



SUPPLIER Quality Policy

•1 Certificate of Conformity

Each batch of goods should be accompanied by a signed certificate of conformity, which should include the following information: supplier name, purchase order number, part number, version, quantity, special process, date, authorized signature, title, and declaration, proving product compliance and traceability (if applicable).

•2 Quality System

Suppliers should maintain an effective quality management system in accordance with the requirements of ISO 9001, AS9100, or equivalent standards to ensure that products meet the specified requirements.

•3 Right of Access

SJCEMS authorized representatives, their customer, and regulatory agencies have the right to access the applicable areas and all applicable records of all facilities at any level of the supply chain involved in the order.

•4 Control of Quality Records

Suppliers shall retain records related to manufacturing and/or process operations (including inspection and testing) where applicable, and provide these records for verification upon request by SJCEMS, our customers, and regulatory agencies. Unless otherwise specified, the retention period should be at least 12 years.

•5 Non-Conforming Product

Suppliers shall obtain written approval from SJCEMS before supplying any non-conforming materials. Suppliers should obtain approval from SJCEMS for the disposal of non-conforming products. Suppliers should notify SJCEMS of any non-conforming materials or products discovered after delivery in order to take appropriate corrective measures.

•6 Prevent counterfeit components

Suppliers should establish procedures to ensure that counterfeit components are not supplied to SJCEMS.

•7 Control of Special Processes

Suppliers and any sub-suppliers used shall be approved by SJCEMS and/or the customer for any process considered as a special process.



•8 Changes in Product/Process Definition/Circumstances

The Suppliers shall notify SJCEMS of changes in products and/or processes, changes in suppliers, changes in manufacturing locations, and obtain approval from SJCEMS as necessary. Suppliers shall notify SJCEMS of any changes in their certification, registration, and accreditation status, as well as any other changes that may affect quality (such as ownership changes).

•9 Sub-tier Suppliers

When a supplier subcontracts processes or requirements to a secondary supplier, the applicable requirements must be communicated downwards to that supplier. SJCEMS approval of sub suppliers does not exempt suppliers from ensuring that the work performed or products provided by sub suppliers comply with regulatory requirements.

•10 First Article Inspection

After approval, the supplier shall provide the First Article Inspection Report (FAIR) to SJCEMS. This is necessary for the first batch of products produced from new or modified drawings after changes in manufacturing processes or as instructed by SJCEMS. The first article inspection is a representative sample of this batch and should be 100% checked for compliance with requirements.

•11 Performance Monitoring

SJCEMS will monitor supplier performance based on on-time delivery and product quality.

•12 Special Requirements, Critical Items or Key Characteristics

SJCEMS will identify any special requirements, critical items, or key features that need to be controlled in the purchase order or accompanying documents, and agree on control methods where applicable.

•13 Supplier' s Employee Contribution to Product

The supplier should communicate to their employees their contribution to:
Product or service compliance
Product Safety
The Importance of Moral Behavior

Managing Director

18th April 2022