

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 1 of 9

REVISION HISTORY			
Rev	Description of Change	Author	Approval Submit Date
1	Initial Release	Jeffrey Tibbitts	11/30/18
2	Language added in sections 2.0, 3.0, & 5.0 to clarify the scope of this document to include logistics and service vendors.	Jeffrey Tibbitts	1/8/19
3	Terminology added to Description / Definitions section. Quality Records section updated to refer to reference another document. Other minor changes made for clarification purposes.	Jeffrey Tibbitts	4/11/2019
4	Corrected numbering error in section 6.2 and reference in 7.0	Jeffrey Tibbitts	6/10/2019
5	Changed author and approvers	Jack Nagata	10/27/21
6	Revision 5 missing from revision history and corrected	Jack Nagata	5/23/22
7	Add OSAT Procedure for Supplier Event Notification	Betsy Ng/ Andy Wu/ HY Park/ Jenny Phua	12/01/2022

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
<b>Skyworks Solutions, Inc.</b>		Page #: 2 of 9

## 1.0 Purpose

The purpose of this document is to define the Event Notification procedure required of Level 1 Suppliers that currently or potentially manufacture and/or supply engineering and production materials to Skyworks, and Logistics Vendors that provide services to Skyworks.

The purpose of the Event Notification procedure is to instruct and guide Suppliers to, following an Event:

- i. immediately notify Skyworks that an Event occurred
- ii. describe the potential Business Impact
- iii. provide a plan for resolution in order to reduce or eliminate any potential Business Impact

## 2.0 Scope

This procedure applies to Skyworks' external Suppliers & OSATs and Sub Tier Suppliers of all materials and services. This procedure applies to all Suppliers' and Sub Tier Suppliers' sites that affect any raw materials, WIP, or finished goods, and all Logistics Vendors that provide transportation services of engineering and production materials to Skyworks.

## 3.0 Acronyms / Terminology and Description / Definitions

Acronyms / Terminology	Description / Definitions
Event	Any incident, naturally occurring or man-made, which may affect a Supplier's ability to provide products or services to Skyworks from any identified location for a period of time, including but not limited to any potential impact on a Supplier's raw material inventory, WIP inventory, finished goods inventory, capacity, production cycle time, committed lead time, shipping routes, and transit time
Event Notification	The method of communication by Supplier to Skyworks in the occurrence of an Event.
Business Impact	Any failure to provide materials or services, free of quality defects, to a previously agreed upon schedule for any period of time.
Level 1 Supplier	Supplier that provides material used in the manufacture of finished product/prototype that directly impacts its form, fit or function. Examples: Foundries Assembly houses Test houses and components (e.g. PCBs, lead frames, components) Raw Materials (e.g. metals, gases, substrates, compounds, chemicals, epoxies) Prototype vendors (e.g. design and development builds)
Logistics Vendor	A Supplier that provides transportation, freight forwarding, shipping, and any other kind of logistics services to Skyworks.
Sub Tier Supplier	A supplier used by a Supplier of Skyworks (i.e., the Supplier's supplier).
Supplier	Any external provider of engineering and production materials <del>and/or services</del> to Skyworks.
OSAT	Any external provider of engineering and production materials <del>and/or services</del> to Skyworks

**WHEN PRINTED THIS DOCUMENT IS NOT CONTROLLED. THE USER MUST VERIFY THIS IS THE CORRECT REVISION BEFORE USE.**

**Skyworks General Information**  
Confidential and Proprietary

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 3 of 9

#### 4.0 Responsibilities

**Supplier & OSAT** - Responsible for identifying any **unexpected** Event and potential Business Impact, sending the Event Notification to Skyworks in the correct format and within the timeframe stated in this document, and allowing Skyworks personnel access to any impacted site(s), whether by way of video conference or on-site visitation. Event Notifications should be based on truthful information, including information that with reasonable diligence should be known to be true. More generally, Supplier is subject to the doctrine of good faith and fair dealing in all of its covenants, obligations and commitments and in all its dealings with Skyworks.

**Skyworks Event Management Team**- Responsible for receiving the information communicated from the Supplier, storing all Event Notification records, notifying the appropriate stakeholders throughout the Skyworks organization, and working with Supplier to minimize any Business Impact. For OSATs, **Planning Team will be primary party to assess impact to Skyworks within 24hours.**

**OSAT Supplier Event Management Team** – Responsible for sending the event notification and notifying Skyworks. This person / team must be made known to Skyworks Event Management Team.

#### 5.0 Event Notification Triggers

The Supplier will follow this Event Notification procedure each time that an Event occurs that could potentially result in a Business Impact.

5.1 An Event as defined in this document can be any incident (e.g. power outage, machine or equipment failure, labor shortage, factory fire, etc.) that may affect a Supplier's or Sub Tier Supplier's ability to manufacture products for and meet delivery commitments or provide services to Skyworks for any period of time. Such Event could affect any of, but not limited to, the following:

- Quality of WIP or finished goods
- Raw material inventory **Delivery issue / EOL**
- WIP inventory
- Finished goods inventory
- Equipment and or tooling
- Committed ship dates
- Actual ship dates
- Production cycle times
- Production capacity
- Shipping Route
- Transit time

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 4 of 9

5.2 The Supplier will also follow this Event Notification procedure anytime it is reasonable to believe that Skyworks or Skyworks' customers would be concerned about a potential Business Impact caused by a publicly known Event, such as a natural or manmade disaster located on or near a Supplier's or Sub Tier Supplier's manufacturing site or at any point in a Supplier's shipping route, including but not limited to the following:

- Earthquake
- Fire
- Flood
- Hurricane
- Nuclear Accident
- Pandemic
- Political Unrest
- Port Strike
- Terrorist Attack
- Tornado
- Tsunami
- Typhoon
- Volcanic Eruption
- IT System Failure
- Local Legislation changes

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 5 of 9

## 6.0 Procedure for Suppliers

**6.1** When an Event has occurred (including the anticipation of an Event), Supplier shall send the 1<sup>st</sup> Notification to Skyworks **within eight (8) hours**:

**6.1.1** Send notification by E-mail to **EventTeam@skyworksinc.com**

**6.1.2** Include date, time, Event description, Event location, and potentially impacted site(s).

**6.1.3** If the Supplier knows that the Event has not caused any impact at any sites, this should be confirmed in the 1<sup>st</sup> Notification. If impact remains unknown, a 2<sup>nd</sup> Notification is required within forty-eight (48) hours of the Event.

### 1<sup>st</sup> Event Notification Format:

Required information:

- Date
- Time
- Event description
- Event location
- Impacted site(s)
- Impact: (if unknown at this stage, write “Unknown” or “Pending”)
- Resolution: (if unknown at this stage, write “Unknown” or “Pending”)

Date	9/21/2018						
Subject	1st Event Notification						
Dear Customer,							
Please be informed there was an Event that occurred in one of our sites or at a sub-tier supplier's site.							
Below are the Event details:							
Date	Local Time	Event Description	Event Location	Impacted Sites	Primary Contact	Impact	Resolution
9/21/2018	9:53	Ex: Power outage: duration 6 hours	Ex: Tokyo, Japan	Ex: Factory A, Tokyo		Ex: Unknown, to provide by 9/22/18	
We are investigating the potential impact and will send an update with 48 hours of the time of the event, on 9/23/18.							
Sincerely, Contact Person Supplier Company Name							

**WHEN PRINTED THIS DOCUMENT IS NOT CONTROLLED. THE USER MUST VERIFY THIS IS THE CORRECT REVISION BEFORE USE.**

**Skyworks General Information**  
Confidential and Proprietary

**6.2** Supplier sends 2<sup>nd</sup> Notification to Skyworks within forty-eight (48) hours of the Event:

**6.2.1** Send notification by E-mail to **EventTeam@skyworksin.com**

**6.2.2** Include impact, even if details are unknown (equipment, materials, quantities, lot #s, etc.).

**6.2.3** If Impact details and Resolution remain unknown, a 3<sup>rd</sup> Notification is required within seventy-two (72) hours of the Event.

**2<sup>nd</sup> Event Notification Format:**

Required information:

- Date
- Time
- Event description
- Event location
- Impacted site(s)
- Primary contact for impacted site(s) and escalation point
- Impact
- Resolution: (if unknown at this stage, write "Pending" and anticipated response date)

Date	9/23/2018						
Subject	2nd Event Notification						
Dear Customer,							
Please be informed there was an Event that occurred in one of our sites or at a sub-tier supplier's site.							
Below are the Event details:							
Date	Local Time	Event Description	Event Location	Impacted Sites	Primary Contact	Impact	Resolution
9/21/2018	9:53	Ex: Power outage: duration 6 hours	Ex: Tokyo, Japan	Ex: Factory A, Tokyo	Ex: Bob Smith, Email: Cell:  Escalation contact: Name: Email: Cell:	Ex: WIP damaged, to be scrapped; possible shipment delays	Ex: Pending, to provide by 9/23/18
We are investigating the impact and will update you within 72 hours of the time of the event, on 9/24/18.							
Sincerely, Contact Person Supplier Company Name							

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
<b>Skyworks Solutions, Inc.</b>		Page #: 7 of 8

### 6.3 Supplier sends 3<sup>rd</sup> Notification to Skyworks

**6.3.1** Send notification by E-mail to **EventTeam@skyworksin.com**

**6.3.2** Send **within seventy-two (72) hours** of Event.

**6.3.3** Include known impact and resolution.

### 3<sup>rd</sup> Event Notification Format:

Required information:

- Date
- Time
- Event description: add additional information, if available
- Event location
- Impacted site(s)
- Impact:
  - Examples:
    - List of damaged or delayed raw materials, WIP, finished goods stock
      - Include quantities and lots
    - List of impacted equipment
  - Resolution: Supplier to provide plan and options for speedy resolution, which must include the Supplier's best efforts to meet all original order commits:
    - Examples:
      - Additional shifts added
      - Alternate site(s) to be used for production
      - Possible substitute parts/components/materials
      - Diversion of materials from one site to another
      - Skyworks' allocation priority (e.g. if a site goes down and total capacity is reduced, the guaranteed capacity given to Skyworks)
      - Expedited freight options

Date	9/24/2018						
Subject	3rd Event Notification						
Dear Customer,							
Please be informed there was an Event that occurred in one of our sites or at a sub-tier supplier's site.							
Below are the Event details:							
Date	Local Time	Event Description	Event Location	Impacted Sites	Primary Contact	Impact	Resolution
9/21/2018	9:53	Ex: Power outage: duration 6 hours	Ex: Tokyo, Japan	Ex: Factory A, Tokyo	Ex: Bob Smith, Email: Cell:  Escalation contact: Name: Email: Cell:	Ex: Several WIP lots damaged and to be scrapped (see attached Excel file); this week's shipments to be delayed 3 days	Ex: Run 3rd shift two days this week to catch up on all orders/shipments by end of next week.
Please let us know if you have any questions or comments.							
Sincerely, Contact Person Supplier Company Name							

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 8 of 9

## 7 Procedure for OSATs

7.1 When an Event has occurred (including the anticipation of an Event), Supplier shall send the 1st Notification to Skyworks within eight (8) hours:

7.2 Send notification by E-mail to [Event.Notification@skyworksinc.com](mailto:Event.Notification@skyworksinc.com)

7.3 Include date, time, Event description, Event location, and potentially impacted site(s).

7.4 If the Supplier knows that the Event has not caused any impact at any sites, this should be confirmed in the 1st Notification.

7.5 If impact remains unknown, a 2nd Notification is required within 24 hours of the Event (with impact to Skyworks production). the Daily notification should continue until the situation is resolved or under control

7.6 Format to inform

- Within 8 hours
  - Required information:
  - Date
  - Time
  - Event description
  - Event location
  - Impacted site(s)
- Within 24 hours
  - Impact: (if unknown at this stage, write “Unknown” or “Pending”)
  - Inventory Level & Impact based on last MPS:
  - Resolution: (if unknown at this stage, write “Unknown” or “Pending”)

Title: Supplier Event Notification	Document #: SQ03-0590	Revision: 7
Skyworks Solutions, Inc.		Page #: 9 of 9

## 7.0 Quality Records (Process Outputs)

Identification	Form Number (if applicable)	Owner	Indexing	Storage	Retention Time	Disposition
(see SQ03-0606)	-	-	-	-	-	-

**WHEN PRINTED THIS DOCUMENT IS NOT CONTROLLED. THE USER MUST VERIFY THIS IS THE CORRECT REVISION BEFORE USE.**

**Skyworks General Information**  
Confidential and Proprietary