




Quality Safety & Environment Document

PROCEDURE

**PRESCRIPTIONS TO SUPPLIERS
WORKING IN OUR FACTORY**

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1. SUBJECT

Define the prescriptions specific to suppliers working on Equipment on behalf of Jeumont Electric in its Jeumont, Champagne sur Seine or Etupes factories.

The term "factory" is used to designate any of the above three sites.

This procedure is supplemental to the "General prescriptions to suppliers" procedure (document PQE 201).

Intellectual services (subcontracted engineering design) are not included, nor is maintenance work on equipment since they have no direct effect on the equipment during the manufacturing process.

Safety and Environmental prescriptions are governed by another procedure: PSE 13. "Rules governing work by contractors on the site of JEUMONT Electric".

2. SCOPE

This procedure is applicable to the work performed by suppliers at the factory, as ordered by Jeumont or to perform part of the work being carried out by Jeumont, or to carry out a work package on behalf of Jeumont.

Work by contractors at sites outside of Jeumont Electric (operations at the sites of Jeumont's clients) are governed by a different procedure (PQE 200).

3. REFERENCES

Procedure: "General prescriptions for suppliers" (document PQE 201).

4. CONTACTS

The supplier's contacts are as follows:

- the buyer regarding the administrative management of the order,
- the Safety Engineer for anything concerning Safety and the Environment, in the case of Jeumont, and the designated individuals on the other two sites,
- the technical contact for all technical aspects of the order,

The supplier shall state in the acknowledgement of receipt of the order, or in a letter, but **in any case prior** to the start of the work, the designated individual to be in charge of and in contact with the above persons with regard to the work entrusted to it by Jeumont Electric.

5. GENERAL

The supplier accepts and returns, with its price quotation, the specifications sent beforehand by the buyer at Jeumont Electric. All operations performed by the supplier in the factory will be under its own liability, but must be integrated into the general scope of operations at the Jeumont Electric factory.

It is necessary to state the rules governing operations and coordination with Jeumont's teams, the safety rules to be followed, the preventive measures to be taken, and the method of documenting the monitoring and acceptance of the work.

The **technical** requirements are stated in the order placed with the supplier, these being variable according to the type of work performed.

The order will state:

- The nature of the work to be performed,
 - The applicable hours of work
 - The scope of supply (tasks, means, etc.)
 - The reference of the Jeumont Electric specifications,
 - The reference of the supplier's proposal,
 - The overall cost of the work, including all expenses (all-in cost),
 - The lead time for completion of the work, stating the start and end dates,
 - Contract number and place of work,
 - The terms for reporting the progress of the work,
 - The particular conditions specific to the factory (if necessary),
 - The correspondents at Jeumont Electric,
- and any other information necessary for performing the work.

6. PROCEDURE

6.1 Prerequisites

6.1.1. Organization

The nature of the teams sent by the contractors will vary according to the type of work to be performed. On analysing the order, the supplier shall put in place a works organization to allow the operations to be correctly performed in keeping with good working practices in terms of quality, safety, protection of the environment and the labour laws.

In all cases, an individual must be designated as the interface with the Jeumont Electric technical contact, and will introduce himself as such at the start of the works.

This individual must have sufficient knowledge of French to ensure good communication with the technical contact. The other workers must have sufficient knowledge of French to understand the safety instructions.

It is the supplier's responsibility to inform the buyer of Jeumont in writing of any change of person responsible for the work entrusted to it.

6.1.2 Employee qualification and authorization

The personnel sent to the factory must have the appropriate qualification for the nature of the work to be performed, and for the risks involved.

Authorizations, permits, training certificates and medical fitness reports will be required for the following fields:

- Electrical work
- Machining work
- Overhead work
- Handling work (overhead cranes, forklifts)
- Operation of special equipment or machinery
- Quality organization (if work is on "nuclear" equipment)
- Asbestos (work on old equipment returned for expert investigations)
- Noise
- Paints and varnishes

The Jeumont purchase order will state any additional qualifications required regarding the environment in which the work is to be performed.

An up-to-date list of employee qualifications will be kept available at the factory.

The technical contact at Jeumont is responsible for ensuring that employees have the necessary qualifications and authorizations.

The technical contact and Safety Engineer at Jeumont may at any time check the qualifications and authorizations of the supplier's employees.

6.1.3 Preparation of Operations

The supplier will communicate without delay the following to the buyer at Jeumont:

- the necessary data for preparing the access passes for its employees (especially for non-French individuals),
- logistics needs (floor space, fluid supplies, electricity).

6.2 **Arrival at the factory**

6.2 Organization

As soon as the planned date for the start of the work is known, the supplier is notified by Jeumont Electric.

The supplier must inform Jeumont of the date of its arrival.

It will report to the security desk at the entrance to the factory to complete the access formalities.

On its arrival, it must contact the technical contact and Safety Engineer of Jeumont, or the designated individual for the other factories.

The necessary equipment brought by the supplier will be placed in an area indicated to it.

An observation report prior to starting the work will be issued jointly by the supplier and the works supervisor, after inspecting the work area.

The areas of the workshop to which access is permitted will be stated.

From this moment, the supplier is liable for all operations performed on the equipment made available to it.

6.2.2 Safety and Environmental aspects

In application of its ISO 14001 and OHSAS 18001 certification, Jeumont Electric asks its contractors to:

- Be aware of the environmental aspects of its work (sorting ordinary waste and hazardous waste; no discharging of waste into the sewers),
- Follow the applicable regulations in the factory,
- Follow the rules for use of chemicals (see para. 6.6.).

6.3 Monitoring the work

The work is defined according to the technical terms and conditions of the purchase order. Its scope is in keeping with the services provided by the supplier.

6.3.1 Documentation

The documentation provided to the supplier by Jeumont is as follows:

- Purchase Order
- Technical information in the form of a work execution file
- Information about the factory (safety instructions, etc.), if not already provided.

The documentation which the supplier must provide is stated in the purchase order and in this document.

The supplier will collate the working documents within an as-built work file. The content of this file will depend on the work performed, but must as a minimum contain:

- a description of the work to be performed and the necessary controls for its correct performance (copy of the route for example)
- technical documents (drawings, standards, etc.)
- the forms necessary for recording the results.

6.3.2 Performance of the work

The work is performed by the supplier, under its responsibility, according to the as-built work file. Any external sources impacting the correct performance of the work must be urgently reported to the technical contact of Jeumont Electric.

The technical contact of Jeumont will monitor the correct performance of the work.

6.3.3 Acceptance of the work

An end of work report will be issued both by the supplier and the technical contact after a joint inspection of the work area.

This report will in particular state the compliance of the work to the order specifications, and the status of the equipment (including cleanliness and FME) after the work. It will be included in the documentation provided by the supplier.

The supplier is responsible for breaking up its worksite (removing all tooling and waste, cleaning the area).

Acceptance of documents is either immediate (if permitted by the volume of documents issued during the work) or conditional, dependent on a formal review of the file submitted. This acceptance is required before payment of the work can be made.

6.4 Handling of deviations

Any deviation from Quality standards must be reported in writing to the technical contact, stating:

- the equipment and work concerned,
- the findings

to allow a decision to be made as to how to proceed.

6.5 Measuring devices and tooling

The supplier's measuring devices and tooling must be suited to the work being performed. A list indicating the calibration validity of the devices must be kept available. Traceability to the device must be ensured.

The measuring devices and tooling supplied by Jeumont must be suited to the work being performed. Before use, the supplier must check the calibration status of the device on the label affixed to it.

The certificates and reports issued by the supplier must state the identification of the device used and the date until which calibration is valid.

Any lending of devices or tooling between Jeumont Electric and the supplier must be exceptional and be the subject of a takeover report signed by both parties.

6.6 Chemicals

All chemicals introduced into the factory by the supplier must be entered into a list submitted to Jeumont Electric;

The product MSDSs must be available in the place of use of these substances, they must be written in French and in the language of the country where the work is being performed.

The supplier shall observe the instructions for use of these substances, with regard to: labelling, transfer of information from the label when products are transferred from one container to another, storage, containment and elimination.

6.7 Data protection

The as-built work file is the property of Jeumont Electric and may under no circumstances be duplicated or taken outside the place of work.

Access to the factory floor is restricted to the work area and other areas designated at the start of the work.

Taking photographs is prohibited.