Supplier Quality Manual

Americhem, Inc.

Table of Contents

1. Introduction

This Supplier Quality Manual outlines the requirements and expectations for suppliers of Americhem, Inc. to ensure the consistent delivery of high-quality products and services. This manual is aligned with the principles of ISO 9001, ISO 13845, and IATF 16949 standards.

2. Scope

This manual applies to all suppliers providing products and services to Americhem, Inc.

3. Quality Management System Requirements

Suppliers must establish, implement, and maintain a quality management system that complies with ISO 9001 or IATF 16949 standards. This system should include processes for:

- Documented quality objectives and policies.
- Risk management.
- Product realization.
- Monitoring and measurement of processes and products via master data through ERP systems.

- Continual improvement.

4. Supplier Approval Process

Prior to engaging in business with Americhem, Inc., suppliers must undergo a thorough approval process. This process includes:

- Submission of relevant documentation, including quality certificates and compliance records.
- Audits, if deemed necessary.
- Evaluation of capability to meet product specifications and delivery requirements.

Only approved suppliers will be eligible to provide products and services to Americhem, Inc.

5. Supplier Performance Monitoring and Measurement

Americhem, Inc. will regularly monitor and measure supplier performance to ensure adherence to quality standards. Key performance indicators may include:

- On-time delivery performance.
- Quality of delivered products and services.
- Responsiveness to corrective actions and improvement initiatives.

6. Corrective Actions and Continuous Improvement

In the event of non-conformities or quality issues, suppliers are expected to promptly implement corrective actions to prevent recurrence. Additionally, suppliers should demonstrate a commitment to continuous improvement by:

- Proactively identifying areas for enhancement.
- Implementing best practices.
- Participating in collaborative improvement initiatives.

Reference Americhem's Supplier Corrective Action Request (SCAR) – FORM-0566.

7. Communication and Collaboration

Open and transparent communication between Americhem, Inc. and its suppliers is essential for maintaining quality standards. Suppliers should promptly notify Americhem, Inc. of any changes that

may affect product quality or delivery schedules. Collaboration in problem-solving and innovation is encouraged to drive mutual success.

8. Supplier Requirements

Reference Form-0308 for the Supplier Requirements.

Statutory and Regulatory

In reference to IATF std section 8.4.2.2, the following documents support adherence to the standard:

- Supplier Quality Manual
- Supplier Code of Conduct
- Supplier Scorecard
- Conflict Minerals Policy
- Sustainable Procurement Policy

9. Notification of Change

- The Supplier shall provide prior written notification, at least 90 days prior to implementation, of any changes to processing or composition or availability of product that is supplied to Americhem. The Supplier will send a written statement of the proposed change(s) and samples (if possible) prior to implementing the change. Americhem will review the proposed change and upon approval, will provide Supplier with notification of accepted change.

- Changes that require notification include anything that affects the form, fit, or function of any Product, a change to the Supplier's part number for a Product, any process changes, and changes in packaging or labelling, and changes in the location of manufacture of the Product.

10. References

- ISO 9001:2015 Quality management systems – Requirements
- IATF 16949:2016 Quality management systems – Automotive requirements
- ISO 13845:2016 – Medical Devices

11. Revision History

- Version 1.00: 03/18/2024 - Initial Release