RF PCB Business Continuity and Disaster Recovery Plan

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1. Purpose

This plan is formulated to ensure the sustained and stable operation of the company’s Radio Frequency Printed Circuit Board (RF PCB) business under unexpected abnormal conditions. It guarantees the uninterrupted whole-process operation of engineering data management, production and manufacturing, quality control, order delivery and cross-border logistics. It effectively copes with various risks including equipment failure, system downtime, data abnormality, supply chain and logistics interruption, natural disasters and sudden production shutdowns, so as to minimize delivery delays, quality fluctuations and adverse impacts on customers. This is a controlled formal documented file, which is subject to continuous updates and annual reviews to ensure long-term compliance and effectiveness.

2. Scope of Application

This plan applies to all business links of the company’s RF PCB business, including high-frequency PCB engineering design, Gerber data management, lamination and impedance processes, production scheduling, process manufacturing, quality inspection, sample and mass order delivery, outsourced cross-border logistics management (e.g. FedEx), as well as the operation and maintenance of business data and IT systems.

3. Core Business Identification (Key Uninterruptible Businesses)

RF PCB is a high-frequency, high-precision product with strict customer delivery time requirements. The company defines the following non-interruptible core businesses:

- Integrity and security of RF PCB engineering technical data, design documents, process parameters and test data
- Continuity of order review, production scheduling, process circulation and quality inspection businesses
- On-time delivery capability for sample, small-batch and mass-production orders
- Stable delivery link for cross-border logistics shipment, tracking and exception handling
- Continuous customer communication, abnormal response and problem closed-loop service

4. Risk Identification and Preventive Measures

The company has established regular prevention and control mechanisms for various risks affecting RF PCB delivery:

- Data and System Risks: Dual local and cloud backups are adopted for engineering files, production data and shipment records, with regular incremental and full backups to prevent file loss, damage or misoperation. The IT department conducts regular log audits and permission reviews to strictly control data access risks.
- Production Equipment and Process Risks: Key high-frequency process equipment is regularly maintained and inspected; alternative process schemes are reserved for key processes to avoid production line shutdown caused by single equipment or single process failure.
- Outsourced Logistics Risks (FedEx): The company continuously monitors and manages downstream logistics suppliers, audits their SLA performance, security agreements and service quality. Meanwhile, alternative logistics channels are reserved to prevent RF PCB delivery stagnation caused by single logistics interruption.
- Personnel and Site Emergency Risks: A post dual-backup mechanism and remote office emergency mechanism are established to ensure uninterrupted order processing, engineering data output and abnormal docking in case of emergencies.

5. Business Continuity Assurance Mechanism (BCP: Continuous Delivery Against Daily Abnormalities)

In case of partial abnormalities without major disasters, the business continuity control mechanism will be activated to ensure continuous RF PCB delivery:

- Quickly set up an emergency team consisting of business, engineering, production, quality, IT and logistics personnel to assess risk levels and delivery impacts.
- Activate backup data, alternative processes and spare logistics channels to prioritize the delivery of urgent customer orders and high-frequency RF sample orders.
- Continuously supervise the service compliance, security agreements and SLA compliance of outsourced suppliers, and conduct immediate communication and rectification once deviations are found.

- Fully record incidents, disposal measures and improvement results, and file them formally to ensure traceability and auditability.
- Timely synchronize abnormal progress and recovery time with customers to minimize customer impacts.

6. Disaster Recovery Mechanism (DRP: Rapid Recovery from Major Disruptions)

The disaster recovery plan shall be activated in the event of major accidents such as system paralysis, data abnormality, large-scale production line shutdown and comprehensive logistics interruption:

- The IT department immediately implements fault isolation, system repair and cloud data rollback to quickly restore all RF PCB engineering and production data.
- The engineering department restores complete production data, process files and high-frequency parameters to ensure the rapid restart of production lines.
- The production and quality departments resume normal production scheduling and inspection processes, prioritizing the recovery of key customer orders.
- The logistics team switches to alternative channels to remedy delivery delays and ensure smooth outbound customs clearance and goods receipt.
- Conduct a comprehensive review after the incident, optimize processes and update the plan to prevent the recurrence of similar problems.

7. Supplier Monitoring and Compliance Control

As a formal qualified supplier, the company has established a comprehensive outsourced supplier monitoring system to ensure supply chain security and stable delivery:

- Regularly review the access permissions of outsourced suppliers, strictly isolate internal and external systems, and prohibit external personnel from accessing the company’ s core data.
- Regularly monitor and trace abnormal business operations of outsourced service providers, and complete audits through documents, operation tracks and performance records.
- Continuously supervise outsourced parties to abide by information security policies, confidentiality requirements and compliance procedures.
- Regularly verify the implementation of security agreements, commitment letters and SLAs, and complete closed-loop rectification for all abnormalities to ensure safe, stable and controllable RF PCB delivery.

8. Document Maintenance, Review and Update Mechanism

- This plan is a formal, controlled and continuously updated official document.
- Conduct a comprehensive review and revision at least once a year, and update timely in case of changes in business, processes, supply chains or cooperative suppliers.

- Carry out regular emergency drills to verify the effectiveness of business continuity and disaster recovery capabilities.
- Fully archive all records of reviews, drills, updates and rectifications to support customer audits at any time.

9. Overall Effectiveness

With a sound business continuity and disaster recovery system, the company can ensure the stable operation of the whole process of RF PCB R&D, production, quality control and shipment under various sudden risks. It effectively avoids batch delivery interruption, data loss, quality accidents and supply chain risks, and continuously provides customers with stable, reliable and highly compliant RF circuit board delivery services.