECO Supplier Quality representative and get a written *Deviation* or *Waiver* prior to shipment. This will state the maximum quantity or period for which the deviation shall apply or if the change is requested to be permanent.
- Must include a copy of the signed deviation with each shipment of nonconforming product.
- Will be fully exposed to all warranty claims and rework or reject cost, for shipments of product which do not confirm to released specification or specified deviation.
- Must include full information including specifications or drawings showing the requested deviation.



- Must fully describe the benefit to Astronics PECO to be achieved by accepting the proposed change.
- Astronics PECO will provide a written response for each requested deviation within 48 hours, either approving or rejecting the Deviation.

2.11 Operator Self Verification

If supplier uses an Operator Self Verification Program (OSV), seller must comply with AS9162 – Aerospace Operator Self Verification Programs. PECO may conduct surveillance audits at the Suppliers facility to verify compliance to AS9162.

2.12 Notice of Escapement

If supplier determines that goods or materials already delivered to PECO contain or are likely to contain a nonconformance, supplier shall notify PECO within 3 days from the day of discovery of known or suspect discrepancy. If a safety of flight concern, notification to PECO will be immediate.

Written notification shall include:

- The affected process or product number(s), including PECO part number
- Description of the nonconforming condition and the relevant engineering requirement
- Scope of the nonconformance: Purchase Order numbers, quantities, and shipping dates
- Suspect or affected lot numbers, date codes, or other part identifiers

The supplier shall notify PECO procurement and Supplier Quality engineering personnel of the nonconformance.

This requirement shall be flowed down to all subtiers used in the performance of PECO purchase orders.

2.13 Chargeback costs - nonconformance

If Astronics PECO rejects material because of nonconformance to specification, the following charge-back amount may apply:

| <u>Solutions</u> | <u>Effect</u>      | <u>Applicable Charge-back</u>    |
|------------------|--------------------|----------------------------------|
| Reject           | Return to Supplier | Material plus freight charges    |
| Reject           | Scrap              | Material + applicable scrap cost |
| Rework           | Charge to Supplier | Astronics PECO incurred cost.    |

If Astronics PECO has found nonconforming material, we will communicate the problem to the supplier as soon as possible to discuss action needed. When feasible, the supplier's personnel should come to the receiving location to sort, rework or replace the components and resolve the problem. If time does not permit, Astronics PECO will take the required action and charge back the supplier for costs incurred.

Astronics PECO may seek to recover from a supplier any damage resulting from a delivery of nonconforming product, which may additionally include the following:

- The supplier may be charged for administrative costs in addition to material and freight charges.
- If the nonconformance is discovered in production or beyond (i.e., at Astronics PECO' customer or in the field), Astronics PECO expects supplier to: repair/replace defective material within 24 hours of written notice; and indemnify and hold Astronics PECO harmless for actual damages resulting from their discrepant material, provided that Astronics PECO provides an invoice and itemized substantiation of such damages.

The supplier may also be held responsible for resulting charges imposed by a PECO's customer, such as warranty claims, or costs associated with a recall campaign.

## 2.14 Chargeback costs – failure to deliver

If the supplier fails to deliver conforming product to the agreed-upon delivery schedule, Astronics PECO reserves the right to take steps to mitigate the impact to our production schedule, including but not limited to finding other sources, requiring the supplier to expedite freight, visiting the supplier, and working with the supplier's subtiers directly.

If the supplier fails to deliver conforming product such that Astronics PECO incurs additional production costs (eg overtime labor, expedited freight), Astronics PECO may seek to recover those additional costs from the supplier.

If the supplier's failure to deliver conforming product results in the customers of Astronics PECO incurring additional costs, Astronics PECO reserves the right to charge the supplier for those costs, as well as Astronics PECO's internal production costs as described above.

In seeking recovery of these costs, Astronics PECO will provide detail to substantiate the amount.



## 2.15 Supplier Corrective And Preventive Action Requests (CAPA)

The supplier must address all Supplier Corrective And Preventive Actions (CAPA) within the specified due date as defined by the originator of the CAPA request. All CAPA responses must address root causes and actions implemented to prevent recurrence of the problem. Astronics PECO is willing to assist suppliers with root cause analysis upon request.

## 2.16 Monitoring Supplier Performance

Compliance to Astronics PECO's requirements will be monitored through the Supplier Scorecard, as it is considered an important tool for communication with our suppliers. Supplier scorecards are sent to Top Suppliers monthly and may be sent to other suppliers as appropriate.

Supplier Rating Classifications (as determined by Supplier Scorecard):

- Outstanding - A supplier that excels in the areas of quality, delivery, cost and service as evidenced by consistent achievement of ratings above 98%. Outstanding Supplier Partners will be given preference for new and additional business.
- Superior - A supplier that consistently achieves a rating of 90-97%.
- Acceptable - A supplier that consistently achieves a rating of 80-89%.
- Conditional - A supplier that consistently achieves a rating of 70% - 79%.
- Unacceptable – A supplier that consistently achieves a rating of 69% or below. Corrective Action is required to be considered for future business.



## Section Three- Procurement Requirements

### 3.1 Quotations

All quotations must include all production costs; including where applicable costed bill of material, labor by operation, packaging, shipping, yield, testing and duty. Any one time costs, such as tooling, set up, or programming to supply the item or service should be itemized separately (not amortized or included in product cost).

### 3.2 Terms and Conditions

The Purchase of a product or service can only be initiated by issuance of an Astronics PECO purchase order or supply contract.

The purchase order constitutes an offer of purchase, which may only be accepted subject to Astronics PECO' standard Terms and Conditions of sale which is available at [www.pecomanufacturing.com/suppliers](http://www.pecomanufacturing.com/suppliers). Order acknowledgement is required within 3 days and should include express confirmation of pricing, terms, and schedule; however, any expression of acceptance from the supplier, including shipment of product, will constitute acceptance of these Terms and Conditions. Any different or additional terms contained in any response issued by the supplier shall be of no effect whatsoever, unless specifically agreed to in writing by Astronics PECO. Astronics PECO specifically objects to any attempt by supplier to limit warranties or Astronics PECO' remedies.

Standard payment terms are 2% 10 days/net 45 days, unless otherwise specified on the purchase contract. Freight terms shall be F.O.B. Origin: freight collect, per Astronics PECO's specified carrier, unless otherwise specified on the purchase contract.

### 3.3 Tooling Payment Terms

Tooling payment terms will be 30% upon Astronics PECO PO issue, 30% upon approval and delivery of tooling, and balance of 40% after 30 days upon tooling approval, unless otherwise agreed to on the purchase contract.

### 3.4 Prices

**Astronics PECO requires all supplier invoice prices and quantities to match Astronics PECO purchase contract prices exactly, to ensure timely processing.**



To achieve this, any price change must be documented by the issuance of a modified purchase contract. The Astronics PECO purchase order defines what we understand as the agreed price. Invoices that do not match may result in payment delays. Payment terms will apply when Astronics PECO receives a conforming invoice.

In the absence of a Long-Term Agreement, any price change must be sent to an Astronics PECO purchasing agent in writing 90 days before the effective date of the new price. In all circumstances, any price change shall not affect existing purchase order unless agreed by both Astronics PECO and supplier.

### 3.5 Continuity of Supply

Every supplier is faced with the possibility of production being interrupted by unforeseen circumstances, such as fire, power loss or machine breakdown. Because any interruption in supply may result in substantial damages, particularly if it results in Astronics PECO not being able to meet customer demands, we require each of our suppliers to develop a plan for continuity of supply. This plan must be immediately available on request.

### 3.6 Product Discontinuance & Obsolescence

Astronics PECO requires supplier to notify Astronics PECO in writing at a minimum of 12 months prior to the last production date of any end of life or obsolescence of materials, service, or products. This time is required to ensure that Astronics PECO has adequate time to initiate redesign efforts and/or determine sufficient inventories are available for future customer demand.

### 3.7 Service Part Requirements

By accepting a production contract from Astronics PECO, the supplier agrees to maintain the tooling, facilities, gauges, fixtures and equipment required to manufacture the contracted component(s) for at least seven (7) years following the end of production unless otherwise stated. Service order pricing parameters should be agreed upon during the production launch process.

### 3.8 Intellectual Property & Counterfeit Parts

Unless Astronics PECO gives specific prior written consent, suppliers may only source parts and/or components from factory authorized distributors per *OP08040.Astronics PECO Counterfeit Part Prevention Policy*. Any



aftermarket or broker purchases will be directed by Astronics PECO to specific approved brokers, and will include a plan to mitigate counterfeit part risk. Astronics PECO reserves the right to audit suppliers' compliance to OP08040.Astronics PECO Counterfeit Part Prevention Policy.

The supplier shall not make any unauthorized use of any third party intellectual property or incorporate or otherwise use any unauthorized third party intellectual property in the products or services provided to Astronics PECO. If there is an actual infringement of a third party's intellectual property, the supplier shall save Astronics PECO, its agents and customers, and users of its products harmless from all loss, damage and liability. In this event, the supplier is liable for any court costs and damages which may accrue to Astronics PECO and its customers.

Supplier may not use Astronics PECO' products or intellectual property in any advertising, news release, trade show display, or other display purpose without express written permission from Astronics PECO in advance. Any scrap materials generated from Astronics PECO-owned designs must be returned to Astronics PECO for proper disposition.

### 3.9 Conflict Minerals

Astronics PECO is committed to responsible global citizenship. Suppliers will ensure that all components in their supply chain are conflict-free as defined in the Dodd-Frank Act, i.e., they do not contain metals (gold, tin, tantalum, or tungsten) derived from conflict minerals such that they directly or indirectly finance or benefit armed groups through mining or mineral trading in the Democratic Republic of the Congo (DRC) or an adjoining country (Angola, Burundi, Central African Republic, The Republic of the Congo, Rwanda, South Sudan, Tanzania, Uganda, Zambia).

Astronics PECO and its suppliers will establish policies and due diligence frameworks consistent with the Organization of Economic Cooperation and Development (OECD) *Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas* (copy available through OECD.org web site).

Where applicable, PECO requires its suppliers to complete the Electronic Industry Citizenship Coalition's current 'EICC GeSI Conflict Minerals Reporting Template.' This template can be found at [www.conflictreesmelter.org](http://www.conflictreesmelter.org).

## 3.10 Human rights

Astronics PECO is committed to ensuring that the members of its supply chain do not use or condone the use of compelled labor, trafficked workers, or child labor. Astronics PECO buyers, when on-site, have the right and the responsibility to investigate any suspicion of human rights violations. Further information is available at the Astronics Corporation website ([www.astronics.com](http://www.astronics.com)).

## 3.11 RoHS compliance

Unless specified on Astronics PECO's drawing, suppliers will certify that their products are manufactured in compliance with the European Union's *Directive 2011/65/EU on the Restriction of the Use of certain Hazardous Substances in Electrical and Electronic Equipment (RoHS Recast)*. Where appropriate, supplier will perform testing for the presence of Lead, Cadmium, Mercury, Hexavalent chromium, Polybrominated biphenyls (PBB), and Polybrominated diphenyl ethers (PBDE).

## 3.12 REACH compliance

"REACH" is European Union Regulation (EC) No 1907/2006 concerning the "Regulation on Registration, Evaluation, Authorization and Restriction of Chemicals. Under REACH, Astronics PECO's customers within the European Union may require that PECO identify any Substances of Very High Concern (SVHC) from the Candidate List as defined under REACH.

The current Candidate List chemicals can be found on the European Chemicals Agency website at [http://echa.europa.eu/chem\\_data/authorisation\\_process/candidate\\_list\\_table\\_en.asp](http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp).

In the event of a REACH request from its customers, Astronics PECO will need to have its suppliers identify any SVHCs in its products. Upon request, suppliers will provide information regarding any SVHCs present in their products, including the SVHC's name, amount contained, by weight, total part weight and safe usage information, based on the Candidate List in place at the time of receipt of request. This response will be due within 45 days. If the product's chemical composition changes after a response is provided, the supplier is required to provide the revised information. Astronics PECO reserves the right to request REACH information up to thirty-six months after last shipment of a product to Astronics PECO.



### 3.13 California Proposition 65

Astronics PECO sells products for use within the state of California, and therefore complies with the Safe Drinking Water and Toxic Enforcement Act of 1986, commonly known as "Prop 65." Upon request, suppliers will provide information regarding the chemicals found in their products, and their toxicity, as required and defined by this act. More information is available at the California state website: <https://oehha.ca.gov/proposition-65>.

### 3.14 Invoices

The following information must be included on each invoice:

- Invoice number and date

- Terms

- Astronics PECO purchase order number and line number

- Astronics PECO part number (including revision)

- Item or Part Number description

- Quantity and unit cost

- Packing list number

- Ship date

- Shipping method and BOL number or Tracking number

- Delivery location

The unit of measure and cost must match the Purchase Order exactly.

Emailed invoices (preferred) should be sent to [peco.ap@astronics.com](mailto:peco.ap@astronics.com).

Invoices that are mailed should be sent to:

11241 SE Highway 212

Clackamas, OR 97015

If invoices do not meet the requirements listed above, PECO may return them to the supplier for correction. Discrepancies may result in delayed payment.

### 3.15 Control of Astronics PECO Property

Supplier should establish, implement, and maintain a system for identification, control, verification, storage, and maintenance of Astronics PECO property. Such property may include both that of Astronics PECO and that of our customers. Property may include materials, tools, dies, fixture, and intellectual property, such as software or drawings. If such property is lost, damaged, or otherwise unusable, the supplier shall immediately notify Astronics PECO. When physically possible, tooling shall be marked as "Property of Astronics PECO" and labeled or stamped with Astronics PECO tool number. Any removal of Astronics PECO-owned tooling must be authorized by an Astronics PECO purchasing agent in advance.

## **Section Four- Delivery Requirements**

### **3.16 Packaging & Shipping Requirements**

Unless expressly authorized in writing by Astronics PECO personnel, all component and raw material suppliers must meet Astronics PECO's packing and shipping requirements.

Suppliers are expected to package their products in such a way as to prevent damage in transit. All products sent on pallets must have appropriate banding or shrink-wrapping to prevent damage and foreign object debris.

Packaging will take into account ergonomic factors such that incoming packages can be handled safely (eg no unduly sharp edges).

All Astronics PECO' suppliers are expected to follow Astronics PECO's routing guide. Preference is given to carriers and freight forwarders who belong to C-TPAT (the Customs-Trade Partnership Against Terrorism) and who are ISO 28000 certified.

### **3.17 Delivery Schedules**

It is the supplier's responsibility to ensure goods are received at the required location on the date/time required by Astronics PECO. Astronics PECO expects 100% on time delivery performance. Suppliers may be required to provide corrective action whenever this requirement is not being met. If late deliveries cause damages, supplier may be charged back accordingly, (i.e. if late delivery causes downtime in a Astronics PECO process/plant, the supplier may be charged as described in section 2.11).

Note that these charges may be invoked only when a supplier's product is received late per the contractual requirements.

It is the supplier's responsibility to inform Astronics PECO's Materials department immediately of any potential difficulties in meeting delivery requirements. Alternative plans may be discussed which would avoid downtime and the corresponding costs.

Astronics PECO' expectation is that all delivery requirements will be adhered to (including during holiday or other supplier shutdown periods), unless prior written arrangements are made.



### 3.18 Delivery Times

Astronics PECO receiving dock hours are Monday through Friday 7:00 a.m. to 3:00 p.m.

If unable to deliver during these times, you must contact Astronics PECO to make alternative arrangements.

### 3.19 Packing Slips

Packing slips must be included with every delivery. Accurate and complete packing lists ensure timely receipt of materials. The packing list also ensures that timely payments are made to our suppliers.

### 3.20 Labels on Packaging

Labels must include the following:  
Astronics PECO part number  
Supplier part number  
Quantity per box-partial boxes must state "Partial"  
Complete description of the product  
Total cartons contained in the shipment-Example, 1of 8, 2of 8, 8 of 8.  
Barcoded labels are preferred

### 3.21 Hazardous Material

Follow all relevant Health, Safety and Environmental regulations. Ensure all proper markings are on containers. MSDS/SDS sheets must be made available to Astronics PECO's Purchasing or Facility representative upon delivery of goods.

### 3.22 Limited Shelf Life

For materials with limited shelf life, shelf life as determined by the certifying body supersedes the manufacturer's recommended shelf life. Unless expressly authorized by the Astronics PECO buyer, product must ship with at least six months shelf life remaining, or half of shelf life remaining, whichever is greater.

Astronics PECO reserves the right to refuse any delivery that does not conform to these delivery conditions.



## Section Five- Visitors and Delivery Personnel

### 5.1 Visitors

To comply with the International Traffic and Arms Regulations (ITAR) and CFR 49 regulations (DOT Hazardous Materials Transportation regulations), all visitors and delivery personnel must have visitor badges if they enter any of the Astronics PECO buildings beyond the receiving areas or lobby.

All visitors must check in at the front lobby, accurately reporting whether they are a US person (citizen, permanent resident, or refugee/asylee).

### 5.2 Non-Disclosure

Visitors to the manufacturing areas may be asked to sign Astronics PECO's Non-Disclosure and Indemnification Agreement.

Photographs are not allowed without approval from a Astronics PECO employee.

### 5.3 Contractors and Service Technicians

Any contractor or supplier's agent who will be working unescorted on Astronics PECO' property must read Astronics PECO' Environmental Safety Awareness Guidelines, and return the signed acknowledgement form signifying that they have read, understood, and will comply with the guidelines. Proof of liability insurance may be required.

Safety is our primary concern. Any contractor or supplier's agent who will be in manufacturing or warehouse areas must wear appropriate shoes. Examples of inappropriate shoes include high heels, open toes, and flip-flops. Non-slip soles are recommended.