



SUPPLY SPECIFICATIONS

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1. SCOPE AND APPLICATION

These Specifications serve to define the procedures governing the technical aspects of the provisions and forms an integral part of the MIPOT S.p.A. (hereinafter, "MIPOT") General Conditions of Purchase.

These Specifications are of a general nature and applicability. Suppliers need only apply the sections that fall within their competence.

2. GENERAL SUPPLY PREREQUISITES

2.1. Applicable Standards

All products sold to MIPOT must comply, as applicable, with both the mandatory regulations (such as RoHs, REACH, Conflict Minerals) and any voluntary regulations for the sector (such as IATF16949), as agreed upon between MIPOT and the Supplier.

2.2. Delivery of Goods/Provision of Services

The goods must be delivered with adequate packaging and by availing of suitable means of transport to avoid damage during carriage, being such as to guarantee compliance with the necessary requirements for supply.

Together with the supply, the Supplier must issue to MIPOT all documentation necessary and suitable for regular use of the goods (for example, Certificates of Conformity, Certificates of Origin, etcetera).

The materials used, in particular for those subject to expiration or with particular storage conditions, must be conserved/handled, according to the manufacturer's instructions, utilising suitable packaging in order to prevent possible damage such as to deteriorate their usability during handling or shipment.

The Supplier must apply adequate processes for inventory management and which prevent the purchase of counterfeit materials, retaining the relevant Certificates of Conformity as appropriate.

The Supplier must implement strategies aimed at preventing the use of counterfeit parts and at minimising their impact. In the event that counterfeit materials utilised for products already manufactured and/or delivered are identified, the Supplier undertakes to promptly notify MIPOT and to implement the actions necessary for handling any non-compliance.

The products must be delivered according to the FIFO ("First In, First Out") principle.

Where applicable, the Supplier must promptly notify the MIPOT Technical Department and Purchasing Department regarding components whose production is to be discontinued with specific details regarding the quantity available, the last useful date for purchase (Last Time Buy – LTB) and the last estimated shipping date (Last Time Delivery – LTD).

2.3. Traceability

The Supplier undertakes to guarantee MIPOT traceability of the materials utilised throughout the production chain.

To this end, the standard traceability required by MIPOT necessitates at a minimum the traceability of the production lot to which the batches of materials used are associated.

2.4. Declaration of Conformity – Suppliers of Catalogued Goods

Suppliers of catalogued goods must produce a Certificate or Declaration of Conformity to support the supply, declaring that the products issued comply with the requirements of the Order. The CoC being applied directly the Transport Document is also considered acceptable.

If it is necessary to provide evidence of the results of specific tests (such as on the composition of the solder alloy for a specific lot), the Supplier must produce a Certificate of Conformity reporting the results of the Manufacturer's testing.

2.5. Certificate of Conformity - Custom Suppliers

Custom Suppliers must present a Certificate of Conformity (CoC) reporting the results of the tests/measurements and containing at least the following information:

- Unique identification code
- Company name and address of the certificate issuer
- Identification of the object for which the certificate is issued
- Declaration of Conformity
- The list or reference to the list of specified requirements
- The list or reference to the list of any approved concessions or waivers
- Date and place of issue
- The signature, name and position of the authorised person acting on behalf of the certificate issuer

2.6. Managing Concessions and Waivers

The Supplier must obtain a prior written concession or waiver from MIPOT, whenever the supplied product or production process differs from that approved.

The term “waiver” refers to the authorisation issued by MIPOT to the Supplier prior to starting production, to supply a product that deviates from the requirements specified in the Order.

“Concession” refers to the authorisation issued by MIPOT to the Supplier after production to supply a product that does not comply with the requirements specified in the Order.

The Supplier shall keep a record of the expiration date of the authorisation or the authorised quantity.

Upon expiry, the Supplier must ensure the restoration of conformity to the original specifications and requirements.

All supplies sent following authorisation for a waiver or concession must be suitably identified, referring to the specific MIPOT authorisation on the Transport Document and in the Certificate of Conformity, where required (for example, Concession or Waiver in reference to emails dated dd/mm/yyyy).

2.7. Supplier Management

The Supplier must select its own providers in order to guarantee the compliance criteria required by MIPOT specifically in terms of quality, production capacity and timeliness of supplies.

Any outsourced activities must be carried out by qualified Suppliers present on the vendor list which the Supplier must submit at the request of MIPOT, providing evidence of the status of the qualification.

Upon prior notice and agreement on the activity with the Supplier, MIPOT reserves the right to conduct joint audits of Sub-suppliers. In any event, the Supplier remains solely responsible for the activities of its Sub-suppliers.

2.8. MIPOT Supplier Qualification Procedure

The Supplier Qualification Procedure begins by the Supplier being sent the “Supplier Self-assessment Questionnaire”. The Supplier Qualification Procedure continues on the basis of the score of the aforementioned questionnaire and/or in relation to the certification of the Supplier’s Management System (such as ISO9001 or higher for automotive-type certification procedures).

Any qualification audits at the Supplier’s site may be considered necessary in the event of the provision of items of particularly strategic and/or critical importance (such as Custom items) for MIPOT processes. For this purpose, access must be guaranteed to MIPOT agents, its clients and to third parties.

2.9. Evaluation and Monitoring of MIPOT Suppliers

Generally, Suppliers are constantly monitored through the following indicators:

- timeliness of deliveries with reference to the confirmed date (On Time Delivery);
- non-conformities detected throughout the production process (from incoming to outgoing);
- complaints raised by MIPOT customers for reasons attributable to the Supplier.

A Vendor Rating (VR) is processed every six months by formulating an overall assessment, as follows:

VR SCORE	ASSESSMENT	ACTION
From 91 to 100	Excellent	No action is required
From 71 to 90	Good	Improvement suggested
From 61 to 70	Satisfactory	Corrective actions are necessary
From 0 to 60	Insufficient	Audit

2.10. Handling Non-conformities

Following any non-compliance, the Supplier must always conduct an analysis of the causes to have generated such. The result of the analysis, together with the containment and corrective actions, must be documented in the form and within the times indicated below:

- containment actions (maximum 5 working days from receipt of the non-compliance);
- the root cause and plan for corrective and/or preventive actions (maximum 30 working days from receipt of the non-compliance);
- confirmation of the implementation of the actions and objective evidence of their implementation on the first available lot.

In the event of non-conformities detected throughout the MIPOT production process, the methods for handling such, along with any relative costs, shall be agreed upon with the Suppliers.

2.11. Personnel, Tools and Equipment

The personnel employed by the Supplier must be suitably trained, having acquired the necessary skills and experience to ensure compliance with MIPOT’s requirements, and must have undertaken any necessary periodic requalification activities.

The tools and equipment must be considered suitable for the foreseen processing (maintenance, periodic verification and calibration where applicable) and the conformity of the production process must be assessed (such as interaction between personnel, material, machines, methods and environment).

2.12. Control of the Production Process

In order to supply products that meet the necessary requirements, the appropriate controls must be adopted along all phases of the production process and, in particular, for processes whose outcome cannot be checked until later (special processes).

The more critical the piece to be controlled is and the higher the probability of generating non-compliant products and/or delays in deliveries, the more stringent and in-depth such controls must be.

As appropriate, the controls are to be documented and viewable by MIPOT following any problems encountered or during the audit phase.

2.13. Risk Assessment Report

The Supplier must perform an assessment of the risks associated with the supply, depending on the nature and complexity of the supply itself, with supporting actions that must be able to ensure the conformity of the products/goods supplied in accordance with MIPOT’s requirements.

2.14. Production Capacity

The Supplier must constantly monitor the feasibility of Orders or Supply Schedules received from MIPOT to properly plan its resources (equipment, personnel, and so on) and demonstrate that the processes applied to managing the production capacity are able to guarantee a suitable degree of punctuality and compliance with delivery times.

2.15. Environment

Effective environmental management, which guarantees compliance with environmental regulations and effectively improves the Supplier's environmental conditions, is considered a fundamental contribution to compliance of the supply.

MIPOT is committed to protecting the environment, hence all Suppliers are expected to demonstrate a spontaneous commitment to protecting the planet by adopting an Environmental Management System.

The materials supplied must also comply with environmental regulations.

At the request of MIPOT, the Supplier must present documents demonstrating appropriate reclamation (recycling) and disposal solutions for their products.

3. ADDITIONAL REQUIREMENTS FOR PCB SUPPLIERS

3.1. Applicable Standards

IPC-A-600 – “Acceptability of Printed Boards”

IPC-1601 – “Printed Board Handling and Storage Guidelines”

IPC-6011 – “Generic Performance Specification for Printed Boards”

IPC-6012 – “Qualification and Performance Specification for Rigid Printed Boards”

IPC-6013 – “Qualification and Performance Specification for Flexible Printed Boards”

IPC-9252 – “Requirements for Electrical Testing of Unpopulated Printed Boards”

J-STD-033 – “Handling, Packaging and Use of Moisture-sensitive Materials”

J-STD-020 – “Classification of Moisture-sensitive Materials”

MIPOT may contact external bodies/laboratories to investigate aspects that cannot be properly assessed due to a lack of suitable instrumentation.

3.2. Certificate of Conformity (CoC)

In addition to the provisions of Paragraph 2.7, the Certificate of Conformity must always be provided together with the Transport Document and must contain:

- Transport Document data;
- Datacode (unique for each batch sent, with different CoCs being required for the various datacodes, or evidence of multiple datacodes clearly stated therein);
- References to the type, TG, finish, laminate type, laminate thickness, copper thickness;
- Details of the electrical testing, with test reports to remain available for at least 3 years;
- Approvals (UL and so on);
- A declaration issued by the Supplier’s Quality Control, with which the Supplier certifies the conformity of the material procured on the basis of checks carried out on samples from the same lot.

PCBs with Certificates of Conformity that do not comply with the requirements indicated in these specifications shall be handled as a “Non-Compliant Batch” and the material will be set aside, pending receipt of proper documentation from the Supplier.

3.3. Production Batch, Datacode and Packaging

The information pertaining to the week/year of production must always be shown on the soldering films of each individual PCB.

Batches delivered after 12 weeks from the date of production are not considered as acceptable, except upon a concession/waiver being issued in accordance with Point 2.6.

The Supplier may deliver the PCBs, with a datacode superior than that indicated above, only following a written waiver from MIPOT, including suitable reference to the waiver in the Transport Document.

PCBs with datacodes that do not comply with the requirements indicated in these Specifications will be returned to the Supplier, unless otherwise agreed with MIPOT’s Purchasing Department.

Packaging is to be in accordance with the IPC-1601 standard, hence:

- Vacuum-packed and with shrink film or MBB (Moisture Barrier Bag)
- 1 bag of desiccant salts (except for PCBs with a silver finish)
- 1 Humidity Indicator Chart (HIC)

In addition, a label must be applied to each package showing:

- the MIPOT part number;
- quantity of pieces OK;
- quantity of pieces KO * (if there are any rejects);
- production datacode.

* Circuits with discarded figures must be packaged separately from the rest of the lot.

In turn, the packages must be placed in a suitable container to ensure the contents are not damaged during handling and/or transport.

Only inside one of the boxes is it necessary to include the Certificate of Conformity (CoC) for the printed circuit.

For shipments with different datacodes:

- the CoCs must be distinct or clearly indicate the presence of multiple datacodes;
- the PCBs must be packaged in such a way as to ensure that any different datacodes are clearly highlighted. PCBs bearing different datacodes always require separate packaging.

PCBs with datacode and/or packaging that does not comply with the requirements indicated in these Specifications will be handled as a “Non-Compliant Batch” and the Supplier will be informed about the actions taken (such as return of the material at the cost of the Supplier, acceptance under a waiver from MIPOT with the costs of any reconditioning to be charged, and so on).

4. ADDITIONAL REQUIREMENTS FOR ELECTRONIC COMPONENT SUPPLIERS**4.1. Applicable Standards**

J-STD-033 – “Handling, Packaging and Use of Moisture-sensitive Materials”

J-STD-020 – “Classification of Moisture-sensitive Materials”

IEC 61340-5-x ESD standard or alternatively, ANSI/ESD S20.20

4.2. Certificate of Conformity (CoC)

A Certificate of Conformity must always be provided together with the Travel Document and must contain a unique datacode for each lot shipped.

Different CoCs are required for different datacodes or alternatively, the presence/evidence of different datacodes in the same CoC must be clearly highlighted.

4.3. Production Batch, Datacode and Packaging

The guarantee of component traceability must be ensured by adding the datacode or lotcode to each individual backing.

Batches delivered with a production date going back 5 years or more are not considered as acceptable, except upon a concession/waiver being granted in accordance with the provisions of Point 2.6.

Batches delivered with a production date greater than 1 year for components with MSL ≥ 2 (from 2 to 6) are not considered acceptable, except upon a concession/waiver being granted in accordance with Point 2.6.

For shipments containing different datacodes, the components must be packaged in such a way as to clearly highlight the various codes.

Components must be packed in accordance with the standards:

- J-STD-033 – “Handling, Packaging and Use of Moisture-sensitive Materials”
 - Vacuum-packed, possibly with a Moisture Barrier Bag, depending on the MSL level, with:
 - 1 bag of desiccant salts
 - 1 Humidity Indicator Chart (HIC)
- IEC 61340-5-x ESD standard or alternatively ANSI/ESD S20.20 for protection against electrostatic charges for ESD materials

Components with different datacodes cannot be mixed on the same backing.

4.4. Labelling

According to the MIPOT requirements, a label must be applied to each backing which states:

- MIPOT Item (Part Number)
- Manufacturing Part Number (MPN)
- Quantity
- Datacode (unique for each medium) or alternatively, the lot-code
- Moisture Sensitivity Level (MSL)
- ESD symbol where appropriate

5. ADDITIONAL REQUIREMENTS SPECIFIC TO SUPPLIERS OF CONSUMABLES**5.1. Definition and Applicable Requirements**

The materials included in this chapter are those that assist in the production process or applied to products whose application is continuous – soldering pastes, alloys and wires for soldering, fluxes, adhesives, conformal coatings, lubricants, resins, and so on.

The requirements to be respected – except upon the granting of a concession/waiver in compliance with that described in Point 2.6 – are to be determined by the Manufacturer.

At a minimum:

- Preservation at temperature through suitable storage areas and adequate packaging including during transport;
- Where necessary, the temperature indicator on each individual package;
- Expiry date not less than 50% of the time for use with respect to the expiration date;
- Certificate of Conformity for each batch;
- Compliance with EC Regulation 1272/2008 – “Classification, Labelling and Packaging”.

5.2. Certificate of Conformity

The Certificate of Conformity must always be provided together with the Transport Document and must contain – in addition to the declaration that the delivered goods comply with the specifications – the following prerequisites:

- Product name;
- Material number;
- Lot number;
- Date of manufacture;
- Expiration date;
- Evidence of analysis/conformance/test method;
- A declaration issued by the Supplier’s Quality Control, with which the Supplier certifies the conformity of the material procured on the basis of checks carried out on samples from the same lot.

In the event that the Distributor handles the stocks of products represented, there must be the two following Certificates of Conformity:

- 1) Certificate of Conformity with the above specifications, issued by the Manufacturer and forwarded to MIPOT by the Distributor;
- 2) Certificate of Conformity issued by the Distributor, certifying the proper handling and storage of the material in accordance with the Manufacturer’s instructions.

The batch/data code connecting the two certificates must be shown on the Transport Document.

5.3. Labelling

The label on the individual package must contain the following:

- Product name
- Material number
- Lot number
- Date of manufacture
- Expiration date

6. ANNEX “MANAGEMENT OF WAIVERS TO APPLICABLE REQUIREMENTS”

Waivers are considered applicable to the Supplier only once MIPOT has signed for acceptance at the base of this Annex

UNDER THE RESPONSIBILITY OF THE SUPPLIER		UNDER THE RESPONSIBILITY OF MIPOT
REF. CHAPTER	DESCRIPTION OF THE WAIVER REQUEST	ACCEPTED
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

<p>Date of MIPOT Waiver Acceptance</p>	<p>Name and signature of an authorised person for MIPOT</p> <p>Name</p> <p>Signature</p>
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