



# Re-Qualification Procedure

## EMR-QP-005 rev 02

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NONE

## 1.0 PURPOSE:

The purpose of this procedure is to outline the steps a supplier origin goes thru to get re-qualified to ship UBC to Evermore Recycling and its member companies' facilities.

## 2.0 RESPONSIBILITIES AND AUTHORITY:

All Evermore Recycling supplier origins

## 3.0 DEFINITIONS:

- A. **Qualified supplier origin** – This is the status in which a supplier origin is in good quality standing and no open DMR's.
- B. **Quality Alert** – This is the status in which a supplier origin will be placed on if a plant experiences a level "A" quality incidence. At this status, it will be at Evermore Recycling's discretion to require the supplier origin to complete the re-qualification requirements prior to shipping or selling additional UBC. If the re-qualification is required, no additional UBC purchases will be made by Evermore Recycling until the qualification is complete.
- C. **DMR** – Defective Material Report is a form that will be generated when a quality incidence occurs. A level "A" notification will require the supplier origin to communicate root cause and permanent corrective actions to Evermore Recycling using the DMR form. A level "B" notification is used to stickly to communicate the quality incidence and the DMR form does not need to be completed.
- D. **Disqualified supplier origin** – This is the status in which supplier origins can no longer ship to Evermore Recycling or its member company's facilities.

## 4.0 QUALITY ALERT INCIDENCES:

A supplier origin will be placed on Quality Alert status when a Level "A" DMR (Defective Material Report) is issued for any one of the following incidences:

- A. Any safety/hygiene violation for a load containing (a/an)
  - 1. Medical waste/Hypodermic needles
  - 2. Aerosol cans containing liquid
  - 3. Live ammunition
  - 4. Butane Lighters
  - 5. Fertilizers/oxidizers
  - 6. Containers of liquid

7. Propane/gasoline containers
  8. Free lead
  9. Radioactive sources
  10. Unidentifiable materials/substance
  11. Infestation of the UBC by insects, rodents, etc.
  12. Batteries (Lead cell)
- B. A rejection or partial rejection for poor quality (excessive contaminants, dirt, etc.).
- C. A grossly contaminated shipments that should have been rejected at incoming receiving, but was processed before the contaminants were detected. See **Evermore Recycling UBC Product Quality Specification** for definition of contaminants.
- D. Re-occurring quality issues with no responsiveness by supplier ship origin.
- E. A shipment to Alcoa- Maryville Test Facility which generates fallout above either of the maximum acceptable limits for magnetic separation (0.4%) or all other fallout (1.3%). Excessive fallout greater than or equal to 2.6% will be subject to a weight deduction for the **total** fallout weight.
- F. A shipment presented in such a manner that in the judgment of the receiving location, the quality of the load has been grossly misrepresented (i.e., concealing contamination, locating specific bales to avoid detection, or other obvious misrepresentation).

## 5.0 Quality Alert Process

- 5.1 A receiving location will issue a DMR to the Evermore Recycling Quality Manager when a quality issue occurs.
- 5.2 Evermore Recycling Quality Manager will communicate to the Evermore Territory Manager that a quality incidence has occurred, and a DMR (Defective Material Report) will be issued to the supplier. Reference the **Evermore Recycling DMR (Defective Material Report)** for supplier requirements on a Level "A" and Level "B" notifications.
- 5.3 Evermore Recycling will place this supplier origin on **Quality Alert** if the DMR is a Level "A" notification. This will be communicated back to the receiving plant and other member companies' facilities.
- 5.4 Loads that were purchased or in transit prior to the issuance of a quality alert/DMR, can be processed at the Alcoa-Maryville Test Facility or additional inspection will be required at other receiving plants. These loads will not be considered for the supplier origin's removal from the quality alert list.

## 6.0 RE-QUALIFICATION PROCESS:

- 6.1 Supplier origin submits a completed DMR (Defective Material Report) to the Evermore Quality Manager and Territory Manager.
- 6.2 The Evermore Recycling quality team will review the DMR and grant full approval or request additional corrective actions if needed.
- 6.3 Upon implementation of the corrective actions, the supplier origin will be required to ship three test loads. The supplier origin must notify Evermore Recycling of each shipment. Each shipment must be identified in such a manner that the receiving plant will be notified of the qualification load. The shipping paperwork **must** state "Qualification Load".
- 6.4 These test loads will be thoroughly inspected at the receiving plant.
- 6.5 The supplier origin will be notified of their quality performance within two working days of each of the test load.
  - if satisfactory, the supplier origin will be able to proceed to the next test load
  - if unsatisfactory, further corrective action is required before next test load can be scheduled and shipped
- 6.6 If one of the three shipments is deemed "unsatisfactory" Evermore Recycling may require additional test shipments for evaluation. This will be communicated to the supplier by the Evermore Territory Manager.
- 6.7 If all three shipments are successful the supplier origin will be considered a "Qualified Supplier Origin", and will be taken off the Quality Alert status.
- 6.8 If the supplier origin is not able to meet the Evermore Recycling quality criteria, the supplier origin will be considered a disqualified supplier origin. A disqualified supplier origin can attempt to re-qualify under the **Evermore Recycling New Supplier Qualification Procedure**.

## 7.0 RECORDS:

- 7.1 Evermore Recycling UBC Product Quality Procedure
- 7.2 Evermore Recycling DMR (Defective Material Report) Procedure
- 7.3 Evermore Recycling UBC DMR Form
- 7.4 Evermore Recycling New Supplier Qualification Procedure

## **8.0 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.