



SUPPLIER REQUIREMENTS MANUAL



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Date:
10/29/2025

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1.0 Introduction

1.1 Purpose

The purpose of this manual is to define the requirements and expectations governing the partnership between Stone Plastics and its suppliers. It outlines the quality and performance standards for all purchased materials, products, and services.

1.2 Scope

This manual applies to all suppliers providing materials, components, or services that impact Stone Plastics' product quality or customer requirements, including:

- Raw materials (e.g., components, resins, packaging)
- Products or services supplied directly to Stone Plastics' customers
- Subcontracted processes such as testing, contracted labor, and calibration services

Suppliers are responsible for ensuring compliance with the current version of this manual (available at www.stoneplasticsmfg.com) and for ensuring their sub-suppliers meet applicable requirements.

1.3 Quality Policy

We commit to continually improve our ability to provide superior Quality, Delivery and Price to our customers through innovative processes and standards.

1.4 Environmental Policy

All materials delivered to Stone Plastics shall comply with all applicable governmental, environmental, and safety regulations.

2.0 Supplier Approval Process

2.1 Approved Suppliers

Suppliers may be added to the Stone Plastics Approved Supplier List by one of the following methods:

1. Supplier Self-Assessment
Completion and approval of the Stone Plastics Supplier Self-Assessment, reviewed by the Quality Manager or Director of Commercial for adequacy of controls when ISO 9001 or IATF 16949 certification is not held.
 - An on-site visit may be requested upon review of the completed self-assessment.
 - Self-assessments are valid for three years or until revised.
 - Updated forms require resubmission regardless of prior approval.



2. ISO 9001 or IATF 16949 Certification

Submittal of a current certificate from an accredited registrar to the latest version of ISO 9001, IATF 16949, or an equivalent standard (e.g., ISO/IEC 17025 for testing and calibration services).

- Suppliers must provide valid registration documents and notify Stone Plastics of any certification changes within five working days.

3. Customer Mandated Suppliers

- Suppliers specified by the customer shall comply with all applicable requirements of this manual.

Approved suppliers shall be periodically re-evaluated to confirm continued compliance with Stone Plastics' quality and performance requirements. Re-evaluation may include completion of a Supplier Self-Assessment (every three years), submittal of current certification (ISO 9001 or IATF 16949), or demonstrated acceptable performance through ongoing quality, delivery, and responsiveness ratings.

Only suppliers designated as critical and approved by Stone Plastics may be used for production-related purchases. Any exceptions to supplier quality-management-system requirements must be documented and approved by Stone Plastics Management prior to supplier use.

2.2 Critical Automotive Suppliers

Stone Plastics maintains a subset of its Approved Supplier List known as the Critical Automotive Supplier List, identifying suppliers that provide key materials or components essential to automotive production.

Suppliers designated as *critical* must meet the following certification requirements:

1. Maintain a quality management system certified to ISO 9001 at minimum, be progressing toward IATF 16949 certification, or hold current IATF 16949 certification.
2. Certification must be issued by an accredited third-party registrar and kept current at all times.
3. Any change in certification status must be communicated to Stone Plastics within five working days.

Only suppliers designated as critical and approved by Stone Plastics may be used for production-related purchases. Any exceptions to supplier quality-management-system requirements must be documented and approved by Stone Plastics Management prior to supplier use. Critical suppliers are subject to the ongoing monitoring and re-evaluation process described in Section 2.1 to ensure continued compliance with customer and regulatory requirements.

2.3 Maintenance, Repair, & Operations (MRO) Suppliers

MRO suppliers are organizations providing indirect materials or services that do not affect product conformity or customer requirements (e.g., office supplies, janitorial, or maintenance services). These



suppliers are not subject to quality-management-system certification requirements but must meet applicable business, safety, and regulatory expectations.

3.0 **Supplier Performance Rating, Assessment, and Inspection**

3.1 **Supplier Performance Rating**

Each approved supplier is evaluated using Stone Plastics' Supplier Performance Rating system, which measures Quality Incidents, Delivery Incidents, and Responsiveness.

Evaluation results are used to identify suppliers requiring performance improvement or eligible for new business. Feedback from Customer Service, Program Management, Quality, Tooling, and Metrology functions provides input to the overall evaluation.

Quality Incidents include receipt of nonconforming product, damaged material, incorrect labeling or documentation, late PPAP submissions, and overdue corrective action responses.

Quality Incidents Scale

# of Incidents	# of Points
>3	0
2	1
1	2
0	3

Delivery Incidents include late shipments and missing or incomplete material certifications at the time of delivery.

Delivery Incidents Scale

# of Incidents	# of Points
>3	0
2	1
1	2
0	3

Responsiveness to Stone Plastics' requests and needs is rated per the table below. The Supplier Performance Review team applies this rating collectively.

Responsiveness Scale

Rating	# of Points
Poor	0
Fair	1
Satisfactory	2
Great	3



An overall performance score is compiled from Quality, Delivery, and Responsiveness ratings.

Overall Performance Rating

Rating	# of Points	Status
GREEN	> 6	New business approved; No corrective action required
YELLOW	2 - 5	Conditional approval; Corrective action may be required
RED	0 - 1	New business hold; Corrective action required

3.2 On-Site Audits

Stone Plastics reserves the right to conduct on-site audits of suppliers to verify compliance with this manual and quality system requirements.

4.0 Supplier Inspection

4.1 Incoming Inspection

Incoming product may be subject to inspection to verify conformance to requirements prior to use in production.

5.0 Production Part Approval Process (PPAP)

5.1 Submission of PPAP

PPAP submissions may be requested as evidence of product and process validation. Failure to submit a PPAP by the required due date, without prior notification, may negatively impact the supplier's performance rating.

5.2 Supplier Product or Process Changes

Suppliers must notify Stone Plastics in writing prior to implementing any change in process, material, design, tooling, or other factors that could affect product fit, form, function, or performance.

5.3 Suppliers of Special Processes

Suppliers performing special processes may be required to complete applicable AIAG Special Process Assessments (e.g., CQI-23 Molding System Assessment, CQI-9 Heat Treat Assessment). Reference www.aiag.org for the current list of assessments.

6.0 Shipping and Receiving

6.1 Packaging

All products shall be packaged to adequately protect materials during shipping, handling, and storage.

6.2 Labeling

All products shall be identified with the following minimum information:

- Part Number
- Description
- Quantity in container
- Date of manufacture



- Lot Number

6.3 Material Certification

If Material Certification is required, it will be indicated on the Purchase Order. Certification must accompany each shipment. Material received without complete or correct certification will be held and not used until documentation is received. Missing or incomplete certification may be recorded as a late delivery.

6.4 Shelf-life Identification

Perishable products shall display the expiration or shelf-life date clearly on the label.

6.5 Sample Product

Sample products must meet the same packaging and labeling requirements as production materials.

6.6 Receiving Hours

Receiving hours are typically 6:00 a.m. to 4:00 p.m., Monday through Friday, but may vary. Suppliers unable to deliver during these times must contact Stone Plastics to arrange an alternate delivery window.

6.7 Hazardous Material

Suppliers must comply with all applicable Health, Safety, and Environmental regulations. Safety Data Sheets (SDS) must be provided per state and federal requirements. Containers shall be properly labeled, and all necessary documentation must accompany each delivery.

Stone Plastics reserves the right to refuse delivery of any shipment that does not comply with these requirements.

7.0 Delivery

7.1 On-time

Shipments must arrive on the date specified on the Purchase Order. If Stone Plastics has not been notified of, and has not approved, a revised delivery date, the shipment will be considered late.

7.2 Quality and Accuracy

All products must meet agreed-upon quality standards and specifications. Shipment quantities must be accurate and match Purchase Order requirements.

8.0 Corrective Action Process

8.1 Suspect and Nonconforming Material

Suspect or nonconforming material identified at Stone Plastics shall be quarantined and reviewed for disposition by a cross-functional Stone Plastics team. Suppliers will be notified of any quarantined material and required actions.

Suppliers must immediately notify Stone Plastics if suspect or nonconforming product has been



shipped or is in transit. The supplier is responsible for taking all necessary actions to protect Stone Plastics and its customers from use of such material.

8.2 Corrective Action

Suppliers are required to provide documented corrective actions in the 8D format.

Containment actions to prevent further shipment or use of nonconforming material must be implemented immediately and communicated to Stone Plastics within 24 hours of notification or identification of the issue.

Any suspect material returned to the supplier shall be at the supplier's expense and debited accordingly, unless otherwise agreed upon.

Completed corrective actions, including objective evidence of effectiveness, must be submitted to Stone Plastics within 30 calendar days of notification. If resolution cannot be achieved by the assigned due date, the supplier shall work closely with the assigned Stone Plastics Quality Engineer until closure is reached.

8.3 Accountability and Cost of Quality

Suppliers are expected to provide defect-free products, maintain expert product knowledge, and proactively support quality and delivery objectives. Suppliers may be held accountable for any costs incurred due to defective or late material shipped to Stone Plastics or its customers.

Recoverable costs may include, but are not limited to:

- Automotive recall expenses
- Downtime at customer facilities
- Overtime or downtime at Stone Plastics
- Expedited freight or air-shipment costs
- Third-party testing fees
- Scrap or rework of finished goods
- Labor costs for sorting or rework at customer sites
- Labor costs for sorting or rework of finished goods or raw stock
- Third-party sorting or rework services
- Other costs as incurred