

# New UBC Supplier Procedure

## Alcoa – Rigid Packaging Division

The purpose of this procedure is to protect our employees, plant locations and suppliers from potential safety and quality issues, and increase the overall quality of recycled UBC's.

A supplier is considered "new" and subject to this procedure if they have never shipped UBC's to Alcoa, have not shipped within the last twenty-four months, or have made a significant process change to their operation (i.e. MRF to single-stream). A supplier that was disqualified through the Quality Alert Process may re-qualify under this procedure after their quality issues have been corrected, with the written recommendation of their purchasing representative.

An Alcoa employee, or purchasing representative, must conduct an on-site or phone audit for suppliers interested in becoming a qualified UBC source for Alcoa-Rigid Packaging locations. Single-stream, MRF, and previously disqualified facilities require an on-site audit. The audit results, and the auditor's recommendation, must be reviewed and approved by the RPD UBC Quality Team Leader.

New shippers with an approved audit may ship qualification loads for evaluation, that meet published Alcoa UBC quality specifications, under the following guidelines:

### 1. Single-stream, MRF, or previously disqualified:

- a. The first three shipments will be sent to Alcoa-Maryville for fallout analysis upon completion and approval of an on-site audit.
- b. Results from each load will be reviewed before the next load is scheduled.
- c. Upon successful receipt and processing of three loads, the shipper will be considered qualified and future shipments will be directed by the Metal Center.
- d. A "new" shipper (in this category) that fails to meet the Alcoa quality guidelines on any of the qualification shipments will be considered disqualified. If fall-out levels exceed the limits, the full weight of the fallout will be deducted.

### 2. All other new shippers:

- a. The first three shipments will be directed to Alcoa-Maryville, or Tennessee Operations, depending scheduling requirements. All evaluation material from a location audited by phone must be processed through Alcoa-Maryville.
- b. Results from each load will be reviewed before the next load is scheduled.
- c. Upon successful receipt and processing of three loads, the shipper will be considered qualified and future shipments will be directed by the Metal Center.
- d. If any of the three loads fail to meet the Alcoa Quality guidelines, the account will **not** be considered qualified and, a physical audit will be required if the initial audit was conducted by phone.
- e. A scrap Defective Material Report (DMR) including cause identification and corrective/preventative action must be completed and submitted to the RPD UBC Quality Team Leader with a recommendation from the purchasing representative before the shipper can re-attempt to become a qualified shipper.

Revised: 05 / 29 / 03



Effective: 07 / 01 / 03

