

Checon LLC

Supplier Quality Manual - Website Version

Checon LLC works with suppliers who deliver the best quality, value, service while exhibiting a high commitment to ethical and social accountability. See our Code of Conduct Policy on our Resources page at: <https://checonnew.webflow.io/newsroom> for more information on how we do business and what we expect from our supplier relationships.

INTRODUCTION

The purpose of this manual is to define the quality requirements for initially obtaining business with Checon LLC, and the tools that will be mutually used to ensure our supply base is continually improving to prevent disruptions and nonconformance costs. At Checon LLC we believe the implementation of this manual's requirements will not only reduce the supplier's risk of supply disruption but will also mutually benefit both organizations in increased competitiveness and future success.

Scope

The requirements of this manual apply to all suppliers of production components, finished goods, and process aids used in the manufacture of Checon LLC products. Products not incorporated into the finished goods sold by Checon LLC are not covered by this manual. Any questions of applicability should be directed to your Checon LLC contact(s) for resolution.

Responsibility

It is the responsibility of the supplier to review, understand, and implement the requirements of this manual as part of the acceptance of purchase orders from Checon LLC. The supplier should obtain any listed reference documents to ensure full compliance with requirements. Checon LLC Quality Assurance will maintain the documentation of these requirements and provide communication to suppliers upon its update through its purchasing organization.

QUALITY SYSTEM REQUIREMENTS

Quality Systems

All suppliers must be compliant with an industry-recognized quality standard such as ISO 9000:2015, ISO/IATF16949, or other Checon LLC business group specified management system. Certification by an accredited third-party registrar is highly recommended and will be a factor considered in the award or continuation of business with Checon LLC. Any change in a third-party approval/certification status must be communicated to Checon LLC.

Quality Planning

Suppliers must follow an Advanced Product Quality Planning (APQP) system based product/process development methodology with an output of quality plans (i.e. work instructions, control plans, visual control, etc.) that produce a consistently high-quality component or finished goods upon scale-up of a product within the manufacturing facility the first time.

Qualification requirements will be detailed further in this manual. Suppliers are to regularly analyze trends in their performance to identify opportunities for continuous improvement project implementation. Trend analysis is to include feedback from Checon LLC through supplier rating score sheets and corrective/preventive action reports.

Quality Records

Suppliers must retain all quality system records for a minimum of 3 years. This includes records of process control and traceability which are vital to any required failure analysis. Material Traceability Suppliers must maintain traceability of finished goods back to raw material lot numbers and manufacturing records which include details of the operators, equipment, maintenance performed, and changes implemented that could have had an impact on the product's performance.

Additional Requirements

Supplier Selection, Supplier Responsibilities, Part Qualification, Documentation, Logistics, Packaging, Issues of Nonconformance and Resolution, and Performance Criteria, are covered in detail in Checon's complete Supplier Assurance Manual. Please contact Ted Haley, Checon's Quality Manager at haley@checon.com for a formal copy.

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