

Huntsman Advanced Materials

Markets Served:

- Adhesives
- Transportation
- Coatings
- Construction
- Electronics
- Marine
- Power
- Sports and Leisure
- Wind Energy



Supplier Quality Requirements Manual (SQRM)

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1. Introduction

1.1. Quality Target

Huntsman Advanced Materials (hereafter defined as “AdMat”) applies a zero-defect culture and expects the continuous implementation of this approach from all suppliers. AdMat expects that the suppliers adopt a preventive oriented quality philosophy in their planning, development, production and delivery processes and operate a continuous improvement program to further enhance their management system and improve customer satisfaction.

Therefore, a supplier providing products and/or services to AdMat shall undertake to:

- Set up the required organization and resources.
- assure the quality of the products and/or services.
- measure and optimize their levels of quality; and
- contribute to a zero-defect culture jointly with AdMat.

1.2. Scope

This Supplier Quality Requirements Manual (“SQRM”) establishes AdMat’s requirements for suppliers by defining the responsibilities and informing the suppliers of the applicable quality requirements.

This SQRM applies to all suppliers providing products and/or services to AdMat (“Supplier”) and consists of mandatory requirements. Supplier shall comply with all applicable quality requirements as specified in this SQRM.

The SQRM is an integral part of any agreement between Supplier and AdMat for the delivery of products and/or services by Supplier to AdMat. Acceptance and/or performance of Supplier of any purchase order by AdMat constitutes acceptance of this SQRM by Supplier. This SQRM is, unless explicitly agreed in writing, a supplement to, and does not replace or amend, any quality requirements contained in a purchase order, individual quality agreement, any other documents or AdMat’s General Purchase Terms and Conditions.

2. General Quality Requirements

2.1. Responsibility of the Supplier

The Supplier is fully responsible for the conformity of its products and/or services - including for the parts of products and/or services the Supplier may have to purchase or sub-contract - with the technical, quality and other requirements or specifications as identified on the purchase order and that the products are free from defects as warranted in AdMat's General Purchase Terms and Conditions.

The Supplier is responsible for extending the requirements of this SQRM to their sub-suppliers unless otherwise agreed upon in writing.

Any documents provided by AdMat to Supplier as recommendations or assistance material shall only be considered as information intended to support the Supplier and to allow the Supplier to benefit from AdMat's experience. AdMat takes no responsibility or warranty as to the accuracy and/or completeness of such documents. Under no circumstances shall such documents reduce the responsibility of the Supplier for the quality of the product and/or service provided.

2.2. Environment, Health and Safety

The Supplier shall maintain environmental, health and safety standard systems in compliance with local, state and national regulations, and is encouraged to implement ISO14001, ISO 45001 requirements or equivalent standards as applicable.

3. Specific Quality Requirements

Specific quality requirements are set out in the Quality Clauses Applicability Table as specified in Annex 1. Quality Clauses ("QC") serve as the basic quality requirements considered for AdMat market's standard quality requirements associated with products and/or services used to support production related activities. Supplier shall comply with the requirements of all applicable Quality Clauses.

If a Supplier cannot comply with the applicable Quality Clause requirement(s) as set out in Annex 1, the Supplier shall request exception(s) in written form to AdMat with the Supplier Quality Clause Exception Form (Annex 2). An AdMat Supplier Quality Representative will review Supplier's requested exception(s) and provide a written response addressing each requested exception. Prior to fulfilling an AdMat purchase order, Supplier must receive prior written approval from AdMat Supplier Quality Representative to utilize any Quality Clause exception.

4. Audit

4.1. Audit and Access to Supplier Facilities

AdMat reserves the right to make audits or have audits made in the facilities of the Supplier and the Supplier's own suppliers, without this reducing in any way the responsibility of the Supplier. The Supplier and its own suppliers shall give all representatives of AdMat, all representatives of any AdMat customer accompanied by a Huntsman representative, and the representatives of the government agencies, free access to all facilities and documents that are used for producing the product and shall make all the necessary arrangements to allow the above representatives to perform their assigned mission. The Supplier will be notified in advance of these visits.

AdMat reserves the right to issue the whole or part of the results of such audits to any company within Huntsman Corporation.

The Supplier shall not use these audits as proofs of the Supplier's quality control capability or to relieve the Supplier of its obligation to supply a product that complies with the specified requirements or to preclude any subsequent rejection of the product by AdMat.

4.2. Scope of Audit

The scope of an audit may include:

- the review of the quality system, the operating processes and resources implemented which may affect the performance of the purchase order or contract.
- the inspection of the products already produced or in the production process.

The Supplier shall perform all actions AdMat may request during these audits and shall make available to the representatives of AdMat, the representatives of the government agencies and the representatives of the AdMat customers all records required to demonstrate proper performance of the purchase order in accordance with all the specified requirements.

Upon notification by AdMat of the scope of the audit and in case the audit includes a review/inspection of manufacturing operations which according to the Supplier are considered as confidential, Supplier shall notify AdMat within 72 hours about the confidential parts and Supplier shall discuss with AdMat the restricted topics before starting the audit.

5. Revision History

AdMat may revise the SQRM from time to time. The Supplier commits to comply with the most current version of the SQRM in effect at the time the purchase order was placed and available on:

www.huntsman.com/suppliertermsandconditions

Revision	Release Date	Change By	Description of Change
0	26/10/2020	N/A	New
1	29/11/2022	Trayan Peuckert	Paragraph related to supplier's quality management system was removed. Following clauses were added: QC36, QC37 Following QC were updated: QC7, QC10, QC15, QC17 and QC18 Previous QC06 merged with current QC17 Previous QC36 merged with current QC31

ANNEX 1: Quality Clauses Applicability Table

Products / Services	Quality Clauses
Raw Materials, Finished products, Tollers	QC01, QC02, QC03, QC04, QC05, QC06, QC07, QC08, QC09, QC10, QC11, QC12, QC13, QC14, QC15, QC16, QC17, QC18, QC19, QC21, QC22, QC23, QC24, QC25, QC26, QC27, QC28, QC29, QC30, QC31, QC32, QC33, QC34, QC35, QC36, QC37
Packaging	QC01, QC02, QC03, QC04, QC05, QC06, QC07, QC08, QC09, QC10, QC11, QC12, QC13, QC15, QC16, QC17, QC18, QC20, QC21, QC22, QC23, QC24, QC25, QC26, QC27, QC28, QC29, QC30, QC31, QC32, QC33, QC35, QC36, QC37
Calibration Services	QC10, QC19

Quality Clauses

#	Quality Clause	Description
QC01	Notify AdMat of Business or Process Changes	The manufacturer or distributor shall not make any significant changes in supplied products including but not limited to: the composition, the raw materials, suppliers, the manufacturing process, the manufacturing process conditions, test methods and quality control procedures, the process equipment, or the plant site without prior coordination and written AdMat approval. Upon review of the proposed changes, AdMat may require additional information and/or approval prior to implementation.
QC02	Notify AdMat of key personnel changes	AdMat shall be notified in writing of any key personnel changes (Quality Management System Management Representative, Quality Manager, and / or higher executive, Plant Manager, President or equivalent) that may affect their management system.
QC03	Notify AdMat of changes in Manufacturing Name or Location	AdMat shall immediately be notified in writing of any changes to the name or address of the manufacturing facility.

#	Quality Clause	Description
QC04	English Language	<p>Suppliers shall make specified quality data and/or design data available in the English language.</p> <p>1. Any correspondence or data submitted to AdMat in support of requirements contained herein are to be in English.</p> <p>2. Quality Data may include and is not limited to: Quality Manual, Quality Manual Table of Contents, Certificate of Analysis, Certificate of Conformance.</p>
QC05	Inspection	<p>Suppliers shall inspect or otherwise verify that all products and/or services, including those supplied by a sub-contractor or supplier shall comply with the requirements of the purchase order prior to shipment. Suppliers shall be responsible for all tests and inspections of the product during receiving, manufacturing, and final inspection. Suppliers agrees to furnish copies of test and/or control data upon request from AdMat's procurement representative.</p>
QC06	Notice of Escapement	<p>Upon discovery of nonconforming or suspected nonconforming product that has been shipped to AdMat, the Supplier shall notify AdMat and submit in writing a Notice of Escapement within 24 hours to AdMat's Buyer or AdMat's Representative.</p> <p>The written communication shall consist of the following information as applicable:</p> <ul style="list-style-type: none">• Part number and description• Nonconformance description• Suspect lot number range (purchase orders, delivery dates, dates of manufacture)• Potential effect to performance, reliability, and safety• Recommended disposition• Containment plan• Preliminary root cause and corrective action• Replacement schedule <p>After communication to AdMat of escapement, the Supplier shall continue investigation and determine Root Cause and Corrective Action</p>

#	Quality Clause	Description
QC07	Special release	<p>If the Supplier has reason to believe that the product does not conform to AdMat's purchase order, or Raw Material Specification Agreement requirements, but may be acceptable for use, the Supplier shall complete a Supplier Special Notice Release (. Nonconforming product shall not be shipped unless AdMat approves the request.</p> <p>These requests shall be submitted to AdMat's Buyer or AdMat's Representative.</p> <p>If approved, a copy of the approved request shall accompany the shipment.</p> <p>When the following is known, written communication shall include:</p> <ul style="list-style-type: none"> • Affected process(es) or product number and name • Description of the nonconforming condition and the affected requirement • AdMat purchase order/line item/release, • manufacturer lot number and quantities, and • dates shipped to AdMat.
QC08	Distributor Responsibility	<p>Distributors, as direct suppliers to AdMat and/or the representatives of the Manufacturer, are responsible for compliance with all procurement action requirements. The applicable requirements of all quality clauses, and any technical requirements listed on the purchase order will apply to both the Distributor and the Manufacturer of the product.</p>
QC09	Quality Record Retention	<p>Suppliers shall retain documented information (quality records for products provided to AdMat) and disposition requirements during retention periods. Retention shall be for a minimum of 15 years after the requirements of the procurement action have been delivered.</p> <p>Quality records: Records used to demonstrate conformance to specified requirements and the effective operation of the quality system. Records may be retained in hardcopy or by electronic means.</p> <p>Any loss, or impossibility to access any documents to demonstrate conformity on the delivered product shall be notified to AdMat without delay.</p> <p>AdMat reserves the right, as appropriate, to recover the documentation relating to its products that is kept by the Supplier or by the Supplier's own supplier.</p>

#	Quality Clause	Description
QC10	Certificate of Analysis or Conformance	<p>Dependent on the type of product procured to AdMat, the Supplier is required to provide with each shipment of product a document (Certificate of Conformance, Certificate of Analysis, etc.) with a statement of conformity that contains the following at a minimum unless specified differently in an agreement:</p> <ul style="list-style-type: none"> • Manufacturer Name and location • Certificate issue date • AdMat's Purchase Order number • Actual Test Results, test methods and specifications • Lot Number • Expiry date or Shelf life+ Manufacturing date • Shipment Quantity <p>NOTE: If a Raw Material Specification Agreement is in place, this overrules QC10</p> <p>A Certificate of Analysis or Conformance document must accompany each shipment, be on company letterhead and contain a Supplier representative's signature (electronic is acceptable).</p> <p>It must also include a statement that the product provided meets the purchase order requirements.</p>
QC11	Supplier flow down requirements to sub-tier suppliers	<p>Direct Suppliers to AdMat will flow down applicable quality and purchase order requirements to their suppliers to ensure the integrity of the specified requirements are maintained throughout the entire supply chain.</p>
QC12	Sub-contracting – manufacturing or process	<p>AdMat must be notified in writing when Supplier chooses to use any outside manufacturer or process. Once approved, Supplier or Toller shall flow down to sub-contractors any/all applicable requirements in the purchasing documents, including key characteristics, where required.</p>
QC13	Foreign Object Debris (FOD) prevention program	<p>The Supplier is required to establish and maintain a FOD prevention program in compliance with AS/EN/SJAC 9146 or relevant equivalent</p>
QC14	Shelf life	<p>Manufacturing date (+shelf life) or expiration dates shall be noted on each individual container label and Certificate of Analysis or Conformance</p> <p>The product shall have at least a remaining shelf life of 70% from the date of manufacture to delivery to AdMat.</p>

#	Quality Clause	Description
QC15	Protection of product against contamination or damage, labeling and Safety Data Sheet	<p>Products shall be properly packaged in accordance with the applicable Code of Governmental Regulation. Product must be boxed, banded, or shipped in a manner that will ensure that no damage or no contamination will occur. Containers shall be plainly marked as to the contents with appropriate warnings, precautions, instructions, and storage conditions. Appropriate Safety Data Sheet shall be provided with all shipments as applicable.</p> <p>Each package must be identified with the Supplier's and/or AdMat's product description, the manufacturers' lot number and information as required by any applicable government regulations (e.g. OSHA/GHS for US, CLP/GHS for EU, GB 15258-2009 for CN labels, etc.).</p> <p>Raw materials have to be provided with a batch number on the container/bags.</p>
QC16	Shipment into the United States	<p>All shipments into the United States must be made using a AdMat qualified carrier. A list of current approved carriers can be found on the Huntsman website using the following link: http://www.huntsman.com/corporate/a/Home/Purchasing. This list may be updated as needed at AdMat's discretion.</p>
QC17	Complaints / Non-Conformity (Containment action, root cause analysis and corrective/preventive action plan)	<p>When AdMat notifies the Supplier of a detected nonconformance received at AdMat or at the end-customer, the Supplier shall take action within 48 hours to contain and prevent shipment of all affected products within the Supplier control and minimize the impact to AdMat. Supplier shall provide a detailed containment action plan summary to AdMat within 10 days from the date of discovery.</p> <p>In addition, a complete root cause analysis and the associated corrective and preventive action plan shall be provided within 30 days from the day the complaint has been raised.</p> <p>AdMat will provide the 8D form to be filled.</p> <p>AdMat shall be notified in a timely manner of the progress and effectiveness of the applied corrective actions. AdMat reserves the right to require additional improvements or measures of Supplier to ensure the fulfilment of requirements of the product specifications.</p>

#	Quality Clause	Description
QC18	Supplier Quality Performance Rating	A 90% score is considered an acceptable score for Suppliers to remain in good standing. If the Supplier receives less than 90%, AdMat Supplier Quality may issue a SCAR (Supplier corrective action Request) to the Supplier which requires investigation and joint preparation of a corrective action plan stating their continuous quality improvement plan. Suppliers that do not achieve the minimum score may receive additional intervention and surveillance from AdMat. Failure to achieve an acceptable performance level may result in an onsite audit, source inspection, additional oversight or product/Supplier de-selection.
QC19	Calibration Certificates	The calibration Supplier shall provide a Certificate of Calibration for each item calibrated. The certificate must include the date of calibration, readings “as received” and “after adjustment” as applicable; calibration due date, model and serial number of the equipment used in the calibration and a statement that all equipment / standards used are traceable to NIST or other recognized International standard”.
QC20	Statistical Process Control	The Supplier shall use Statistical Process Control to reduce key characteristic variability, improve productivity and reduce cost. Provide Statistical Process Control data, within three (3) days when requested, for key characteristics to AdMat Supplier Quality.
QC21	Supplier facility visit	AdMat, and/or AdMat’s customers may visit the Supplier’s facility and/or their sub-tier Suppliers for the purpose of verifying compliance and product conformity (i.e., inspection, product audit, and quality system audit). Supplier will provide necessary support to the visiting personnel.
QC22	Manage Sub-tier Risk	The Supplier shall identify and manage the risks associated with the external provision of processes, products, and services, as well as the selection and use of sub-tier suppliers.
QC23	Supplier’s own suppliers Requirements	The Supplier shall require that sub-tier suppliers apply appropriate controls to their direct and sub-tier supplier, to ensure that requirements are met.
QC24	Counterfeit products	The Supplier shall plan, implement, and control processes, appropriate to the Supplier and the product, for the prevention of counterfeit or suspect counterfeit products use and their inclusion in product(s) delivered to AdMat.

#	Quality Clause	Description
QC25	Application of Acceptance Authority Media (AAM)	<p>The Supplier shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System. The Supplier shall, upon request, be able to demonstrate evidence of communication to its employees and to its supply chain; use of AAM must be considered as a personal warranty of compliance and conformity. The Supplier shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include but not limited to:</p> <ul style="list-style-type: none"> • Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.) • Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, “Stamp/Sign as you go”, etc.) • Authority Media Application Misrepresentation (i.e., uncertified personnel, Falsification of documentation, Work not performed as planned, etc.) • Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper Use of authority media, etc.)
QC26	Notify AdMat of Quality Management System certification suspension or withdrawn	Notify AdMat immediately in writing if Supplier’s certification or registration is suspended or withdrawn, or accreditation status of Supplier’s quality system is withdrawn.
QC27	Certification and Audit Report	Supplier will have to supply a copy of their certificates to Huntsman Buyer and make their audit report available to AdMat upon request.
QC28	Supplier Monitoring	The Supplier shall establish a program to monitor its own suppliers
QC29	Controlled preparation of the Production and Service	<p>The production documents shall be made available at the workplace and in a form that is comprehensible by the operator.</p> <p>The Supplier shall formalize the implementation of the industrial process. The computer programs to be used by the Supplier for performing any given contract/order shall be included.</p>
QC30	Ensure Awareness	Suppliers shall ensure that personnel are aware of their contribution to product or service conformity and product safety, and the importance of ethical behavior.
QC31	Preservation of the product	<p>It shall be possible to access the supporting documentation without breaking the products’ packaging.</p> <p>The Supplier shall fully control the products’ use-by date (Shelf-life).</p> <p>Any product rejected or under investigation process shall be isolated and identified, and its condition of use shall be controlled.</p>

#	Quality Clause	Description
QC32	Human Factor	<p>Any Suppliers' employee which duty or responsibility is related to a production task should have received a Human Factor training including at least (non-exhaustive) the identification, the review and analysis, and the management of human errors that may impair the product delivered to AdMat.</p> <p>Written procedure must define how shifts or tasks handover are monitored to ensure the completion in a conforming manner of all production tasks.</p>
QC33	Contingency Plan	<p>The Supplier shall maintain a written contingency plan to ensure the supply of product/service provision in case of normal operation interruption due to e.g., physical disaster, failure of equipment, fire, etc.</p>

#	Quality Clause	Description
QC34	Conflict Minerals	<p>Suppliers commit to align with the Section 1502 of the US law H.R. 4173 (Dodd-Frank Wall Street Reform and Consumer Protection Act) which imposes reporting requirements on manufacturers of products that contain metals derived from minerals that originate in the Democratic Republic of Congo or an adjoining country (“DRC Countries”) and future legislations regarding conflict minerals such as the Regulation (EU) 2017/821 of the European Parliament and of the Council of 17 May 2017 laying down supply chain due diligence obligations for Union importers of tin, tantalum and tungsten, their ores, and gold originating from conflict-affected and high-risk areas (in effect as of 1 January 2021). These “conflict minerals” include tantalum, tin, gold and tungsten, or their derivatives (“Conflict Minerals”).</p> <p>Accordingly, Supplier commits to comply with Section 1502 of the Act and its implementing regulations; to the extent Supplier is not a "Registrant" as defined in the Act, Supplier shall comply with Section 1502 of the Act and its implementing regulations except for the filing requirements. In particular, Supplier commits to have in place a supply chain policy and processes to undertake (i) a reasonable inquiry into the country of origin of Conflict Minerals incorporated into products it provides buyer; (ii) due diligence of its supply chain, following a nationally or internationally recognized due diligence framework, as necessary, to determine if Conflict Minerals sourced from the DRC countries directly or indirectly support unlawful conflict there, and (iii) risk assessment and mitigation actions necessary to implement the country of origin inquiry and due diligence procedures. Supplier shall take all other measures as are necessary to comply with the Section 1502 of the Act and its implementing regulations, including any amendments thereto.</p> <p>The Supplier certifies and warrants that the products do not contain conflict minerals which contain metals derived from minerals that originate in the DRC Countries (i.e. tantalum, tin, gold and tungsten, or their derivatives;) according to the Section 1502 of the Act and future legislations regarding conflict minerals such as the Regulation (EU) 2017/821 of the European Parliament and of the Council of 17 May 2017.</p> <p>Without prejudice to AdMat other rights and remedies, if at any stage of manufacture or production, the Supplier or any of its suppliers determines that any conflict minerals were incorporated into the products delivered to AdMat, the Supplier must promptly provide a listing of the conflict mineral(s) and originating country to AdMat’s Buyer and/or Supplier Quality Representative.</p>

#	Quality Clause	Description
QC35	Vendor Code of Conduct	The Supplier shall at all times comply with Huntsman's Vendor Code of Conduct as available on: https://www.huntsman.com/codes-of-conduct/vendor-code-of-conduct .
QC36	Traceability	Supplier must introduce and maintain a First-In First-Out System (FiFo) as well as ensure the full traceability of delivered products within the entire supply chain
QC37	Information Security	Sensitive and valuable information must be protected by implementing adequate technical and organizational security measures. The operation of an information security management system in accordance with ISO/IEC 27001 and proof of successful completion of a TISAX assessment or equivalent must be submitted upon request.

ANNEX 2: Supplier Quality Clause Exception Form

We hereby confirm that we acknowledge of AdMat Supplier Quality Requirements Manual Revision: ___
(to be filled out by the supplier) and request exception(s) to the following clause(s):

Supplier Name	
Submitted by (Name)	
Title	
Contact Phone number	
Email address	
Signature / Date	

Clauses (QC#)	Comments

Huntsman Quality Approval	
Signature / Date	