Procedure for Customer Identification and Product Requirement Compliance Control

Document 7

1. Purpose

This procedure aims to standardize the identification, review, confirmation, transmission and update process of customer requirements, product technical requirements, laws, regulations and industry standard requirements for RF PCB radio frequency and high-frequency circuit board products. It ensures that all RF PCB orders, products and production processes comply with customer specifications and system compliance requirements, prevents quality risks, delivery deviations and non-conformities caused by incomplete requirement identification, and realizes full-process controllability and compliance of RF PCB products.

2. Scope of Application

This document applies to the identification, review, implementation, change and traceability management of all customer demands, product technical specifications, contract terms, laws and regulations, industry access rules and special customer requirements for all RF PCB radio frequency boards, high-frequency boards and microwave circuit boards in all links including customer communication, order review, product development, production, inspection and delivery, and after-sales service.

3. Responsibilities

- Sales Department: Responsible for collecting, communicating and initially confirming all customer requirements for RF PCB products, including technical requirements, delivery requirements, quality requirements, packaging and transportation requirements, audit compliance requirements, and special specifications for military and foreign trade customers.
- Technical Department: Responsible for interpreting RF PCB product drawings, technical standards, impedance/line width/dielectric specification parameters, high-frequency process requirements and special customer radio frequency technical specifications, and converting them into executable internal technical documents and operation standards.
- Quality Department: Responsible for reviewing RF PCB customer quality clauses, compliance requirements, system standards and high-frequency inspection standards, supervising full-process implementation, ensuring RF PCB product and process compliance, and organizing rectification of abnormalities.
- Production Department: Conduct production in strict accordance with converted RF PCB customer requirements, operation instructions and high-frequency process documents to ensure all processes

meet customer and standard requirements.

- Purchasing Department: Control incoming material quality in accordance with RF PCB customer material requirements, high-frequency board material standards and supply chain compliance requirements.

4. Procedure Content

4.1 Identification of Customer and Product Requirements

The Company establishes a complete RF PCB customer requirement identification system to fully collect the following requirements during order acceptance and project initiation:

- Written customer orders, contracts, inquiry specifications, RF PCB technical drawings and high-frequency product specifications;
- Special customer quality requirements, electrical/impedance inspection standards and high-frequency acceptance specifications for RF PCBs;
- Requirements for delivery cycle, packaging, marking, transportation, warehousing and traceability;
- Customer requirements for system audit, factory audit, compliance, environmental protection and qualification;
- PCB industry standards, national laws and regulations, export access rules and special military supply chain requirements;
- Verbal customer requirements shall be confirmed in writing and filed for record in a timely manner.

4.2 Contract & Order Review Mechanism

All RF PCB customer orders must go through the order review process, which is jointly reviewed by the sales, technical, quality and production departments. The review confirms the clarity of customer high-frequency product requirements, the feasibility of RF PCB technical capacity, quality standard implementation, delivery arrangement and full coverage of compliance requirements. All review records are uniformly filed to ensure full traceability.

4.3 Requirement Conversion and Document Standardization (SOP/Process Documents)

- 高频检验规范（SIP）
- RF PCB工艺流程卡
- RF高频特殊过程管控文件

For identified RF PCB customer and product requirements, the Technical Department and Quality Department shall convert external customer high-frequency standards into controlled internal documents, including but not limited to:

- Standard Operating Procedure (SOP)
- High-frequency Standard Inspection Procedure (SIP)
- RF PCB Process flow card

- High-frequency product standards, board material standards and appearance standards
- Special RF high-frequency process control documents
- Special customer compliance control documents

All documents are controlled with unified versions and full distribution, ensuring on-site RF PCB operations are fully implemented in accordance with customer high-frequency requirements.

4.4 Requirement Transmission and Full-staff Implementation

RF PCB customer and product high-frequency requirements are transmitted to all posts of production, inspection, warehousing and delivery through drawings, high-frequency process documents, operating instructions, pre-shift training and technical disclosure, ensuring all employees fully understand RF PCB customer standards and compliance requirements and avoid non-standard operations.

4.5 Customer Requirement Change Management

In case of changes in customer RF PCB technical, high-frequency quality, delivery or compliance requirements, the Company shall immediately initiate change review, update all corresponding documents, operating instructions and high-frequency inspection standards, and organize re-training to ensure all RF PCB products continuously meet the latest customer requirements after changes.

4.6 Compliance Confirmation and Continuous Guarantee

The Quality Department regularly verifies the implementation of RF PCB customer requirements, high-frequency product standards, regulatory standards and system requirements. It continuously validates RF PCB product and process compliance through patrol inspection, finished product inspection, internal audit, customer audit rectification and data analysis, and implements corrective and preventive measures for non-conformities to ensure long-term and stable compliance.

5. Relevant Documents and Records

- 作业指导书（SOP）系列文件
- RF PCB高频产品检验规范
- Order Review Record Form
- Customer Requirement Confirmation List
- SOP Series Documents
- RF PCB High-frequency Product Inspection Specifications
- Customer Requirement Change Record Form
- Compliance Inspection and Rectification Records

6. Supplementary Provisions

This procedure is formulated, updated, interpreted and maintained by the Quality Department, and shall take effect from the date of issuance, applicable to all RF PCB products and customer businesses

of the Company.

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Effective Date：__1__ / __March__ / __2020__

Managed Department：Quality Management Department