Purpose:

The purpose of this document is to provide guidelines for Malema Purchasing and Malema approved Suppliers, for shipping Approved, Good and on time products. All Suppliers prior to shipment must have completed Supplier Assessment and has an approval from Malema Quality/Purchasing dept.

- Right of Access: Malema and its customer reserve the right to request the supplier arrange for timely access to their facility for the purpose of auditing, survey of their facility and to witness inspection, tests and manufacturing operations of product supplied or manufactured by the supplier or its sub-tier suppliers.

- Copy Exactly: CE! is the business process for documenting and implementing change (or exceptions) to standards through a formal change control process. Malema will work with its suppliers to enforce copy exact requirements on as needed basis. In order to enforce copy exact requirements, Malema may ask information related to source of material (resin), location of manufacturing, process and tools involved and will be further locked into controlled process of record document.

- Certificate of Conformance: The supplier shall certify that materials and processes provided are in accordance with purchase order requirements and all applicable specifications and drawings. The supplier shall provide raw material certifications and test reports as noted on the purchase order. Objective evidence including test, inspection and raw material records shall be maintained on file and be available for review by Malema Sensors or its customer.

- First Article Inspection: First article inspection (FAI) shall be performed on parts that the supplier has not previously manufactured, or production has lapsed for 2 years or more and that are made to drawings or specifications that Malema Sensors or its customer has control over. Supplier may choose to use their own forms and Malema supplied form for documenting FAI. Ballooned dimensions and numbered drawing notes along with raw material, process and hardware certifications shall be supplied as part of the FAI package. Measurement reports will be requested as a part of FAI package. When shipping First article to Malema, it needs to be highlighted/referenced on the packing slip

- Record Retention: Unless specified otherwise on the purchase order, all quality records including receiving, first article and manufacturing inspections shall be kept on file and available for review for a period of 2 years or greater.

- Suppliers for cable harness, electrical board, and connector manufacturers should at at minimum have a robust quality system like ISO 9001, IATF 16949, or AS9100. Suppliers for electrical assemblies should follow IPC standards, specifically IPC/WHMA-A-620 for wire harnesses and IPC-A-610 for printed circuit board assemblies. Manufacturing processes require 100% electrical testing for continuity and shorts, alongside advanced inspections like Automated Optical Inspection (AOI) and X-

ray for complex components. All raw materials must comply with environmental laws like RoHS and REACH while enforcing strict counterfeit part prevention protocols. Finally, suppliers must maintain full component traceability, maintain strict ESD controls during shipping, and pass First Article Inspection (FAI) checks before starting mass production.

- Non-Conforming Material: The supplier must submit a deviation request prior to supplying any product or process that does not meet requirements identified on the purchase order, referenced drawings or specifications. The supplier deviation request must be approved prior to shipment of non-conforming product to Malema Sensors. Materials previously rejected by Malema Sensors must be segregated and accompanied by or referenced to their original rejection notice. Malema Quality department in conjunction with Engineering will inform the supplier regarding disposition of deviated material.

- Corrective Action: The supplier is responsible for a timely (within 30 days or as requested) response to Malema Sensors corrective action requests. Supplier may choose to respond using their internal form or Malema supplied CAPA form. Replies may be made by fax, mail or email and must include root cause; correction of defect, action taken to prevent recurrence and the effective date corrective action was implemented.

- Notification of Design or Process Changes: The supplier shall notify Malema Sensors of any design or process changes on any of their parts or any sub-tier supplied parts that affect the form, fit, functionality or safety of the product being ordered. Malema Sensors approval shall be obtained prior to manufacture and delivery of affected product. The supplier shall notify Malema Sensors of any change in their quality system status including third party approvals to ISO 9000, AS 9100, TS16949, others…

- Critical Dimensions: When Malema supplied drawings calls for critical dimensions, it will be supplier responsibility to ensure that 100% control and check is carried out on those. When threads are specified on a supplied drawing, it is the responsibility of the supplier to manufacture and gage all threads to the drawing requirements

- Approved Sources: Raw materials and special processes (welding, Calibration, testing) must be from approved and well-known sources. Specialty Metals as defined purchase orders must be procured only from qualifying countries as listed in purchase orders.

- RoHS and REACH and other environmental requirements: When required by the purchase order, materials must meet current requirements of RoHS or REACH as noted on the PO. Other environmental requirements will be discussed with the supplier at the time of qualification and quoting process.

- Sampling: Suppliers shall use ANSI Z1.4 or any other international standard to determine sample inspection levels. In situation where the supplier ships faulty parts and results in a Malema non-conforming report, supplier shall move their next shipment to a 100% inspection level.

- Pre-delivery Notification: Supplier shall avoid any deliveries of items more than 7 days prior to the required date stated on the Purchase order. Malema receiving department will not receive items which have docked 7 days prior to actual delivery or doesn't have proper approval/exceptions allowing supplier to ship them early. ***(Supplier shall also inform Malema of any delay in delivering product and provide a new dispatch date)***

- Packaging: Unless otherwise specified by contract, the supplier shall be responsible for packaging and delivery of product without damage or deterioration in an efficient and economical method. Each package shall be identified to its contents including the purchase order number, part number, quantity and any hazardous labelling or cautionary handling instructions (ESD, humidity, UV protection, flammability, etc.). Suppliers are encouraged to use recyclable material for packaging, such as packaging peanuts and popcorns…

- Foreign Object Damage: The supplier shall implement and maintain an FOD prevention program. At a minimum, this program must require inspection of product before it leaves your plant for entrapped foreign objects that could interfere with the functionality of the product or result in FOD at Malema Sensors

- Age Sensitive Materials: All age sensitive materials that have a limited shelf life shall be identified as such and marked with the useful shelf life remaining and any special storage conditions necessary to achieve the stated life. If less than 50% of the original shelf life remains, the supplier must get Malema Sensors approval prior to shipping.

- Obsolescence: Obsolescence of materials and components presents a significant risk to delivery and entire supply chain breakdown. Supplier shall notify Malema Sensors at least 12 months in advance if Supplier anticipates discontinuing the manufacture of any of the materials or spare parts.

- Measurement Equipment Calibration: Supplier measuring and test equipment used as a basis for acceptance of product must be of suitable accuracy and undergo calibration at regular intervals in accordance with ANSI/NCSL Z540 with results traceable to the National Institute of Standards and Technology (NIST) or any other international standard.

- Supplier performance: A quarterly review of supplier performance will be conducted by Purchasing and Quality for the overall quality and delivery of components. Additional actions may be required if the performance of supplier is not as per Malema expectations. Feedback and ratings will be shared with the supplier, as needed.

Revision History:

Rev	Date	Change
0	04/15/2013	Original
1	06/23/2023	Added new requirements
2	01/28/2025	Add requirement regarding supplier performance
3	07/15/2026	Add requirements related to cable harness, electrical board, and connector manufacturers