



# Endicott Precision Inc.

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Document Number: PUR-03	Date Issued: 10/21/2024	Revision: A
Title: Supplier Preservation & Packaging Requirements	Approved By: John Widdall	

## 1. Purpose

**Provide clarified requirements for the preservation and packaging of Endicott Precision Inc (EPI) products to mitigate the risk of supplier quality escapes & rework resulting from processing, handling or shipping damage.**

## 2. Scope

This procedure applies to all 3<sup>rd</sup> party special process suppliers performing processes on EPI products.

## 3. Responsibility

**The supplier is responsible for:**

- 3.1 Adhering to all preservation and/or packaging requirements outlined in this document
- 3.2 Communication with the EPI purchasing department when clarification or support is required to adhere to the requirements outlined in this document

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## 4. Handling and Preservation

**The supplier shall:**

- 4.1 Ensure that all parts are protected from inadvertent damage during processing and storage
  - 4.1.1 Racking shall be in accordance with good practice and shall never be in countersunk holes, threaded holes or other areas which may detract from functionality without explicit written permission from EPI
  - 4.1.2 Part-to-part contact (stacking parts without adequate protection) that may result in damage to base material or finish is not permitted.
- 4.2 Ensure that all parts are protected from Foreign Objects or Debris (FOD)
  - 4.2.1 Unprocessed parts shall be kept in clean work areas free of debris and contaminations which may interfere with the contracted process.



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4.2.2 Completed parts shall be kept in clean work areas free of debris and contaminations which may detract from the functionality of the process performed

4.3 Ensure that all parts are stored adequately to prevent unintended damage and/or degradation.

4.3.1 All parts shall be stored within the supplier's facility to prevent exposure to the elements or theft.

4.3.1.1 EPI packaging materials and containers intended for return shipment shall not be exposed to elements which may detract from their intended functionality

4.4 Separate and clearly identify all damaged or degraded parts.

4.5 Communicate all instances of damage or degraded parts to EPI prior to shipment.

## 5. Packaging

### The supplier shall:

5.1 Ensure that all parts are packaged to withstand all environmental conditions that shipments in the known supply chain are reasonably expected to experience (handling, storage, vibration, etc.). \*See 5.6

5.2 Ensure that all parts are packaged to prevent part-to-part contact which may result in damage to parts or degradation of processes performed (including processes performed prior to shipment to the supplier). \*See 5.6

5.3 Ensure that all packages have sufficient dunnage to secure packaged parts within the package to prevent excessive movement of parts within the package which may result in damage to parts or degradation of processes performed. \*See 5.6

5.4 Ensure that all packages are sufficiently sturdy to withstand degradation during shipment from supplier to EPI. \*See 5.6

5.5 Ensure that all packages and packaging materials are sufficiently free from FOD which may result in damage to parts or degradation of processes performed. \*See 5.6



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5.5.1 Packing peanuts shall not be used as dunnage

5.6\* Packaging parts in “as received” condition shall be construed as meeting all packaging requirements (5.1-5.5) except that finished parts shall be additionally preserved to prevent part contamination from dusts, oils or FOD which may result in degradation of processes performed.

5.6.1 Supplier is responsible for sufficiently documenting “as received” condition to ensure the same packaging conditions are met for return shipment to EPI.

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