
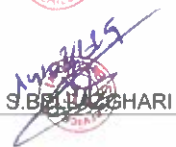




GENERAL SUPPLIER INSTRUCTIONS

In terms of

Quality
Safety
Environment

P	05/2024	 A. CAILLEUX  S. BELLUCHARI	V. BLOMME  23/04/25	A. CAILLEUX  A. CAILLEUX	FRAMATOME EIRA comments of 27/02/2024 taken into account Added appendix 8
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Recipients: ER, EA, EQ, JEUMONT ELECTRIC suppliers

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N	01/02/24	E. BANOHO	B. JAKUBOWSKI	A. CAILLEUX	See § 0; § 5, § 7 and § 9 and the lines in the margins
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L	12/2013	B. JAKUBOWSKI	V.BLOMME	B. JAKUBOWSKI	Complete overhaul of the document: body and appendices
K	10/2008	B. JAKUBOWSKI	V.BLOMME	JM. DIDELOT	New company name, added appendix 7
J	04/05	B. JAKUBOWSKI	O. CARON	JM. PLANCON	Updated order numbering and notification to attend addresses Integration of 94QPE51C
H	10/00	B.JAKUBOWSKI	M: HERBEAUX	B.JAKUBOWSKI	Clarification of documents, definitions, initial parts
G	03/97	B.JAKUBOWSKI	M.HERBEAUX	C.ANQUETIN	Updated § 6.2.2. Updated appendix 2 Separated nuclear activities "Expected document list" function
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C	02/90	B.JAKUBOWSKI	M.TARQUINIO	J. GOVIN	Update Added appendix n° 2
B	01/90	M.TARQUINIO	B.JAKUBOWSKI	B.JAKUBOWSKI	Added to § 4.2 Update Addressee acronyms
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0. REFERENCES

0.1. External references

ISO 9001 standard 2015 version
PQN 100 version G
SGAQ 2021 edition

0.2. Internal references

MMI "Integrated Management Manual"

PQE 202 "Instructions for suppliers of assemblies or components classified as important for nuclear safety".

PQE 200 "Instructions for suppliers working on site".

PQE 209 "Instructions for suppliers working in the factory"

PQE 208 "Instructions for suppliers of calibration and measuring equipment verification"

SQE 79 "Export control of war and assimilated equipment subject to the French Defence Code"

PQE 31 "Management of counterfeit and/or fraudulent components".

1 PURPOSE

This document defines the practical conditions applied to relations between JEUMONT ELECTRIC and its Suppliers in terms of the technical monitoring, production and Quality of a purchase order.

The document supplements the general terms and conditions of purchase attached to the purchase order.

For certain purchase orders, this procedure is supplemented by:

- procedure PQE 202 "Instructions for suppliers of assemblies or components classified as important for nuclear safety".
- procedure PQE 200 "Requirements for suppliers working on site".
- PQE 209 "Instructions for suppliers working in the factory"
- PQE 208 "Instructions for suppliers of calibration and measuring equipment verification"

The order of precedence for documents is always:

- the Purchase Order
- the general terms and conditions of purchase
- the documents appended to the Purchase Order that feature in the list of applicable documents,
- this general specification
- procedures PQE 200, 202, 208, 209 or SQE 79 if applicable

2 DEFINITIONS

2.1 - Supplier (Tier 1):

Natural person or legal entity that has received a purchase order from JEUMONT ELECTRIC for the delivery of equipment or the provision of a service.

2.2 - Sub-contractor (Tier 2):

Natural person or legal entity to which the Supplier delegates all or part of the fulfilment of the purchase order.

2.3 - Supply:

Equipment or service ordered by JEUMONT ELECTRIC from the Supplier.

2.4 - Inspector:

Person in charge of monitoring the quality of the supply.

2.5 - Initial part

First production of a part by the Supplier used to validate its production and checking process for the production of a series of parts of a given design.

2.6 – Quality Plan

For JEUMONT ELECTRIC activities, this is a document defining the checks and tests expected for a supply, the JEUMONT ELECTRIC notification points and those of its Customers where applicable, and the inspection and test reports and minutes. It is used as the starting point for the compliance file for the purchase order.

2.7 - Inspection and test report

An inspection and test report is a list of measurements compared to acceptance criteria, with a commitment to compliance.

2.8 - Certificate of conformity

A certificate of conformity is a certificate proving production compliant with an identified requirement.

The certificate of conformity to the purchase order is drawn up as per the ISO 17050-1 standard (see **appendix 3**).

2.9 – Compliance file

The compliance file is a set of documents proving the compliance of the supply, in particular through compliance with the Quality Plan (see **appendix 3**).

2.10 - Incident record

Document that notifies the Supplier of the non-conformity of its supply and/or associated documentation. The supply and payment are blocked until the notified decision has been implemented.

2.11 - Waiver request

Document drawn up by the Supplier after the purchase order has been issued informing JEUMONT ELECTRIC of the impossibility of providing a service in line with JEUMONT ELECTRIC requirements. The document is drawn up as soon as an impossibility to produce has been identified, for example the impossibility of supplying a component featured in a specific parts list.

Note: All waiver requests are considered to be incident reports.

2.12 - Non-conformity report

Document drawn up by the Supplier notifying JEUMONT ELECTRIC of the existence of a non-conformity between the equipment and/or documentation produced and JEUMONT ELECTRIC requirements. The document records the non-conformity of a production.

2.13 - Punch List - List of reservations

Document drawn up by the inspector during the final inspection at the Supplier's premises.

Attached to an incident record, it lists the work still to be carried out by the Supplier for its supply to be compliant.

2.14 - Inspection report

Document drawn up by the inspector during an inspection at the Supplier's premises. It summarises the operations carried out and indicates the inspection's conclusions. An assessment is drawn up by the inspector and forwarded to the Supplier for each acceptance.

2.15 - Counterfeit part

A part intentionally manufactured, renovated or modified in such a way as to imitate the original product without authorisation in order to pass it off as authentic

2.16 - Fraudulent part

Part intentionally altered with the intent to deceive

2.17 - Suspect part

Part for which there is an indication or suspicion that it may not be authentic

3 GENERAL

The quality of JEUMONT ELECTRIC production depends to a large extent on the quality of and lead times for purchased equipment and services. JEUMONT ELECTRIC Suppliers must adopt a line of conduct that makes it possible for them to achieve the required quality within the allotted deadlines and have their eventual subcontractors do the same.

JEUMONT ELECTRIC's needs and requirements specific to the ordered supplies and services are expressed in the Purchase Order and/or in the listed contractual documents.

This procedure sets out the general provisions to be applied in relationships between JEUMONT ELECTRIC and its Suppliers.

For certain purchase orders, special requirements in terms of:

- quality assurance, environment and safety.
- supplier monitoring,
- documentation

may be notified. They then take precedence over this document as they are referenced in the purchase order or the List of Applicable Documents (LDA).

4 MANAGEMENT SYSTEMS

JEUMONT ELECTRIC is ISO 9001, ISO 14001 & 45001 certified.

JEUMONT ELECTRIC requires its Suppliers to be part of the approach.

When a JEUMONT ELECTRIC sub-order requires the application of a quality management system other than ISO 9001, it is explicitly required in the purchase orders.

A specific procedure is required for parts intended for nuclear installations and classified as Important To Nuclear Safety **ITNS** (or Important Protection Elements): procedure PQE 202 "Instructions to Suppliers for assemblies or components classified as Important for Nuclear Safety".

5 DOCUMENTATION CONTROL

5.1. Documentary responsibilities

The Supplier is fully liable for the content and accuracy of its documents regarding JEUMONT ELECTRIC requirements, the Code, applicable regulations and standards, regardless of whether they have been approved by JEUMONT ELECTRIC and/or its Customer.

5.2. General

Unless otherwise provided for in the purchase order, the rules defined in this specification apply to all documentation submitted to JEUMONT ELECTRIC.

The supplied documents must be legible, clear and reproducible (Supplier's logo, texts, photos, diagrams, stamps of those involved, etc.)

The Supplier must be able to reproduce the documents at JEUMONT ELECTRIC's request.

Documents sent to JEUMONT ELECTRIC must be read-only.

Documents sent to JEUMONT ELECTRIC are controlled in accordance with the requirements defined in this specification.

5.3. Document approval circuit

The required documents, other than records, must be subject to an internal approval circuit. This circuit must be formalised by the identification, date and signature of the parties involved.

The signature system must be secure to guarantee that only the signatory can use the signature

5.4. Document drafting

5.4.1. General

Unless otherwise indicated in the purchase order, the Supplier is free to format its document in any way it sees fit.

However, the document must at least include:

- The Supplier company name
- The document title
- The internal identification
- The total number of pages and appendices
- Proof of its validation in Name-Date-Signature format

All the document pages must feature:

- The Supplier company name
- Page numbering
- The internal identification
- The document version

A sufficient margin on the left of the document must be left by the Supplier for possible perforation

5.4.2. Document format

Unless otherwise indicated in the purchase order, the Supplier defines its own title block. The document title block includes the Supplier information characterising the content, corresponding at least to the requirements of § 5.

5.4.3. Language and translation

Documents must be drawn up in the language or languages defined in the JEUMONT ELECTRIC purchase order. Otherwise, the Supplier must provide the required documents in English at least.

For non-French-speaking Suppliers, documents in English only can be provided.

The English indication is contiguous with the indication in French whenever the document format allows.

The Supplier must guarantee translation and document quality for documents issued directly in foreign languages.

Comments or annotations in addition to the figures on the supplied documents (minutes, readings, findings, drawings, etc.) **must be translated**. This is especially true of documents printed in bilingual format.

For all documents, the translation must be checked by a person capable of checking the document's technical content in the translated text.

In cases of conflicting translations, the version in the contractual language prevails;

5.4.4. Values

Dates must indicate the day, month and year, in DD MM YYYY format or ISO YYYY MM DD format for metadata.

Unless otherwise indicated in the purchase order, the units used are those of the International System.

5.4.5. Transcription

The Supplier must keep transcriptions of information to a minimum, in particular when operations, checks and/or tests are subcontracted. When a transcription cannot be avoided, the original recording must be attached.

5.4.6. Legibility

Measures must be taken by the issuer of the report to guarantee that the reproduction of the original document by scan or photocopy is durable and legible, in particular by prohibiting the use of dark highlighters, non-black pens, graphite pencils or pens with non-permanent ink, documents with greyed-out boxes or coloured backgrounds containing information or with margins that are too small.

In general, the document quality must be such that it is legible after printing.

The following practices are strictly prohibited on documents and are considered as CFS:

- Use of all masking products (Tipp-ex, correction tape) or erasable ink pens;
- Document overwriting (erasures, crossings-out, rewrites) or any similar method that does not comply with the provisions defined in these instructions (§5.5.6);

5.4.7. Non-compliances and waiver requests

In cases of discrepancies issued by the supplier, a non-conformity record must be created and included in the quality file. If the non-conformity record leads to a JEUMONT ELECTRIC incident report, the IR number must be indicated in the non-conformity record and on the supplier report.

If a waiver is requested, a waiver record must be created and included in the quality file. This waiver record is relayed by a JEUMONT ELECTRIC incident report, the IR number must be indicated in the waiver request. Waiver request records must be referenced in the quality plan, in the report and in the certificate of compliance with the order.

5.5. Document update control

5.5.1. General

The Supplier controls its documentation. Thus, updates to a contractual document distributed to JEUMONT ELECTRIC and/or its customers must be given a version as defined in the following sections. All document updates must be the subject of an approval circuit as defined in these instructions.

5.5.2. Version

The version is limited to two alphanumeric characters and must be indicated on every document page (the letters "I" and "O" should be avoided).

The update results in the incrementing of the version index for the entire document. All updates must be approved as defined in these instructions, i.e. be the subject of a new signature circuit (ideally identical to the initial circuit).

5.5.3. Update explanation

The explanation of the update made to a document relative to the previous version must be clearly shown on the document.

5.5.4. Update of a document that has already been approved

The document must be the subject of a new version sent to JEUMONT ELECTRIC for comment.

5.5.5. Update of minutes that have already been issued

If a correction or addition must be made to a report that has already been issued, it must be reissued or revised by the same entity as the original document and with the same drafting, checking and approval procedures as for the original document.

Updated minutes must identify the minutes they replace.

The minutes must be finalised and sent to the JEUMONT ELECTRIC inspector if they attended the operation and requested it.

5.5.6. Manual updates

Unless otherwise indicated in the purchase order or in the technical specifications, the manual modification of a document is only authorised for corrections concerning;

- The page numbering of a support document;
- An error on a record (Report or QP) that cannot be revised as defined in these instructions;

The Supplier must correct the document in question using the following rules:

- Clearly cross out the initial incorrect information, leaving it visible and legible;
- Add new information manually and legibly;
- Near the added text, indicate:
 - ⇒ The surname and first name of the person who made the change;

- ⇒ The entity to which the person who made the change belongs;
- ⇒ The modification date
- ⇒ The signature of the person who made the modification

It will thus be possible to justify that it is not a FRAUD or a COUNTERFEIT (CFS document), but a modification that the author has signed and can prove it if necessary.

6 PURCHASE ORDER PROCESSING AND DOCUMENTATION

6.1 Purchase order processing

6.1.1 Purchase Order acceptance (Acknowledgement of receipt)

By the acknowledgement of receipt of the purchase order, the Supplier acknowledges having received the information needed to produce the described supply from JEUMONT ELECTRIC.

The acknowledgement of receipt of a purchase order or amendment to a purchase order must be systematically returned to our Purchasing department signed by the supplier's competent authority within 7 days of receipt of the purchase order. If the acknowledgement of receipt is not returned, the text of the Purchase Order will be considered to have been accepted by the Supplier and any technical discrepancies will be considered to be non-conformities and processed as per the provisions described in § 7.9. All discrepancies must be mentioned and described in the acknowledgement of receipt.

For the C1 criticality supplies in APPENDIX 10 for nuclear or military naval projects, a compliance matrix must be provided to the Jeumont Electric buyer with the proposal before it can be validated.

The supplier examines each of the customer's requirements in detail (technical, quality, deadline, financial, etc.) and assesses its ability to meet them fully, partially or not at all. For cases of total or partial non-conformity, the supplier analyses the discrepancies and can propose appropriate solutions. Once the matrix has been finalised and sent to Jeumont Electric, the buyer will decide whether or not to validate the proposal.

Jeumont Electric reserves the right to organise a technical review with the supplier to make sure the requirements of the order are correctly taken into account.

6.1.2 Purchase order updates

The Supplier will be notified of changes to the documents referred to in the purchase order such as Supply specifications, drawings, diagrams, etc., by an amendment to the Purchase Order during the fulfilment of the contract.

The Supplier must update the equipment and documentation impacted by the changes.

6.1.3 Purchase order closure

The purchase order is not closed until the equipment, service and required documentation have been accepted.

6.2 Document supply

The documents to be supplied and subject to compulsory prior agreement before use, **Approved For Use**, are indicated in the Purchase Order.

They are essentially documents to be drawn up at the start of and during the supply production process: design and justification documents, manuals, etc.

The documents certifying the conformity of the supply are required as part of the compliance file using the Supply Quality Plan, the purchase order, the specification or drawings, and are required at the end of production.

The documents must be signed and bear the name of the Supplier's **competent** authority.

The documentation management rules are set out in **Appendix 1**

7 FULFILMENT OF THE PURCHASE ORDER

7.1 - Scheduling

7.1.1 Production scheduling

On receipt of the purchase order, the Supplier schedules its production. A detailed schedule may be requested with the purchase order or during the fulfilment of the purchase order.

The JEUMONT ELECTRIC Purchasing Department representative will monitor compliance with deadlines. The Supplier undertakes to inform JEUMONT ELECTRIC as soon as it becomes aware of any risk that may impact the purchase order lead time.

7.1.2 Monitoring scheduling

Where provided for in the Purchase Order, technical monitoring is conducted by JEUMONT ELECTRIC inspectors and eventually JEUMONT ELECTRIC Customer representatives based on the Supply Quality Plan.

Monitoring provides for notification or intervention points (notification to attend or hold) at stages where intervention is required.

Details of the monitoring are provided in **Appendix 2**.

7.2 Sub-orders

When the Supplier intends to subcontract manufacturing and/or checking operations (change of production plant specified in the purchase order or change of inspector intervention location), it must request permission from JEUMONT ELECTRIC (Purchasing Department) beforehand, and then send a copy of the sub-orders (eventually with price information removed) to the Purchasing Department.

The supplier must pass on all the requirements set out in Jeumont Electric's order, in particular those relating to this procedure, the general purchase terms and conditions, the framework contract, the special conditions, the specifications, the plans, the quality plans, etc., to its subcontractors and make sure they are properly applied.

REMINDER:

When the production plant is indicated on the Purchase Order, it is essential that it be the production location, the location for notifications to attend during production, and the delivery location.

The supplier undertakes to inform JEUMONT ELECTRIC of any project that may lead to a change in production location.

7.3 Qualification and initial parts

Due to their importance in terms of final quality or because they require the use of specific processes, some parts may require the production of an initial part. Such Purchase Orders are processed in the same way as other purchase orders, but with the following additions:

- A Quality Plan is specifically developed,
- Supporting documentation is required, for example: drawings, calculation notes, process qualifications, technical supporting documentation, etc.
- tests specific to the part, or even the production of samples, master specimens, etc. may be requested.

Once the initial part has been accepted, the Supplier will manufacture the following parts according to the approved definition and processes. All changes must be agreed in advance.

7.4 Special processes

A special process is a production process of which the outputs cannot be checked by monitoring or measurement after the fact. Deficiencies may appear once the product is in use.

As a result, such processes require the methods, equipment and personnel to be approved. The approval (process and operator qualification) is required by the supply quality plan.

For other special processes (heat treatment, painting, etc.) the elements demonstrating the mastery of the process are kept by the Supplier and are kept available if not required by the quality plan.

7.5 Marking - Identification - Traceability

Marking is the set of processes making the immediate and precise identification of a part or the contents of a package possible.

Such marking must include the JEUMONT ELECTRIC Purchase Order number, item number and version. If several parts are delivered covering one purchase order line, a sequence number must also be indicated.

The marking technique is selected by the Supplier. It must be legible, must not deteriorate over time and must be applied to the part without damaging it whenever possible. If the process results in the erasure of the marking, the Supplier must transfer the marking to the part (marking or labelling).

Traceability makes it possible to link an item of equipment to its documentation and must be kept for the purposes of compiling the final compliance reports for the equipment into which the equipment ordered from the supplier is fitted.

7.6 Protection - packing

Packing refers to the resources used before packaging to make sure the equipment is protected from any damage during transport and storage.

For metal parts that are neither machined nor painted, SA 2 ½ grade sandblasting is required to remove all traces of scale.

All machined parts must be protected from oxidation before shipment. The product used must be suitable for the material to be protected and easy to remove (grease, peelable varnish, etc.). The protection must provide protection for one year in premises protected from the elements.

Products with a shelf life must not be shipped beyond one third of their shelf life.

JEUMONT ELECTRIC leaves the choice of products and resources used to the Supplier. Nevertheless, it remains the Supplier's responsibility to provide the protection or packing.

7.7 Packaging - shipping

Packaging includes all the resources used to protect equipment from risks (impacts, pressure, water run-off, etc.) related to transport and handling. It also allows visual inspection of the packing and is marked.

The Supplier must make sure the packaging of the parts is sufficient to guarantee that the equipment is not damaged during transport.

Be careful to respect temperatures that may be reached during transport and during periods of extreme cold or high temperatures.

Compliance with French Decree 2007-1467 of 12/10/2007 on packaging is mandatory and requires proof (certificate).

The shipping of equipment to a destination other than the Jeumont Champagne sur Seine or Carquefou factory can only be made under the rules described in **appendix 5** relating to "Direct shipment by our suppliers of equipment under supervision without passing through the factory".

Suppliers must comply with special requirements, (for example, SEI Standards).

ITAR/EAR regulation specificities:

International Traffic in Arms Regulations (ITAR) is a United States regulatory regime designed to restrict and control the export of military and defence technology in order to protect US national security and pursue US foreign policy objectives.

The **Export Administration Regulations (EAR)** are a set of US regulations that restrict and control the export of sensitive goods.

JEUMONT ELECTRIC will only accept items not subject to ITAR regulations.

7.8 Transport

Hazardous goods transport must be organised in accordance with applicable regulations.

For other goods, loading, stowage and transport must be carried out in such a way as to guarantee the safety of loading, unloading and transport personnel. The means of transport must be appropriate to the nature of the goods.

JEUMONT ELECTRIC reserves the right to dismiss a carrier if it appears that the safety of the personnel unloading the carrier is compromised.

The definition of responsibilities relates to the Incoterm indicated on the purchase order.

The applicable rules must be followed.

The use of "Europe" pallets is recommended wherever possible.

7.9 Discrepancy processing

Several types of discrepancy can be identified, which must be reported to JEUMONT Electric within 48 hours.

- "Minor" discrepancies

If the non-conformity is found relative to a requirement specific to the Supplier, but the supply is compliant in **all respects** with the Purchase Order and the attached contractual documents, JEUMONT ELECTRIC's agreement is not required.

However, the Supplier must inform the JEUMONT ELECTRIC Purchasing Department if the non-conformity has an impact on the deadline, .

- "Major" discrepancies

If the non-conformity is found relative to a requirement featured in documents attached to the Purchase Order, or if it is likely to have an impact on the interchangeability, performance or reliability of the product, the processing is as follows.

If the discrepancy is detected before the product is produced, i.e. if the Supplier detects that it is impossible to produce the product or provide the service in accordance with contractual requirements, it must send JEUMONT ELECTRIC a waiver request. It may be due to the impossibility of supplying a material in accordance with the requirements, or to a change in the process compared to the previous production.... So any known impossibility **before** implementation.

If the discrepancy is detected during the production of the product, i.e. if the Supplier detects a discrepancy between what has been obtained and what is required, the Supplier must send JEUMONT ELECTRIC a non-conformity report.

The discrepancy must be accidental and have no impact on similar equipment being produced.

The decision will only be enforceable after a written response from the JEUMONT ELECTRIC Supply Quality Control Department.

It is the Supplier's responsibility to take all necessary corrective action to prevent the recurrence of non-compliances of the same type.

For major non-conformities, a customer complaint, or at the request of the Supplier Quality Inspection department, the supplier is required to carry out an 8D or QRQC analysis in order to deal with the problems in depth and avoid recurrence. Pending the deployment of corrective actions, the supplier must implement the necessary measures to protect the customer, such as a quality wall.

A non-conformity record must be sent to Jeumont Electric within 24 hours of receipt of the customer's complaint.

The non-conformity must be documented as indicated in **appendix 4**.

7.10 Developments

7.10.1 Developments

For essentially mass-produced supplies the delivery of which is staggered over time, if the Supplier needs to modify a characteristic of the supply while remaining compliant with the Purchase Order, it must notify the JEUMONT ELECTRIC Purchasing Department of its intention as soon as possible. Failure to do so will entitle JEUMONT ELECTRIC to pass on the upgrade costs to the Supplier.

This is particularly the case for chemicals, for which the amended SDS must be sent.

If the modification previously accepted by JEUMONT ELECTRIC results in the supply (equipment and/or documentation) no longer being compliant with the Purchase Order, the Supplier must systematically request an amendment to the Purchase Order from JEUMONT ELECTRIC.

If a modification leads to a discrepancy between a mass produced part and an initial part (see § 6.1), the Supplier must seek prior approval from JEUMONT ELECTRIC

7.10.2 Obsolescence

As part of obsolescence management, suppliers may be asked to carry out a number of actions, such as:

- Definition of a list of obsolete components
- Conducting a risk analysis for the components it builds into its supply
- A request for the Supplier to inform of the date on which production of its components is scheduled to end as well as the same date for components it uses from other manufacturers
- Joint re-design with JEUMONT ELECTRIC using the new planned component or components
- Regular review of the list of components and their planned end of service life.

7.11 Specimens and samples

This term also includes the coupons from which the specimens are machined.

The specimens and samples used for the qualification or control of certain processes must be unambiguously linked to the equipment to which they refer.

If the specimen or sample is linked to the qualification of a manufacturing process or an operator, it must be kept in the conditions provided for that qualification by the Supplier or qualification body for a minimum of 5 years from the date on which the tests were carried out.

If the specimen or sample is related to the testing of equipment ordered by JEUMONT ELECTRIC (e.g. specimens for mechanical testing), it must be kept by the Supplier for a minimum of 5 years from the date the tests were carried out. It must be available for presentation or dispatch (particularly for counter-testing) at JEUMONT ELECTRIC's request within one week.

8 GENERAL REQUIREMENTS

8.1 Access

JEUMONT ELECTRIC reserves the right to supervise or to have persons of its choice supervise the performance and control of the supply in the Supplier's factories or those of any of its subcontractors.

Similarly, JEUMONT ELECTRIC reserves the right to access the documentation necessary to guarantee that the supply was produced in accordance with contractual requirements.

Those rights are extended to JEUMONT ELECTRIC Customers (or their representatives)

The Supplier and any subcontractors must provide JEUMONT ELECTRIC or its Customers or their representatives all facilities to allow them to fully carry out their mission.

8.2 Safety, Environment and Corporate Responsibility

8.2.1 Chemicals

The use of certain products (hereinafter referred to as "chemicals") requires users to be familiar with the precautions for their use. The specifications are contained in the Safety Data Sheet (SDS). As a result, before placing a purchase order for a Chemical, JEUMONT ELECTRIC requires the Supplier to provide the SDS for the product to be ordered. Once the SDS has been approved at JEUMONT ELECTRIC, the purchase order can be placed and the product delivered to JEUMONT. If the SDS is not provided, the product cannot be accepted at Jeumont.

Changes to the SDS must also be forwarded to JEUMONT ELECTRIC.

For the European market, the Supplier must undertake to guarantee that the products purchased by JEUMONT ELECTRIC comply with the provisions of the REACH Regulation (EC Regulation No. 1907/2006) and provide JEUMONT ELECTRIC proof of such compliance.

8.2.2 Staff health and safety

The Supplier must comply with the rules applicable in the country in which the services are provided.

In particular and whenever required, the Supplier must certify the absence of hazardous substances by drawing up and sending :

- Radionuclide-free certificate
- Certificate of absence of hazardous substances contained in mixtures, materials or items, equipment

8.3 Staff qualifications

The Supplier remains responsible for the qualifications of the staff called upon to carry out the work, in accordance with its rules and the requirements of the applicable codes and standards.

JEUMONT ELECTRIC may request proof of the qualifications of staff for the tasks to be carried out, especially when special processes are used.

8.4 Counterfeit or suspect part (CFS) management

The Supplier must control CFS management in-house and in its own supply chain to prevent any intrusion of counterfeit or suspect parts.

Special attention must be paid to parts transiting through resellers or stockists.

Inspection methods (equipment and documentation) must take into account CFS detection practices. A partial list of examples is provided in **Appendix 7**.

When CFSs are discovered by the Supplier, the discrepancies must be processed as non-conformities. The supplier must notify JEUMONT ELECTRIC without delay to help detect any parts already delivered.

JEUMONT ELECTRIC and its Customers reserve the right to carry out counter-checks (on the equipment and/or documentation) if there is a doubt as to the veracity of the communicated information. The Supplier will then be notified in good time to guarantee the checks are carried out correctly.

8.5 Data protection

Data communicated by JEUMONT ELECTRIC to the Supplier as part of a purchase order cannot be communicated to third parties without authorisation.

9 ARCHIVING

9.1 Document archiving

By the supplier:

The files and documents relating to the JEUMONT ELECTRIC order must be archived for a period of 50 years following verification and approval by the competent person at the supplier.

The period starts on the date of delivery to JEUMONT ELECTRIC, in order, for example, to allow all or part of the delivered equipment to be manufactured identically during that period or to carry out any cross-checks.

At JEUMONT ELECTRIC's request, it must be possible to send them within 3 days

However, the durations may vary depending on the contractual requirements included in the purchase order.

It is the Supplier's responsibility to define and implement the necessary means to guarantee effective archiving (protection of documents from potential risks of theft, total or partial destruction).

NOTE: Verification by Jeumont Electric does not relieve the supplier of its responsibility for the conformity of the documents.

9.3 General provisions

During the archiving period, the Supplier must inform JEUMONT ELECTRIC of any changes in its legal structures to allow JEUMONT ELECTRIC to make the necessary arrangements for the possible transfer of the archives.

APPENDIX 1 Document supply rules

1 Document quality requirements

The rules are set out in section 5 of this document

2 Transmission of documents

To facilitate identification and the content of the shipment, each sent document must feature:

- 1 The JEUMONT ELECTRIC Purchase order number
 - 2 The identification of the equipment concerned:
 - the item and the version,
 - the quantity of parts or products,
 - 3 The Supplier name
- and, if known:
- the JEUMONT ELECTRIC Customer purchase order number,
 - The contract reference concerned.

If in doubt, contact the Purchasing department

Unless otherwise specified in the order, documents must be sent in digital PDF format. The documentation must be supplied at the latest when the equipment is delivered. The files must be named indicating the order number and the order line (item and version).

Documents must be sent in accordance with the following instructions:

Expected documents	JE Department	Dispatch address
Welding log	Supplier inspection	controle@jeumontelectric.com
Notifications to attend		
Shipment authorisation request		
Waiver request		
Non-conformity		
Quality Plans		
Technical production programme *		
Certificates	Supplier inspection	Nextcloud link communicated by the buyer when placing the order.
Final compliance file		
Product technical data sheets	Analysis	documentation@jeumontelectric.com
Maintenance / user manual *		
Calculation notes *		
Construction drawings, diagrams *		
Specifications and procedures *	Procurement	Buyer's e-mail address
Acknowledgement of receipt of order		
SDS and REACH certificates		
Production schedule		
Compliance matrix	Accounts	By letter sent to: JEUMONT Electric Comptabilité fournisseurs 367, rue de l'industrie BP 20109 59572 JEUMONT Cedex
Invoices		

3 Document acceptance

Documents returned to the Supplier by JEUMONT ELECTRIC have one of the 4 following statuses:

- **1 Valid for Application.** The Supplier can use the document for future operations
- **2 Revise and resubmit. Valid for application subject to comments being taken into account and included.** The Supplier can use the document for production, but must take the comments into account in a new version of the document.
- **3 Refused: to be resubmitted.** The Supplier cannot use the document as it stands. A new version must be submitted for approval.
- **4 Approval not required.** The Supplier can use the document. No approval is required.

This status is indicated by a stamp on the document.

The supply is not accepted until all the documents are in status 1 or 4.

JEUMONT ELECTRIC will respond to the Supplier within 15 days of receipt of the documents (unless otherwise stipulated in the purchase order).

APPENDIX 2 Production monitoring

1 Notification points

JEUMONT ELECTRIC's technical monitoring is notified through notification points.

Some purchase orders include a JEUMONT ELECTRIC Supply Quality Plan which indicates the control, document submission and notification point requirements.

The notification points appear in the Supply Quality Plan "JE" column. They are as follows:

Notification to attend point:

This point noted "**W**" concerns an operation for which JEUMONT ELECTRIC requests to be present but which the Supplier can carry out if the inspector has formally waived the notification to attend or does not attend.

Hold point:

This point noted "**H**" concerns an operation which the Supplier may not carry out in the absence of a representative of the organisation that set the hold point unless it has given a written authorisation to do so.

2 Notifications to attend

The notification to attend sent to JEUMONT ELECTRIC at the following e-mail address controle@jeumontelectric.com must contain at least the following information (the format is not imposed):

1 The JEUMONT ELECTRIC Purchase Order reference,

2 The identification of the equipment concerned:

- the item and the version,
- the quantity of parts or products,

3 The exact nature of the inspection (operation title),

Include the references of the Quality Plan (if any) and the relevant operation in the Quality Plan,

4 The location the operation is carried out,

5 Availability date and time and estimated inspection duration,

6 Supplier contact identification

and, if known:

- the JEUMONT ELECTRIC Customer purchase order number,
- The contract reference concerned.

Sample notification to attend in Appendix 9.

The Supplier sends the notification to attend for the supply to the Supply Control department, giving at least **15 calendar days** notice (unless a different number of days is indicated in the Quality Plan or the purchase order). After the 15 Days, if events call the deadline into question, the Supplier must inform the JEUMONT ELECTRIC Supplier Quality Control department no later than 5 business days before the planned date.

Monitored services provided at a distance of more than 200km must be scheduled on a day other than a Monday, Friday, Saturday or Sunday. Except in exceptional circumstances, Jeumont Electric will refuse all notifications to attend on the days listed above and will request to be notified to attend on another date.

3 Notification to attend monitoring

The JEUMONT ELECTRIC Supplier Quality Control Department answers the Supplier by notifying it of a specific date or by notifying that it waives the acceptance.

Reminder

A notification to attend means the Supplier has made sure its equipment and documentation are compliant with their expected state and that it can demonstrate the fact on the arrival of the JEUMONT ELECTRIC inspector.

All previous intervention points and checks must be justified and the corresponding documentation drawn up.
All discrepancies previously detected by the Supplier must have been processed.

When the JEUMONT ELECTRIC inspector is present following a notification to attend or a hold point, they sign the Quality Plan next to the operation.

When JEUMONT ELECTRIC or its Customer declines a hold point, the Supplier indicates the number of the document by which the Customer waived the hold point in the Customer signature box.

The Supplier cannot continue operations until every organisation has released its hold point in writing, either on site by the inspector or by letter.

Jeumont Electric's or its customers' signature of the notification to attend or stopping points only attests to their presence. Under no circumstances is it an approval of the conformity of the operation, for which the supplier is entirely responsible.

Appendix 3: Compliance file

Some purchase orders include a JEUMONT ELECTRIC Supply Quality Plan which indicates the control, document submission and notification point requirements.

The Supplier can:

- either use the Quality Plan issued by JEUMONT ELECTRIC (see **appendix 6**),
- or use its own, provided that it includes all the JEUMONT ELECTRIC Quality Plan requirements and has been approved by Jeumont Electric.

NB: The Supplier is responsible for defining the checks and tests as well as the operations required to obtain product compliance.

The submission of documents is indicated by an " **R**" in the Quality Plan "**JE**" column. That indicates that the completion of the manufacturing or inspection operation covered by the Quality Plan must be materialised by the issue of a report or a certificate of conformity.

The Supplier indicates the reference of the corresponding document with its applicable version and signs it.

The Quality Plan and associated documents compose the **compliance file**.

The compliance file is to be compiled as operations progress and the documents required by the Quality Plan are drawn up. The required documents are attached to the quality plan in the order in which the operations are carried out, and their version is entered in the quality plan. The compliance file must be presented to the inspectors during their interventions to prove that the previous operations were correctly completed, and during the final intervention.

The Supplier is in charge of compiling the compliance file and checking its completeness and compliance with the purchase order requirements. The verification is shown by a cover page that guarantees the file traceability relative to the JEUMONT ELECTRIC supply and the purchase order and featuring the identification of the author and proof reader (name, position, date and signature).

The file must be paginated, and the non-conformities must be closed.

It must be sent to the JEUMONT Supply Control Department or given to the inspector.

The Completion Report must contain at least:

- Contents (if more than 10 pages),
- Completed quality plan (JEUMONT ELECTRIC quality plan or supplier quality plan if it was previously approved by JEUMONT ELECTRIC and eventually its customers),
- Non-conformity records or reports as per § 7.9,
- Reports and certificates required by the Quality Plan,
- Supplier acceptance report,
- Certificate of conformity with the JEUMONT ELECTRIC order
- The list of non-conformities
- Documentation justifying the lifting of hold points,

In addition to the ISO 17050-1 requirements, the following statement must be included on the certificate of conformity (section 3)

We declare that the above-mentioned supply is compliant with the contractual requirements and that after verification and testing, it complies in all respects with the specified requirements and the applicable standards and regulations, barring the exceptions, reservations or waivers listed in this declaration of conformity.

The exceptions, reservations and waivers are listed in section 6.

A file is required for every supplied item of equipment unless otherwise specified in the purchase order.

Model of a Certificate of compliance with the purchase order

DECLARATION DE CONFORMITE selon NF EN ISO/CEI 17050-1
DECLARATION OF CONFORMITY according to NF EN ISO/CEI 17050-1NOM DU DECLARANT :
ISSUER'S NAMEADRESSE DU DECLARANT :
ISSUER'S ADDRESSCLIENT :
CUSTOMERNUMERO DE COMMANDE :
ORDER NUMBERNON DU PROJET :
NAME OF PROJECT :OBJET DE LA DECLARATION :
OBJECT OF THE DECLARATIONMARQUAGE JE / NUMERO DE SERIE:
JE MARKING/ SERIAL NUMBERL'OBJET DE LA DECLARATION DECRITE EST CONFORME AUX EXIGENCES DES DOCUMENTS SUIVANT
(SPECIFICATION / PLAN) :THE OBJECT OF THE DECLARATION DESCRIBED ABOVE IS IN CONFORMITY WITH THE REQUIREMENTS OF THE
FOLLOWING DOCUMENTS (SPECIFICATION / DRAWING):

-

-

NUMERO DE BORDEREAU DE LIVRAISON:
DELIVERY NOTE NUMBER

Nous certifions que, sauf exceptions ou dérogations énumérées ci-après, la fourniture citée a été fabriquée conformément aux spécifications techniques du marché, commande ou sous commandes du client et que, toutes opérations de contrôle et d'essais effectuées, elle répond, SOUS TOUS SES ASPECTS, aux spécifications particulières y-jointes, aux plans, ainsi qu'aux normes et règlements en vigueur s'y rapportant.

We certify that, subject to exceptions or concessions listed hereafter, the supplies detailed here were manufactured in accordance with the technical specifications of the contract, order, or sub order and that, all inspection operations and tests having been completed, the supplies comply IN EVERY RESPECT with the relevant particular specifications, drawings, and relevant standards and regulations in force.

Renseignements particuliers aux fournitures livrées, notamment la référence des dérogations accordées :
Information particular to the supplies delivered, especially the reference of concessions granted :

NOM ET FONCTION :
NAME AND FUNCTIONDATE, LIEU ET SIGNATURE
DATE, PLACE AND VISA

APPENDIX 4 Non-conformity processing

1 Non-conformity detected by the Supplier.

The Supplier must send JEUMONT ELECTRIC a notice of non-conformity as soon as it has been detected and before delivery of the product, to the following e-mail address controle@jeumontelectric.com in accordance with the procedure in Appendix 1.

The non-conformity report must feature at least the following information:

- 1 Identification of the equipment and document to which the non-conformity relates,
- 2 A clear description of the non-conformity and comparison with the specified criteria,
- 3 The proposed solution with supporting documents.

If necessary:

- 4 References to attached documents (notes, drawings, photos, etc.) supporting the non-conformity description and/or the proposed solution.

A non-conformity record must contain the following elements:

- Non-conformity number revision index;
- Supplier identification;
- Jeumont Electric order number and the item concerned;

1. Description of the non-conformity using the WWWHHW method:

- What: "Description of the discrepancy? "
 - The measured value drift with the identification of each part concerned.
- Who: "Who detected the discrepancy? "
 - Supplier? Inspector? Customer?
- Where: "Where was the discrepancy detected? "
- When: "When was the discrepancy detected? "
 - If possible, indicate the corresponding Tracking Document operation
- How: "How was the discrepancy detected (indicate the procedure and the reference of the checking tools)? "
- How many: "How many parts are concerned? "
 - Total number of parts in the batch.
 - Number of parts impacted.
 - Individual part or identification or identifications
- Why: "Why is it a discrepancy? "
 - Specification(s) and/or standard(s) and/or drawing(s) and/or regulation(s) and/or code(s), with their release number, according to which the criterion is not compliant.
 - The acceptance criterion concerned by the non-conformity with its tolerances.

2. Impact analysis and scope of the quality event:

- Check whether a risk exists in similar workshops, products, projects or documents, with the associated verification plan.

3 Corrective actions or safety measures implemented, with a designated manager.

4 Cause analysis (occurrence/non-detection).

5 Corrective action plan.

6 Action plan effectiveness assessment.**7 Closure of the action record.****2 Non-Conformities detected by JEUMONT ELECTRIC**

The JEUMONT ELECTRIC inspectors will notify their remarks and the discrepancies on the IQE 97 inspection report. The Supplier must implement the decisions notified in that document.

APPENDIX 5 Shipping outside the JEUMONT ELECTRIC factory

Some supplies are delivered directly by our Suppliers to a location other than Jeumont:

- partners assembling part of the equipment intended for our Customer;
- customer's warehouse;
- assembly or use site

In those cases, the purchaser adds the following statement to the Purchase Order:

"Shipping procedure: you must send a dispatch authorisation request in accordance with procedure PQE 201 to our Supply Control department before any equipment is shipped".

Those supplies do not enter the Jeumont "arrivals" section. The shipment of that equipment must therefore be controlled and its formal acceptance guaranteed.

The Supplier must request the authorisation at the following e-mail address controle@jeumontelectric.com prior to any shipment. It can only ship the equipment after having received formal authorisation from the JEUMONT ELECTRIC control department, which releases the invoicing.

See IQE 07 form on next page

If the inspector is present at the final inspection, they fill in the dispatch authorisation form.

IQE 07 B imprimé type rédigé par JP NASTOGA , vérifié et émis par B Jakubowski


**Fiche d'autorisation d'expédition
De matériel sous surveillance
Sans passage par le site de JEUMONT**
**Shipment release sheet
For equipment monitored by JEUMONT and not delivered to
Jeumont location**

A renseigner par le fournisseur de JE to be filled by JE supplier

① Identification du fournisseur *Supplier identification*

Fournisseur : Adresse:
Supplier Address
② Identification de la commande *Order identification*

N° de commande JEUMONT ELECTRIC et Révision :
JEUMONT ELECTRIC order number and revision

N° de poste et version :
Line and version nb
③ Identification du matériel *Equipment identification*

Désignation du poste de commande et de la version
Identification of order line and version
④ Adresse de livraison *Shipment address*
⑤ Documentation jointe *Attached documentation:*
☐ Certificat de conformité *Conformance certificate:*
☐ Dossier de conformité *Conformance file:*
☐ Autres documents *Other documents:*
⑥ Décision finale de JEUMONT ELECTRIC *Final decision from JEUMONT ELECTRIC*

Autorisation d'expédition ☐ OUI ☐ NON

Shipment authorization

Par/Ry:

Date


Visa:

Cette demande doit être envoyée à contrôle@jeumontelectric.com renseignée des cases ② à ⑤

This authorization shall be sent to contrôle@jeumontelectric.com with completed boxes ② to ⑤

La documentation jointe (case ⑤) doit avoir été approuvée au préalable selon dispositions de la PQE 201

The attached documentation (box ⑤) shall have been approved previously according to provisions of PQE 201

	<p style="text-align: center;">APPENDIX 6</p> <p style="text-align: center;">USING THE SUPPLY QUALITY PLAN</p>	<p>ISSUING DEPARTMENT: EQ ISSUED BY: N° DOCUMENT : PQE201 DOCUMENT N°: VERSION: P</p> <p style="text-align: right;">PAGE : 31 / 36</p>
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KEY

- 1 Enter the JEUMONT ELECTRIC purchase order reference with the order item number if it includes several items
- 2 Add your company name
- 3 Add the tracking number or internal order number. usually that identifier provides traceability with the documentation
- 4 This line indicates the general requirements applicable to the purchase order. In addition to the reference to PQEs, standards or codes may be specified
- 5 This column indicates the equipment or sub-assembly concerned and the nature of the operations
- 6 This column indicates the specific conditions: standards relating to the operation in question, sampling or batching plan, inspection details, type of requested document,
- 7 This column refers to the JEUMONT ELECTRIC specification or drawing associated with the purchase order
- 8 This column must be filled with the applied index of the document in column ⑦
- 9 These three columns "JE" for JEUMONT ELECTRIC, "1" and "2" for the participants identified at the bottom of the page contain the notification points for these entities. It is also in these boxes that the inspectors apply their stamps
If JEUMONT ELECTRIC declines a notification to attend, indicate the reference of the document sent by JEUMONT ELECTRIC (see section 6.2.1 of this document) in it
- 10 Enter the references of the reports and minutes drawn up, as well as any non-conformity reports.
- 11 This line indicates the type of notification points entered in 9 and the names of the participants
For JE, the correspondent is indicated in appendix 2.
For "1" and "2", the name of the organisation or customer is indicated. The notification to attend addresses will be communicated specifically.

Be careful of the following. Only one of these points does not mean that the product is CFS, but their presence or accumulation should raise a red flag.

Before delivery

Unusually low product price

Unusual discussions or negotiations regarding the results of checks

Unusually short delivery lead times compared to competitors

On arrival

Modified or photocopied plates, marks, labels

Plates, marks and labels in an unusual position

Plates, marks, labels showing incomplete data

Pitting or corrosion of metal parts

Casting markings that appear to have been ground off and parts that have been noticed to have different markings

Configuration does not match other items from the same supplier

Configuration different from that indicated in supplier documentation or drawings

Difference between the name of the supplier on the part and on the packaging

Plate without standard marking, punches or manufacturer logos

Plates with irregular punches or with gaps in the punching

Clear evidence of repair (e.g. welding)

Product unusually packed or packaged

Packaging not compliant with packaging requirements or the supplier's standard specifications

Differences between the specifications announced during the purchase order phase and those announced on delivery

Modification of name, logo, serial number or production date.

Different condition of bolts and washers in the same assembly or compared to a similar assembly

Differences in colour, appearance, component layout

During use (tests)

Performance different from that usually seen

Signal disturbance and quality

Noise and vibration

Assembly strength

Any other evidence of attempted counterfeiting



APPENDIX 7

Indications used to identify a CFS
product

ISSUING DEPARTMENT: EQ

ISSUED BY:

N° DOCUMENT : PQE201

DOCUMENT N°:

VERSION: P

PAGE: Page **33** / **36**

Be careful of the following. Only one of these points does not mean that the product is CFS, but their presence or accumulation should raise a red flag.

Obvious use of "Tipp-ex" or correction tape, abnormal fonts and character sizes.

Document not signed as requested

Excessively pale or illegible document

Missing data

Name/position of approver of missing or illegible document

Name of the person approving the document not matching the signature

Technical data not corresponding to code and standard requirements.

Identical test and measurement results for several products when natural differences must exist.

Unclear document traceability

Documentation not sent as provided for in the purchase order, or sent in an unusual format.

Unidentified and undated corrections

Hand marking on a document on which the information is pre-printed or printed.

Sudden cut in text and pagination not as expected.

The product configuration does not match the product documentation.

Graph breaks, lines indicating that data has been erased or rearranged by copy/paste.

Data on the same line at different heights.

Missing or incomplete documentation.

Expéditeur :*Sender***Référence :***Reference***A l'attention de :***To the attention of***Date :***Date***Fournisseur :***Supplier***Nous vous informons que nous levons notre point d'arrêt pour l'opération suivante :***Please, be informed that we release our hold point for following operation :***Identification du matériel concerné :***Identification of the equipment concerned:***Commande n° + ligne :***Purchase order No + line***Quantité :***Quantity***Plan qualité + étape :***Quality plan + step n°***Opération :***Type of inspection***Point d'arrêt client (Oui ou Non) :***Customer Hold Point (Yes or Not)***Pièce jointe :***Attachment :***Veuillez référencer ce document en face de l'opération concernée.***Please reference this document in front of the involved operation.***Nom / Name :****Fonction / Position :****Date :****Signature :**



JEUMONT
ELECTRIC

APPENDIX 9

Sample inspection notification

ISSUING DEPARTMENT: EQ

ISSUED BY:

N° DOCUMENT : PQE201

DOCUMENT N°:

VERSION: P

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Supplier's LOGO

NOTIFICATION OF INSPECTION

JeumontElectric PO N° :

JeumontElectric Project N° :

Qty :

Address of Inspection

Supplier Contact

Jeumont Electric Contact

N°	TYPE OF INSPECTION	QUALITY PLAN			Date & Hours		JeumontElectric / CUSTOMER Attendance	
		QP n°	Step n°	PO Item n°	Beginning	End	Yes (X)	No (X)
1								
2								
3								

JeumontElectric

Nom / Name :

Fonction / Position :

Date :

Signature :

COMPONENT	SUB-ASSEMBLY OR SERVICE	CLASS
SHAFT		
	Cast shaft	C 1
	Shaft or rolled round bar	C 1
WELDED ARM SHAFT		
	Welded shaft or welding service	C 1
ROTOR POLES		
	Coiled poles	C 1
FANS		
	Mechanically welded fan	C 1
BANDS		
	Forged bands	C 1
Carcass		
	Mechanically welded carcass	C 1
COPPER		
	Rotor slot closing blocks (turbo type)	C 1
ELECTRIC SUB-ASSEMBLIES		
	PMG	C 1
ROTATING PART SUPPORTS		
	Bearings	C 1
MISCELLANEOUS EQUIPMENT		
	Impregnating resin	C 1
	Added blades	C 1
	Rotor blocks	C 1
	Lubrication system	C 1
	Lifting system	C 1
	Fan motor unit	C 1
	Braking unit	C 1
	Pressure boosting unit and cylinders	C 1
	AER cabinet	C 1
	Power bridge	C1
	APN cabinet	C 1
	Clamping rods for sheet metal casing or coiled poles	C 1
	Insulated stator bars or sections	C1
MISCELLANEOUS SERVICES		
	Paint (paint application)	C 1, C 2 or C3 The procedure describes three levels of paint service quality corresponding to the requirements for the three levels
	Welding	C 1, C 2, C 3 Depending on the weld classification
	Metallisation	C 1