



# **New Supplier Qualification Procedure**

## **EMR-QP-003 rev 01**

Revision Date: 07/08/2010

Supersedes: 12/10/2009

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NONE

## **1.0 PURPOSE:**

The purpose of this procedure is to outline the qualification activities for a “new” supplier origin to Evermore Recycling and its member companies facilities.

## **2.0 RESPONSIBILITIES AND AUTHORITY:**

All potential new supplier origin’s for UBC material.

## **3.0 DEFINITION OF “NEW” SUPPLIER:**

A supplier origin is considered “new” and subject to this procedure if they have never shipped UBC’s to Evermore Recycling and/or its member companies facilities; have not shipped within the last twenty-four months or has changed their process flow (i.e. MRF to single-stream). If the supplier origin has been previously disqualified and is not in good quality standing and wants to be re-qualified, they must follow the guidelines of the **Evermore Recycling Re-Qualification Procedure** and **Evermore Recycling DMR (Defective Material Report) Procedure**.

## **4.0 QUALIFICATION PROCESS:**

- A. Notify an Evermore Territory Manager in your region of your interest in becoming a “new” supplier origin to Evermore Recycling and its member companies facilities. They will get you in contact with a Supply Chain Coordinator or the Evermore Website to submit all the necessary set-up paperwork.
- B. The Evermore Recycling Quality Manager or Territory Manager must conduct an on-site audit or phone audit for supplier origins interested in becoming a qualified UBC source for Evermore Recycling and its member companies' facilities.
- C. A “new” supplier origin with an approved audit may ship qualification loads for evaluation only, and they must meet the **Evermore Recycling UBC Product Quality Specification**. These test loads will be set-up by your Territory Manager. The “new” supplier origin will be required to have three shipments scheduled thru one of the member plants. All loads will be evaluated using the **Evermore Recycling Quality Rating Procedure**. The supplier origin will be notified of their quality performance within two working days of each test load received.
  - a) If satisfactory, the supplier origin will be able to proceed to the next test load

- b) If unsatisfactory, a DMR (Defective Material Report) will be issued, and the “new” supplier origin will be responsible for additional actions. Reference the **Evermore Recycling DMR (Defective Material Report) Procedure**.
- D. If a qualification load is scheduled at the Alcoa-Maryville Test Facility for material analysis, this load will be subject to the excessive fallout limits set forth by Alcoa. If a load generates fallout greater than or equal to 2.6%, it will be subject to a weight deduction for the total fallout weight.
- E. New supplier origins that don't meet the **Evermore Recycling UBC Product Quality Specification** will be required to identify root cause of failure, and corrective/preventative actions must be completed. The DMR must be approved by the Evermore Recycling Quality Manager and Territory Manager before the “new” supplier origin can re-attempt to ship again. An onsite audit may be required at this time if the initial audit was conducted by phone. If any additional loads fail to meet the **Evermore Recycling Product Quality Specification**, they will not be considered a “new” supplier origin at this time.
- F. If the “new” supplier origin passes all three test shipments, they will be considered a ***Qualified*** supplier origin for that member companies' facility. Additional test loads may be required to become qualified at the other members facility. The Territory Manager will work with this “new” supplier origin to get set-up for future shipments.

## 5.0 RECORDS:

- 5.1 Evermore Recycling Re-Qualification Procedure
- 5.2 Evermore Recycling UBC Product Quality Specification
- 5.3 Evermore Recycling DMR (Defective Material Report) Procedure
- 5.4 Evermore Recycling Quality Rating Procedure

## 6.0 CHANGE CONTROL:

The requirements of this procedure are in effect until it is revised and the revision has been approved or until the procedure has been revoked by the positions represented by the individual(s) shown on the cover page.