

Number:	<b>PR.21 (SCPRO005)</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:	<b>St. Clair Technologies Supplier Manual</b>	Page:	1 of 6		

# [ST. CLAIR TECHNOLOGIES INC.](#)

## **SUPPLIER MANUAL**

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Number:	<b>PR.21 (SCPRO005)</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:	<b>St. Clair Technologies Supplier Manual</b>	Page:	<b>2 of 6</b>		

## [ST. CLAIR TECHNOLOGIES INC.](#)

This manual is intended to assist suppliers in their understanding of St. Clair Technologies Inc. requirements regarding specific management, communication and reporting processes. This manual clarifies and supplements AIAG requirements. This manual does not change or eliminate any requirements contained in the AIAG manuals, other automotive industry requirements or St. Clair Technologies Inc. Purchase Orders. Purchased product/services are defined as all product and services that affect customer requirements such as sub-assembly, assembly, sorting, rework, and calibration services.

St. Clair Technologies Inc. Supplier Development Manual is based upon automotive standards and the requirements defined in the manuals published on behalf of the automotive industry by the Automotive Industry Action Group (AIAG). St. Clair Technologies Inc. Supplier Quality Management System development is in conformance with ISO/TS 16949 and ISO14001.

For the latest edition of this Supplier Quality Manual please refer to our web site [www.stclairtech.com](http://www.stclairtech.com).

Number:	<b>PR.21 (SCPRO005)</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:	<b>St. Clair Technologies Supplier Manual</b>	Page:	3 of 6		

[ST. CLAIR TECHNOLOGIES INC.](#)  
[SUPPLIER QUALITY MANUAL](#)

## Table of Contents

### **1. Quality Requirements for Suppliers**

Objective  
Requirements  
Approved Supplier List

### **2. Advance Product Quality Planning (APQP)**

Purpose  
Requirements

### **3. Production Part Approval Process (PPAP)**

Purpose  
Requirements  
Part Submission (PSW) approval

### **4. Material Certificates, Lab Scope and Lab Accreditations**

Purpose  
Requirements

### **5. Supplier Complaint Concern/Reject Report**

Expectation  
Requirements

### **6. Supplier Performance**

Performance Measures  
Supplier Development

Number:	<b>PR.21 (SCPRO005)</b> <b>St. Clair Technologies</b> <b>Supplier Manual</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:		Page:	4 of 6		

**1. Requirements for Suppliers**

**1.1 Objective**

It is the intent of St. Clair Technologies Inc. to do business with suppliers who are able to provide parts/material/processes and service consistently to specification, at a competitive price, in accordance with the defined delivery schedule.

**1.2 Requirements for Supplier Quality System**

Unless otherwise specified by the customer, suppliers to the organization shall be third party registered to ISO 9001:2000 by an accredited third-party certification body or ISO/TS 16949:2002.

**1.3 St. Clair Technologies Inc. Approved Supplier List**

St. Clair Technologies Inc. evaluates and selects suppliers based upon their ability to supply product/services in accordance with the specified requirements. Production parts/materials/processes and services will only be purchased from suppliers on St. Clair Technologies Inc. "Approved Supplier" list which is based on Vendor Evaluation Questionnaire –New Vendor Profile Form

**2. Advanced Product Quality Planning**

**2.1 Purpose**

St. Clair Technologies Inc. seeks to promote and facilitate effective compliance to standard automotive Advanced Product Quality Planning (APQP) requirements.

**2.2 Requirements**

Refer to Automotive Industry's Groups (AIAG) latest released manual. St. Clair Technologies Inc.'s Advanced Product Quality Planning (APQP) requirements are based on the automotive standards and requirements contained in the latest publication of the Automotive Industry Action Group's (AIAG) manual, Advanced Product and Quality Planning (APQP).

Number:	<b>PR.21 (SCPRO005)</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:	<b>St. Clair Technologies Supplier Manual</b>	Page:	<b>5 of 6</b>		

### 3. Production Part Approval Process (PPAP)

#### 3.1 Purpose

St. Clair Technologies Inc. seeks to promote and facilitate compliance to standard automotive Production Part Approval Process (PPAP) requirements.

#### 3.2 Requirement

St. Clair Technologies Inc. requires that all suppliers of production parts, materials and processes are required to submit a Production Part Approval Process (PPAP). St. Clair Technologies Inc. requirements are identical to the established automotive standards and requirements contained in the latest publication of the Automotive Industry Action Group's (AIAG) manual, Production Part Approval Process (PPAP). All PPAP's must be submitted electronically (PDF File).

#### 3.3 Part Approval

St. Clair Technologies Inc. reserves the right to charge an Administrative fee for suppliers not complying with St. Clair Technologies Inc. Production Part Approval Process (PPAP) requirements. When a supplier's PPAP package is approved the Part Submission Warrant (CFG-001) will be sent to the supplier. If the Production Part Approval Process (PPAP) is rejected, the supplier will be contacted. It is the responsibility of the supplier to promptly make necessary corrections and resubmit.

### 4 Material Certificates, Lab Scope and Lab Accreditation

#### 4.1 Purpose

St. Clair Technologies Inc. seeks to promote and facilitate effective compliance to all our customers both non automotive and automotive customers.

#### 4.2 Requirements

St. Clair Technologies Inc.'s requirements are based on our customer requirements. St. Clair Technologies Inc. requires a valid yearly material certificate, lab scope and lab accreditation for all product and material that we purchase from our suppliers.

Number:	<b>PR.21 (SCPRO005)</b>	Rev:	<b>0</b>	Date:	<b>Dec 8/09</b>
Subject:	<b>St. Clair Technologies Supplier Manual</b>	Page:	<b>6 of 6</b>		

The lab scope and lab accreditation must be two separate entities as per the request of our customers.

## 5 Supplier Complaint Concern/Reject Report

### 5.1 Expectation

Upon receipt of defective material the supplier will be notified by St. Clair Technologies Inc. Suppliers are expected to ensure that all material services and processes are in conformance (form, fit and function) to all specifications and requirements and delivered within the prescribed delivery schedule.

### 5.2 Requirements

St. Clair Technologies Inc. adheres to AIAG standards and requires an Interim Corrective Action within 24 hours. Irreversible Corrective Action is required within 15 working days. The supplier is responsible for "ALL" costs incurred due to non-conforming material, including the Defective Material Administration Fee.

## 6.0 Supplier Performance

### 6.1 Performance Measures

Supplier Performance will be continuously monitored and reported at a defined frequency. Supplier Performance measures are based upon ISO/TS 16949:2002 requirements including the following measures:

- Certification Level
- Rejected Parts Per Million
- Delivery Performance
- Premium Freight

### 6.2 Supplier Development

St. Clair Technologies Inc. shall perform supplier quality management system development with the goal of supplier conformity with ISO/TS19649:2002.

Note: The prioritization of suppliers for the development depends upon, for example, the supplier's quality performance and the importance of the product supplied.