



Supplier Quality Manual  
Section A-General Requirements

CC-CCW-SC-MAN-0001

# Supplier Quality Manual

## Section A - General Requirements



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### 1 TABLE OF CONTENTS

1	INTRODUCTION .....	4
1.1	Purpose .....	4
1.2	Scope .....	4
1.3	Deviations .....	5
2	REFERENCES .....	6
3	TERMINOLOGY .....	7
3.1	Abbreviations .....	7
3.2	Definitions .....	7
4	RESPONSIBILITIES .....	8
5	SUPPLIERS CERTIFICATIONS AND MANAGEMENT SYSTEMS .....	9
5.1	Quality Management System .....	9
5.2	Health, Safety and The Environment .....	10
5.3	Policies Compliance .....	11
6	GENERAL REQUIREMENTS .....	12
6.1	Communication with Carbon Clean .....	12
6.2	Language .....	12
6.3	Right of Access .....	12
6.4	Contingency Planning .....	13
6.5	Sub-tiers Requirements .....	13
6.6	Organization and Competence .....	13
6.7	Control of Measuring and Testing Equipment .....	13
6.8	Prevention of Counterfeit Articles .....	14
6.9	Supplier laboratories and external laboratories .....	14
6.10	Supplier change management .....	14
6.11	Supplier Quality Plan .....	15
6.12	Supplier measurement, analysis and improvement .....	15
6.13	Manufacturing records .....	15
6.14	Control of Product Information .....	15
7	SUPPLIERS PERORMANCE .....	17
7.1	Supplier monitoring and performance review .....	17
7.2	Suppliers assessment .....	17
8	MANAGEMENT OF NON-CONFORMITIES .....	18
9	CONTINUOUS IMPROVEMENT .....	19
A1.	CCSL REQUIREMENTS BY SUPPLIER TYPE .....	20

## 1 INTRODUCTION

Carbon Clean Solutions is revolutionizing carbon capture solutions for hard-to-abate industries, including cement, steel, refineries, and energy from waste. The company patented modular technology significantly reduces the cost of carbon capture when compared to conventional solutions, having amassed 100+ active patent assets to date across 18 patent families covering 30 countries. With technology references in 49 sites around the world, the company has one of the largest project portfolios of any independent carbon capture business.

The company's standardized, point-source CycloneCC technology is accelerating widespread adoption, by overcoming the historical cost and space challenges. This is achieved through reducing the overall cost and physical footprint of carbon capture technology by up to 50% compared to conventional solutions.

The breakthrough is achieved by combining two proven process intensification technologies: Carbon Clean's advanced, proprietary amine-promoted buffer salt solvent (APBS-CDRMax) and rotating packed beds (RBPs). Early adopters stand to benefit greatly from the unique combination.

Throughout this document Carbon Clean Solutions Ltd is referred to as CCSL.

CCSL has stringent procedures to ensure that our products meet or exceed quality requirements, legislative standards and our customers' needs. We expect our suppliers to share the same commitment to quality assurance and control.

### 1.1 Purpose

The purpose of this document is to illustrate the quality criteria and requirements that CCSL's suppliers shall meet to fulfil CCSL contractual obligations.

### 1.2 Scope

This Supplier Quality Manual and its requirements are applicable to all suppliers who furnish direct product, material, processes or services that contribute to product quality for any CCSL sites or activity.

Depending on the nature of the product or activity supplied, further requirements may be detailed in additional applicable documentation.

The requirements of the Supplier Quality Manual and any additional documentation are an integral part of the contract between suppliers and CCSL and will be referenced in CCSL contracts and purchase orders.

# Supplier Quality Manual

## Section A - General Requirements



Requirements specified in this document are complementary to, and not to be considered in lieu of, the current ISO 9001 standard requirements. The requirements are also in addition to all (contractual or other) requirements which may need to be complied with by the supplier, including any legal, regulatory or administrative requirements.

For the purposes of this document, a contract exists when the supplier accepts an obligation to supply products or services to CCSL, whether under a purchase order, long term agreement or otherwise. The acceptance by the supplier of a contract stipulating application of this document (total or partial) indicates acceptance of the content of this document.

In order to receive a CCSL PO, a supplier must be an approved supplier, as per CCSL Global Management System procedures.

### 1.3 Deviations

Allowance to deviate from requirements within this document is at the sole discretion of CCSL and will have to be formally agreed in advance with the CCSL Quality Assurance Manager or his/her delegates.

## 2 REFERENCES

ISO 9001	Quality Management Systems Requirements
ISO 14001	Environmental Management Systems Requirements
ISO 45001	Occupational H&S Management Systems Requirements
ISO 17025	General Requirements for the competence of testing and calibration laboratories
ISO 10005	Quality Management Guides for Quality Plans

### 3 TERMINOLOGY

#### 3.1 Abbreviations

CCSL	Carbon Clean Solutions Limited
CR	Concession Request
DR	Deviation Request
EPC	Engineering Procurement and Construction
EPF	Engineering Procurement and Fabrication
NDE	Non-Destructive Evaluation
NDT	Non-Destructive Testing
PO	Purchase Order
QMS	Quality Management System
QP	Quality Plan
T&C	Terms and Conditions

#### 3.2 Definitions

Contractor/Supplier	Company (according to the different types and categories) that provides an article or a service. For the purpose of this procedure Supplier refers to both suppliers and contractors.
EPC	Supplier providing design and development, procurement and manufacturing services to CCSL
Fabricator	Supplier that: Manufactures, tests and/or processes articles to drawings, 3D models, standards and/or process specifications for which they are not design responsible. The design requirements are provided by CCSL. Remarks: - Subcontractors can procure raw materials only from approved sources, unless otherwise authorized - Forging and Casting Suppliers are typically included in this category.
Sub-tier Supplier /Sub-tiers	For the purpose of this procedure, Sub-Tiers are considered the Suppliers of CCSL Suppliers (this can include Tier 2 suppliers and further)

### 4 RESPONSIBILITIES

- It is a requirement for the supplier to communicate and flow down these requirements to its sub-tier sources. The supplier shall be able to provide the relevant evidence of such communication upon request by CCSL
- It is the suppliers' responsibility to ensure it implements any revisions of this document and its content within its own organisation.

## 5 SUPPLIERS CERTIFICATIONS AND MANAGEMENT SYSTEMS

CCSL considers certifications as a key asset during any supplier selection process. A lack of such certifications will invoke a raised level of surveillance of the supplier based on a higher level of perceived risk.

The list below indicates the primary criteria which CCSL use to ascertain a suppliers' risk profile:

- The certifications held by suppliers. See Table 1.
- Acceptance of CCSL's T&Cs and general contractual documentation, including the adherence to any relevant standard and regulation.
- Quality and delivery performance.

### 5.1 Quality Management System

CCSL is committed to working with its suppliers to drive continuous improvement on quality, delivery and cost performance.

In support of this, CCSL requires its suppliers to maintain as a minimum an effective Quality Management System certified to, or meeting the requirements of, ISO 9001 for delivering the highest levels of customer service in the supply of products, services and process. CCSL considers ISO 9001 as a pre-requisite to supplier qualification.

A copy of the Supplier QMS certificate(s) shall be submitted as part of the tender documentation and be applicable to the location and scope of work.

CCSL shall only accept Certification Bodies which conform to ISO/IEC 17021 and/or are approved by IAF MLA signatory accreditation organizations such as ANAB, UKAS etc.

It is responsibility of the supplier to define and implement a quality management system that ensures that products supplied to CCSL conform to CCSL drawings and/or applicable specifications, and the requirements of this document and the overall contract/PO.

The supplier shall ensure that applicable documents related to the QMS are updated, approved for use, available at points of use, and controlled in a consistent and traceable manner. CCSL may conduct an audit of the supplier's QMS and the requirements of this manual. The supplier shall notify CCSL of any significant changes in their QMS, including loss of certification.

# Supplier Quality Manual

## Section A - General Requirements



### 5.2 Health, Safety and The Environment

CCSL also strives for excellence in safety and environmental issues. For such reason, it is preferred that CCSL suppliers also maintain a system certified to, or meeting the requirements of ISO 45001 and ISO 14001.

The supplier shall identify and comply with all safety, statutory and regulatory requirements relating to the products and services it supplies and communicate these to CCSL.

The supplier shall be committed to providing a safe and healthy work environment to minimise accidents and injuries.

The supplier should respect the environment and work to minimise waste, prevent pollution and conserve energy.

The supplier is required to meet the requirements of international, national and regional legislation that are applicable to the Health and Safety of the product, processing and waste from such activities.

The supplier shall document its process to ensure the products supplied to CCSL conform to the current statutory and regulatory requirements in the country of production, the country of shipment and the countries of finished product destination, where defined by CCSL. The supplier is required to comply with all applicable permits and authorisations, including material and waste handling.

Requirements include, but are not limited to, RoHS, REACH and WEEE compliance where applicable.

The supplier shall have documented Management Systems, defined responsibilities, a defined escalation process and training identified to manage product-safety- and process safety- related activities.

The supplier shall identify and implement training requirements of personnel involved in product-safety- or process-safety-related activities.

# Supplier Quality Manual

## Section A - General Requirements



### 5.3 Policies Compliance

CCSL seeks to work with suppliers who contribute to sustainable development and are economically, environmentally and socially responsible.

In order to supply CCSL with products or services all suppliers shall be able to demonstrate compliance to industry-wide acknowledged policies.

A suppliers Code of Conduct is available on Carbon Clean website at the following link: [www.carbonclean.com/supplier-resources](http://www.carbonclean.com/supplier-resources).

All Carbon Clean suppliers shall ensure they have read, understood and comply with CCSL suppliers Code of Conduct document.

## 6 GENERAL REQUIREMENTS

### 6.1 Communication with Carbon Clean

The CCSL purchase order, or contract designates the Supply Chain Representative, which is the primary contact with the supplier.

Changes to purchase order requirements shall not be accepted without a formal purchase order change, a change in the purchasing specification and/or applicable documents approved by CCSL, an approved supplier deviation request or through cleared nonconforming material reports.

The supplier shall have a communication protocol to ensure:

- Prompt communication of any escape. Initial communication shall be followed by documented record of the non-conformity escape and any action taken.
- Prompt communication of any inability or delay in delivering goods in time or to the quality/quantity specified.
- Cooperation in the resolution of any quality issue raised by CCSL or detected on CCSL product
- Prompt communication of any changes in the supplier's business, organization, processes, locations that might effect product quality and delivery.

### 6.2 Language

The supplier shall be able to manage written and spoken communication with CCSL in English. The documentation delivered to CCSL shall be in English, unless differently requested by CCSL.

Where needed to allow understanding of supplier's internal documentation written in other language (i.e. for explanation, verification, auditing purposes) the supplier shall provide appropriate translation, where requested by CCSL.

### 6.3 Right of Access

CCSL shall have the right of access to any supplier and suppliers sub-tiers involved with CCSL's product. This shall include access to any applicable documentation. The supplier shall provide CCSL customers (or the customers' authorised representatives) and/or Regulatory Authorities rights of access to premises where CCSL work is being performed. Such access shall be used to verify that the quality activities being undertaken meet the requirements of the CCSL contract.

# Supplier Quality Manual

## Section A - General Requirements



### 6.4 Contingency Planning

The supplier shall ensure a business continuity plan is in place to ensure continued, uninterrupted supply to CCSL. The contingency plan shall include provisions for cyber-attacks.

### 6.5 Sub-tiers Requirements

When requested, the supplier shall inform CCSL of:

- Portions of the work that the supplier intends to sub-contract;
- Sub-tier suppliers proposed and/or selected for portions of the work.

Suppliers shall verify that sub-tier supplier(s) comply with the latest version of ISO 9001 and the requirements set forth in this Supplier Quality Manual in all its applicable sections. Upon request, the supplier shall provide records of sub-tier supplier evaluation and approval.

CCSL may nominate sub-supplier(s) in the PO, depending on the equipment and materials being purchased. Although nominated by CCSL, the supplier is responsible for the performance of the sub-tier supplier.

### 6.6 Organization and Competence

The supplier shall verify that all personnel assigned to execute the PO are competent and have the qualifications, experience and training for their designated functions.

Upon request, the supplier shall make available for review all qualification and training records of their assigned personnel.

These qualifications may be educational and professional, relating to functional activities such as design, welding, NDE, safety, etc.

The supplier shall maintain a register or database of certified/qualified inspectors performing work (welding, Visual, NDT, painting, dimensional control, flange management, etc.).

### 6.7 Control of Measuring and Testing Equipment

Supplier shall maintain all inspection, testing and measuring equipment and instruments duly calibrated during the execution of the PO.

Calibration shall be traceable to international standards and records maintained and made available to CCSL upon request.

### 6.8 Prevention of Counterfeit Articles

The Supplier shall plan, implement and control processes for the prevention of counterfeit or suspect counterfeit parts/articles use and their inclusion in CCSL products.

Counterfeit Article prevention processes shall consider:

- training of appropriate persons in the awareness and prevention of counterfeit parts/Articles;
- application of a parts/article's obsolescence monitoring program;
- controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;
- requirements for assuring traceability of parts/Articles and components to their original or authorized manufacturers;
- verification and test methodologies to detect counterfeit parts/Articles;
- monitoring of counterfeit parts/Articles reporting from external sources;

### 6.9 Supplier laboratories and external laboratories

Any laboratory facility which might be used for the inspection, testing or calibration services related to CCSL products shall have a defined scope that includes the capability to perform the required activity. This scope shall be included in the QMS documentation.

### 6.10 Supplier change management

The supplier shall have a management of change process in place to ensure:

- It controls and reviews any change to product, processes or services that might effect conformity to CCSL requirements
- Retains and makes available for assessments or inspections, any documented information describing the results of the review of changes, the person authorizing the change and any necessary action
- Informs CCSL and gains approval from CCSL before making any changes that might affect product, manufacturing process, measurement, logistics, supply sources.

When a supplier cannot comply with a requirement of the PO prior to the commencement of the Work, the supplier shall complete a Deviation Request (DR) for consideration by CCSL

Suppliers shall not proceed with the Work associated with the subject deviation without Approval from CCSL.

When the supplier cannot comply with a requirement of the PO after the commencement of the Work as a result of a Nonconformance and the agreed disposition is to seek a concession from CCSL, the supplier shall submit a Concession Request (CR) for Approval.

DRs/CRs originating from Sub-tier suppliers shall be reviewed and approved by the supplier prior to submission to CCSL.

### 6.11 Supplier Quality Plan

Where it has been requested by CCSL, a work scope-specific quality plan shall be prepared and submitted for CCSL approval .

The QP shall describe quality management processes throughout all stages of design, manufacture, fabrication, assembly, inspection, testing and final release, as well as the activities for the management of sub-tiers suppliers.

ISO 10005 Guidelines for Quality Plans apply.

### 6.12 Supplier measurement, analysis and improvement

The supplier shall develop and maintain an internal and external audit program to assess conformance to PO/Contract requirements throughout all stages of Work.

Upon request, the supplier shall provide copies of audit reports for review including internal audits, Sub-tier supplier audits, supplier QMS (ISO 9001) and other 3rd party audits.

### 6.13 Manufacturing records

Suppliers shall ensure manufacturing records are maintained and remain available for review for 5 Years. This includes Radiographs in hard form digital.

### 6.14 Control of Product Information

Where CCSL Suppliers are required to develop internal drawings, procedures, CNC programmes, tools reference numbers, process data, work instructions, etc, associated with CCSL product or services, the supplier shall have a robust system in place to ensure that when orders are received, the latest product information is used to deliver CCSL products or services.

The supplier must have a clearly defined document retention policy that satisfies customer and legal requirements.

#### 6.14.1 Manufacturing Records

Manufacturing instructions (work order, traveler, batch card, Op list, etc.) shall be always kept with the article. The documents shall provide for:

- A unique batch number, part number, article description and quantity
- A drawing number with issue/version/revision
- List of individual ops
- Authorized inspector stamp/signature, acceptance rate etc
- Inspection operations
- Materials specification and identity

#### 6.14.2 Inspection and Testing Documentation

Inspection and test records, which show clearly whether the product has passed or failed the defined acceptance criteria, are to be maintained as per manufacturing

# Supplier Quality Manual

## Section A - General Requirements



records requirements par 6.13. Suppliers shall maintain records of all inspection and tests performed, including those conducted by subcontractors.

Where required by CCSL, inspection and test records shall be provided to CCSL in accordance with the quality assurance requirements as stated in the accompanying contract / purchase order documentation.

## 7 SUPPLIERS PERFORMANCE

### 7.1 Supplier monitoring and performance review

CCSL will monitor suppliers' quality, health safety, environmental and delivery performances.

CCSL suppliers performance is measured against defined targets and scorecards, which include the following KPIs:

- Quality performance
- Delivery Performance
- Communication and collaboration with CCSL
- Eventual audit scores

### 7.2 Suppliers assessment

Suppliers self-assessment and CCSL second-party assessments might be required in case of:

- New suppliers/plants
- Performance issues
- Significant quality non-conformity
- To monitor performance on high-risk products/projects

The supplier will be required to support CCSL in arranging and conducting the audit and in closing any gap identified.

## 8 MANAGEMENT OF NON-CONFORMITIES

Suppliers shall implement an internal procedure for managing Nonconformances (NCs), including:

- NCs identified by the Supplier's own management system
- NCs identified by CCSL.
- Subtier-Supplier nonconformances

CCSL may issue a NCR to Supplier for any nonconformance associated to the work. The Supplier shall respond to CCSL's NCR within the timeframe specified by CCSL and include the following:

1. Immediate correction to bring nonconforming items back to specification
2. Containment actions necessary
3. Root cause analysis and corrective actions
4. Evidence verifying closure of corrective actions

The PO ITEMS shall not be completed/released without all NCRs being closed-out with CCSL's agreement.

### 9 CONTINUOUS IMPROVEMENT

It is expected that CCSL suppliers have a management system in place to continuously improve safety, quality, delivery and cost performance.

The Supplier Quality Assurance (QA) procedures and documentation shall be used to support the management of an effective quality system based on built-in quality, problem prevention and continuous improvement.

### A1. CCSL REQUIREMENTS BY SUPPLIER TYPE

	ISO 9001	ISO 14001	ISO 45001	ISO 17025
Solvents	Required	Highly recommended	Highly recommended	Highly recommended
Laboratories	Required	Highly recommended	Highly recommended	Highly recommended
Calibration Providers	Required	Highly recommended	Highly recommended	Highly recommended
Logistics Providers	Required	Highly recommended	Highly recommended	N/A
Distributors	Required	Highly recommended	Highly recommended	N/A
Aux Equipment	Required	Highly recommended	Highly recommended	N/A
Fabricators	Required	Highly recommended	Highly recommended	N/A
EPC/EPF	Required	Highly recommended	Highly recommended	N/A