



## Requirements for purchased product and quality system

### 1. External provider (supplier, vendor, contractor)

Name	
Address	
Contact persons	
Product Safety Representative (PSB)	

### 2. Product (materials with impact on quality and production co-operations)

Name of product	PET FLAKES BLUE
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### 3. Organization (customer)

Name	rPET InWaste, s.r.o.
Address	Preslova 307/73, 602 00 Brno

Hereinafter referred to as „rPET InWaste“

Communication matrix:

Job Position	Communication area	Contact person	Contact email
Purchase manager	Supplier selection and management, prices, supplier and delivery terms and delivery conditions, purchasing order, order management and tracking and related documentation, claim process, supplier audit, supplier evaluation, supplier quality management, supplier development	Klára Kočová	kocova@rpet.cz
Incoming Inspection and laboratory	Inspection certificate/certificate of analysis	Lucie Šudomová	sudomova@rpet.cz

#### 4. Information for the external provider

4.1 Is this a regulated product?	YES	NO
(a product covered by one or more legislative measures under technical legislation - one or more directives in the EU, one or more government regulations or one or more laws in the Czech Republic)		X
Regulations that must be met: (if it is the regulated product)		

4.2 Applicable statutory and regulatory requirements		
The Supplier is required to comply with all applicable legal regulations, technical requirements and generally accepted product-related standards.		
Are there any other applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the customer-identified country of destination, if provided?	YES	NO
		X
Regulations that must be met: (if there are other statutory and regulatory requirements)		

4.3 IMDS A REACH	YES	NO
Is the external provider required to send Suppliers REACH confirmation? (Confirmation, that the material doesn't contain the substances listed in Substances of Very High Concerns (SVHC) in Annex XIV of European Regulation (EC) No 1907/2006 (REACH) and Substances on the SVHC Candidate List)	X	
If YES, external provider has to send the statement/confirmation till ... and then with each change of content.		

4.4 Specific requirements		YES	NO
Is the external provider required to meet the specific requirements?		X	
Requirements that must be met: (if there are any requirements)			
<b>Declaration of conformity that min. 95 % of flakes come from beverage bottles.</b>			
Properties	Units	Specification	
Content of PVC	ppm	0 – 50	
Other polymers (PAD, HDPE, PP, PS, PET G etc.)	ppm	0 – 75	
Contaminants (metals, Al, wood, paper, cellulose, silicone, rubber, glass, textile)	ppm	0 – 60	
Humidity	%	0 – 1,00	
PET dust fraction (particle content <1 mm)	%	0 – 0,12	
Bulk density	kg/m <sup>3</sup>	250 – 310	
Flakes with glue	%	0 – 1,00	
Flakes with blockers (UV degradation, beer and oil bottles)	%	0 – 1,00	
Content of blue flakes dark	%	0 – 2,00	
Content of clear flakes	%	0 – 30,00	
Flakes size 4-14 mm. Hot washed flakes.			

#### 4.5 Inspection Certificate Requirements

The external provider is obliged to submit a quality certificate – an inspection certificate, that contains a specification of the parameters and measured values. The inspection certificate must be submitted always before the delivery in the electronic version at the email address given in the communication matrix above.

Header of the quality certificate

Date	Supplier	Color	Lot		Weight [kg]		PVC [ppm]	Other polymers (PAD, PP, PE) [ppm]	Contaminants (metals, Al, wood, paper, silicone, rubber, glass) [ppm]	Moisture [%]	PET dust content [%]	Bulk density [kg/m3]	Flakes with adhesive [%]	Flakes with barrier materials [%]	Content of blue flakes dark [%]	Content of clear flakes [%]
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Our requirements:

- Send QC in Excel format.
- We accept a form with one row with an average of measured values or rows with all measured values with the average in the last row.
- Consistently indicate lot's vendor in both QC and in delivery note.
- Specify the lot (batch) of the delivery in both QC and in delivery note.
- If any of tests is not made, leave the cell empty.
- Empty cells behind the lot and in front of PVC cell can be used for supplier's purposes, otherwise behind all cells.
- Please follow the structures of table, do not change it.

#### **4.6 Requirements for packaging, marking and transport of material**

All deliveries of raw material must be delivered in suitable and undamaged packaging.

Each packaging unit must be marked with a visible and properly affixed label with the following information:

- name of the supplier according to the order
- type of raw material (PET flakes, PET preforms, etc.)
- color of the raw material supplied
- lot/batch (or date of manufacture or dispatch)
- number of packaging unit (Big Bag)
- weight of the packaging unit in kg (gross and net)

Big bags must meet the following requirements:

- maximum weight 1050 kg
- maximum height of the big bag including the pallet 2600 mm
- new big bags, with a safety factor of 6:1 or 5:1
- big bags can be used several times, but only with a safety factor of 6: 1, ie. specially made for multiple use
- the bottom outlet with a diameter of min. 60 cm
- the upper hopper must not be filled with flakes
- 4 upper handles, bag walls reinforced with stitching

Pallets must meet the following requirements:

- high quality and undamaged, with a load capacity of at least 1200 kg
- size 100 x 100 cm
- minimum height for forks 9 cm for unloading from the back of the truck (cannot be unloaded from the side)

Security during transport:

- big bags must not exceed the size of the pallet (size 100 x 100 cm)
- big bags must be secured with fastening belts - each pair
- the semi-trailer must be equipped with side panels in each field of the semi-trailer
- at least two struts must be placed at the end of the semi-trailer (behind the goods)
- during the transport break, visually check that all belts are performing their function

All requirements are set with regard to the prevention of damage during transport and with regard to safe handling at the supplier (the pallets are raised to height in the racking system).

The customer reserves the right to refuse delivery in the event of non-compliance with the above instructions.

If the customer evaluates the unloading as dangerous and unacceptable, it will not be performed.

#### **4.7 Interactions and other requirements**

Unless otherwise specified, the external providers' interactions with rPET InWaste (eg. Quality management system requirements, required documentation description, auditing, confidentiality...) are governed by General Term and Conditions (purchase of goods) by rPET InWaste, s.r.o. as amended.

#### **4.8 Requirements for supplier quality management system (product manufacturer)**

rPET InWaste requires the external provider (product manufacturer) to have the implemented and improve the quality management system certified to min. ISO 9001. The external provider will submit an updated copy of the certificates of the standards mentioned above (in electronical pdf format) with each recertification.

#### 4.9 Requirements for supplier quality management system (trade organization)

rPET InWaste requires the external provider (product distributor) to have the implemented and improve the quality management system acc. to ISO 9001. The distributor (trade organization) shall ensure, that the manufacturer of the product has the implemented quality management system certified to ISO 9001. The external provider will submit an updated copy of the certificates of the standards mentioned above (in electronical pdf format) with each recertification.

#### 4.10 Non-conforming product management, alert and claiming process

The external provider shall ensure, that a product, that is not in compliance with rPET InWaste's requirements is identified and controlled to prevent its use or delivery to rPET InWaste.

The external provider must have a process of dealing with quality alerts and complaints, that leads to the root cause identification and elimination of the problems.

rPET InWaste requires to use of the "8D" method and transferring of the information shall be on the rPET InWaste's template or external provider template, in the reaction time required in the claim protocol.

For each complaint, rPET InWaste charges a fee of € 100 (administrative costs for handling a claim).

#### 4.11 Supplier monitoring and evaluation

	YES	NO
Will rPET InWaste evaluate the external provider?	X	

External providers are evaluated at the end of the first half of the calendar year and at the end of the second half of the calendar year.

rPET InWaste will, among the other, monitor and assess the number of deliveries with NOK quality, the number of deliveries with NOK date of delivery, the number of customer complaints caused by the supplier, the number of occurrences of premium freight, the number of missing or incomplete documentation (eg. quality certificate, delivery note with required data).

According to results of the evaluation, the supplier will be called upon to implement corrective actions to improve the evaluation results.

#### 4.12 Other requirements

rPET InWaste assumes that the external provider accepts the requirements contained in the document.

IF the external provider can't accept certain requirements at a given time, they shall submit corrective actions leading to the full acceptance.

rPET InWaste can provide synergy within the supplier development program.

Issued by:	Job Position:	Date of issue:	Date of validity from:
Klára Kočová	Purchase and Sales Manager		