



**Supplier Quality Requirements**  
**SMC Carbon Form QA 314 Rev: A**  
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**As an approved supplier to St. Marys Carbon Co. Inc. you agree to the following Quality Clauses unless otherwise indicated on the Purchase Order, including Prints Purchasing Data Sheets (PDS), if applicable.**

**QR1: Suppliers shall be able to demonstrate their employees have the necessary competence for assigned responsibilities based on training, education or experience.**

**QR2: Suppliers shall interact directly with St. Marys Carbon's Purchasing Agent for issues.**

**QR3: Suppliers shall be capable of meeting St. Marys Carbon's quality and delivery requirements as indicated on the Purchase Order. St. Marys Carbon will monitor quality and on-time delivery data for key suppliers and communicate issues requiring formal corrective action in accordance with St. Marys Carbon's supplier corrective action process.**

**QR4: Verification or validation activities that St. Marys Carbon, or its customers, intends to perform at the suppliers' premises will be indicated on the Purchase Order where applicable.**

**QR5: Modifications impacting form fit or function of the part/material shall be approved by the appropriate design authority prior to implementation when applicable.**

**QR6: Suppliers shall verify material/product to applicable requirements and specifications and validate special requirements, critical items or key characteristics in accordance with the Purchase Order.**

**QR7: Material, product and/or services provided are subject to St. Marys Carbon's inspection and approval in accordance with the Purchase Order terms and conditions found on St. Marys Carbon's website.**

**QR8: Suppliers shall apply effective statistical process controls when specified on the Purchase Order.**

**QR9: Suppliers shall maintain a quality management system acceptable to St. Marys Carbon's and /or complies with the applicable requirements of ISO 9001 (latest version) or AS9100 (latest version) . Certification by an accredited 3rd party registrar is preferred. The Purchasing Agent and Quality Manager shall be notified immediately of changes in QMS compliance or certification status.**



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**QR10: Suppliers shall use customer-designated or approved suppliers, including special processes, in accordance with Purchase Order and customer requirements.**

**QR11: Suppliers shall notify St. Marys Carbon of nonconforming processes, products, or services and obtain approval for their disposition**

**QR12: Suppliers shall implement processes appropriate for their organization for the prevention of counterfeit and suspect counterfeit material/parts.**

**QR13: Suppliers shall notify St. Marys Carbon of changes to processes, products or services including changes in their sub-tier supply chain or location of manufacture, that impact products or services provided to St. Marys Carbon, and obtain St. Marys Carbon approval.**

**QR14: Suppliers shall flow down all applicable requirements including customer requirements to their external providers.**

**QR15: Suppliers shall provide test specimens for inspection,/verification, investigation or auditing as directed on the Purchase Order.**

**QR16: Suppliers shall retain appropriate records (i.e. inspection/test/certifications) for a minimum of 10 years or the flow down requirements on the Purchase Order, whichever is greater. Records shall be shredded and disposed of at the supplier's location or sent to St. Marys Carbon if requested.**

**QR17: Suppliers shall grant right of access to St. Marys Carbon, its customers, and relevant government and regulatory agencies, at any level of the supply chain, to allow for evaluation of QMS documents and records, on-site visits, audit conduct and/or product verification activities.**

**QR-18: Suppliers shall ensure persons performing work on behalf of St. Marys Carbon are aware of their contribution to product or service conformity, their contribution of product safety, and the importance of ethical behavior.**