Supplier Manual

- ***Requirments for CEJN suppliers***



Date 2026-09-24 Issue 8

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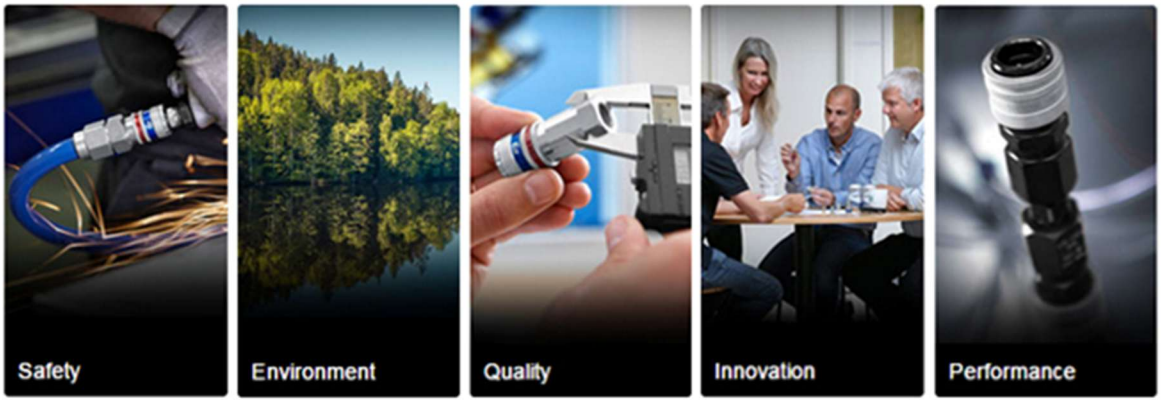
Print-out of the supplier manual
Please note that any print-out of this supplier manual is an UNREGISTERED COPY and that the content may change over time. To guarantee that you have the latest version, please contact CEJN: s central purchasing department.

Update
Changes in the text relative to the previous issue are written in blue, italic text.

OUR BUSINESS CONCEPT

CEJN is a leading global niche company with local presence providing innovative quick connect solutions, adding value and productivity to customer applications and processes. CEJN is committed to high quality products with focus on performance, safety and environment, secured through own development and production in a spirit of continuous improvements of processes, technologies and products. CEJN is an independent family owned business with its roots in Sweden since its start in 1955. CEJN is committed to maintaining its high standards of responsibility towards our customers, employees and the environment.

OUR CORE VALUES



SAFETY

Safety is vital to our business. It is not merely optional, but is essential to everything we do and we take responsibility for the safety of our customers and users. A safe work place is our top priority and we are not satisfied until our customers no longer have to choose between safety and high-performance products. Recent product launches and developments such as eSafe and the alert-ring on our Ultra High-Pressure couplings are proof of that.

ENVIRONMENT

Protecting the environment is essential to us and is something we take very seriously. Developing energy-efficient products is a matter of course for us, as this goes hand-in-hand with putting less pressure on the compressor. Spill-free products

are another objective, to avoid contamination of the environment and hydraulic systems. Our Swedish production facilities are run on wind power and CEJN's aim is to work in as environmentally friendly a way as possible. We are certified according to Environmental Management System ISO 14001.

QUALITY

Our goal is to deliver a high level of quality throughout the process, from raw material, product development and production to delivery and customer support. We put our customers first and strive to exceed their expectations. Our operations have been certified in accordance with the ISO 9001 quality management system standard since 1995. This prioritises, among other things, customer focus, employee commitment and continuous improvements.

INNOVATION

By unlocking the creativity of our staff and their interest in experimenting with new technologies we are constantly stretching the boundaries of what is possible. With six decades behind us and a number of different innovations in our arsenal, our global organisation remains one step ahead. This includes how we operate, the technologies we apply and our commercial approach. Innovation by performance.

PERFORMANCE

Delivering products that provide a high level of performance is deeply rooted in our DNA, and was one of the reasons why the first CEJN coupling was designed. The surrounding world is constantly evolving, presenting us with new challenges every day, and that's why flexibility is one of our guiding principles. We work closely with our customers during the development phase and guarantee to provide them with the best and safest performance products on the market.

GENERAL

Being a supplier to CEJN means being a fully qualified and reliable provider of competence into our value chain. Having been chosen requires an attitude of continuous improvement and a spirit to always strive for competitive excellence, efficiency and added value into the daily operations. This supplier manual describes and specifies requirements that all of our suppliers must comply with and follow. Some sections are specific CEJN-requirements, whilst others are related to different quality- and operation standards as for example ISO 9001 or ISO 14001.
The content of the supplier manual may change over time. To guarantee you have the latest version, contact CEJN: s central purchasing department.

Business values and Guiding principles

Our fundamental values are built on the following foundations:

- A good and healthy supplier co-operation is built on professionalism, trust, responsibility and accountability by all parties involved. A co-operation built on these principals will lead to respect and a long-term relation.
- With professionalism we mean the appropriate competence, behaviour and ability to deliver expected results.
- We have a considerate and precautionary view on all human relations and our environment.
- Continuous improvements and increased efficiencies are a natural and daily part of work behaviour and culture.
- Decisions and corrective actions are always based on measurable and objective factors.

We chose to cooperate with suppliers who:

- Share our fundamental values and principles and who are always fully aligned with our code-of-conduct requirements.
- Follows international rules and regulations for human rights, national labour- and environmental laws.
- Fulfils our technical and commercial demands on supplied goods or services.
- Have the right communication skills, logistic solutions and administrative routines in place for an efficient trade of goods or services.
- Have the appropriate management-, process- and quality systems in place.

All of our suppliers are grouped into strategic, prioritized or conventional suppliers and our ongoing supplier development work is targeted towards manoeuvring the complete supplier portfolio into the strategic and prioritized supplier segments.

Code of Conduct & Corporate Social Responsibility

All suppliers to CEJN are required to sign CEJN's Code of Conduct and ensure its implementation within their organization as well as throughout their entire supply chain. The latest version of CEJN's Code of Conduct is available at www.cejn.com.

COMMUNICATION

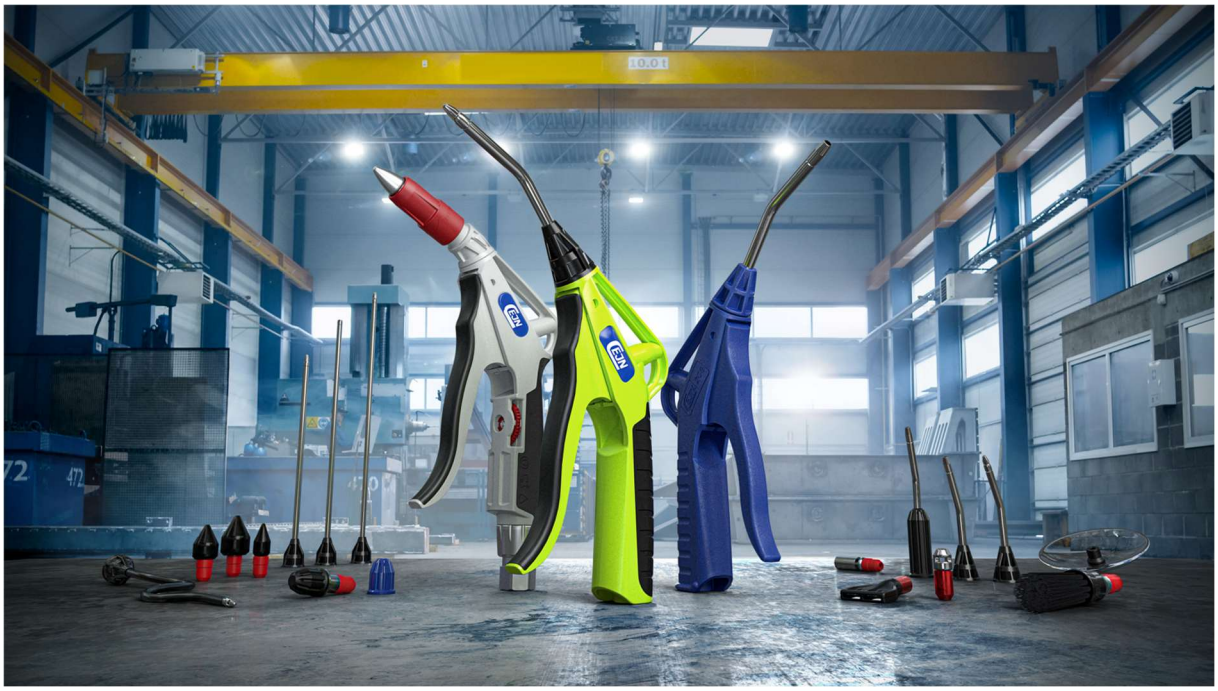
A fundamental requirement for good cooperation is good communication. In order to avoid misunderstandings, straightforward and clear communication is required, on the part of both CEJN and its suppliers. This applies to all areas. It is essential that the supplier always contacts the relevant person at CEJN to check on any matters where there is any risk of doubt. We consider it to be very positive that our suppliers act pro-actively in all of these communication matters.

BUSINESS TERMS & CONDITIONS

The documented terms and general regulatory framework which forms the base for all CEJN supplier agreements and for individual orders must be interpreted in accordance with **Incoterms 2010** (international rules for interpretation of trade terms), issued by the International Chamber of Commerce. For individual orders of goods (direct materials or –services), refer to **CTC** i.e. "**CEJN Terms & Conditions**", (unless otherwise agreed in a specific supplier agreement). Prices stated on purchase orders are considered as fixed until otherwise agreed with CEJN: s central purchasing department.

Supplier Center

On CEJN supplier center you will find more information and documents.
http://www.cejn.com/Guides-Support/Supplier-center/



QUALITY AND BUSINESS MANAGEMENT

General

Quality is a cornerstone of CEJN: s activities. This is partially a question of understanding the customer´s requirements and wishes and translating them, through product development and manufacture, into reliable, high-performance products. It is also a question of reliable, secure deliveries and value-adding services, such as technical support and maintenance. These and other matters form the basis for CEJN: s quality, which has a very strong market position, and which in the future will be a very important success factor. CEJN AB is certified according to international standards for the quality management system ISO 9001.

CEJN: s monitoring of suppliers

CEJN monitor and follow-up on the achieved quality results of suppliers as criteria below. 4 different criteria, PPM, number of deviation reports, cost of claimed goods in percent of turnover and risc number based on average of deviation, give a total point, QPM. If the result concludes that a supplier is failing to comply with CEJN: s quality requirements, CEJN will demand that the reasons for this shall be identified and measures implemented to improve the outcome. These measures and corrective actions must be communicated to CEJN in a detailed time-tabled action plan. CEJN can carry out system- and/or process audits, or similar, at the supplier´s premises or through the complete supply chain, if so required. If supplier still does not show improvement, CEJN will take action that can result in the partnership ending.

Supplier Scorecard

CEJN can issue a supplier scorecard on request with information regarding QPM, delivery security and service. Contact SQA for more information.

Audit

CEJNs class 1 and 2 suppliers will be audited with an interval of 3-5years. An audit can also be performed due to, for example, quality issues, delivery issues, organisation changes or change in ownership.
Audit can be performed at the supplier's location and/or as a digital meeting. In order to fulfil a complete audit, CEJN can perform audit at supplier's sub suppliers. Audit at third part will not be performed without CEJNs supplier's company.

Quality system

To become an approved CEJN supplier, the supplier must have a quality management system that complies with ISO 9001 or an equivalent standard. If this requirement is not met, the supplier may be deviation-approved, provided that a clear documented plan, including a defined timeline and action plan for implementing such a system, is established.

Continuous improvement

Continuous improvement is a basic requirement for all supplier activities. With the help of motivated employees and a selection of tools and methods for continuous improvement, actions must be performed that contributes to competitiveness over time. Supplier should have knowledge in method like Kaizen, Six Sigma or similar in order to lead work with continuous improvement.

The supplier's goals

The supplier's management must establish goals, at least within the areas of quality, delivery performance and environment, create action plans to achieve those goals and systematically monitor the outcome and results. Goals shall be designed to meet CEJNs demands like QPM, zero defect, high delivery performance and reduce the climate footprint.

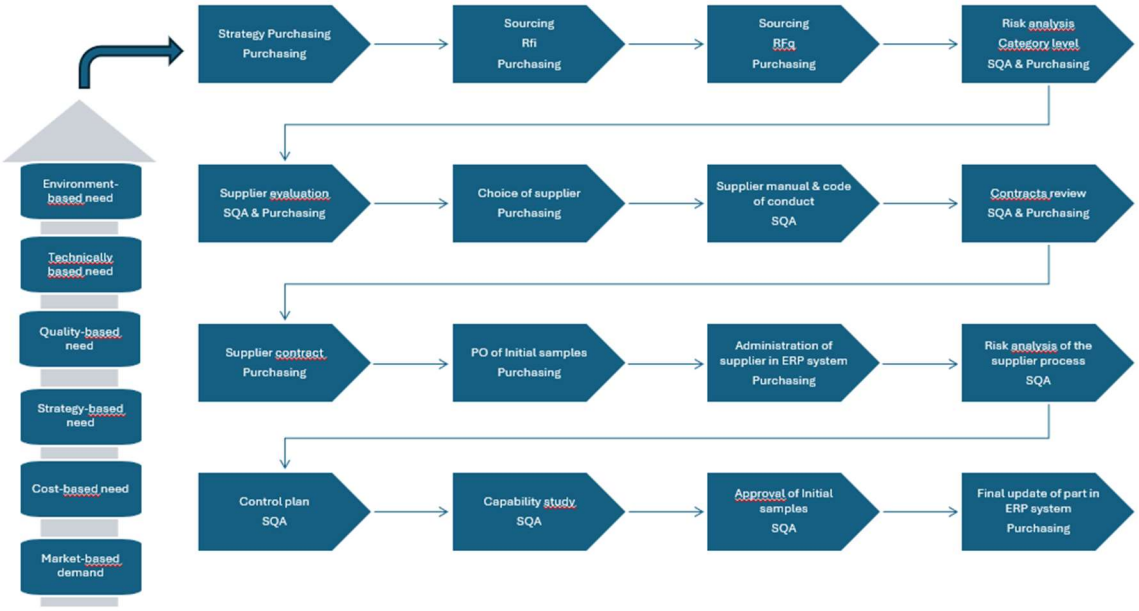
Internal deviations
Supplier should have a system to handle internal deviations for at least quality and advantageously for environmental, both external and internal. Supplier should have a systematic work with quality cost follow up.

Quality Assurance Activity (QA levels)
When CEJN deliver products with extended demands on quality assurance, different QA (Quality Assurance) levels are applied. It's stated and controlled on the drawing with the support of a specific CEJN standard sheet. There are 3 different QA-levels depending on what type of requirements are concerned. These requirements follow PPAP demands with different levels. All exceptions must be agreed between supplier and CEJNs SQA and preferably documented in a contract review.

PRODUCT DEVELOPMENT

General
CEJN develops products that stand out as being of the highest possible class and synonymous with top quality, reliability and flawless high performance for a variety of media, and for all sorts of demanding applications. When developing new products, rigorous testing is carried out to ensure both the function and quality prior to launching the product on the market. Function and quality are also what a customer choosing CEJN products expects, and it is extremely important to continually live up to those expectations. This applies to both ongoing production and the introduction of new or changed products.

CEJN: s systems and requirements for suppliers for new or changed items
When a new or changed product is to be launched, or when a new supplier starts supplying CEJN, the following steps must be reviewed as applicable:



Process map

Quotation (RFQ)
Potential suppliers are identified and requests for quotes distributed. The supplier submits a quotation for the relevant part. Any quotation received are evaluated by CEJN.

Supplier Assessment
In cases where a supplier is new to CEJN, a supplier assessment must be carried out in order to ensure that only suppliers who fulfils CEJN: s requirements are chosen. Audit can be performed at the supplier's location and/or as a digital meeting. In order to fulfil a complete audit, CEJN can perform audit at supplier's sub suppliers, for example surface treatment or hardening. Audit at third part will not be performed without CEJNs supplier's company.

Contract Review
A contract review should be carried out prior to any part-level agreement being reached with the supplier. This includes, among other things, reviewing important dates, the activities to be carried out, for example PPAP according to CEJN QA levels, to verify the process and product before serial shipment, and the agreed price, delivery and payment conditions, etc. A contract review shall be signed by the responsible purchaser at CEJN and the responsible representative at the supplier.

Risk Analysis of the supplier's process
Process FMEA (Failure Mode and Effect Analysis), or another type of risk analysis. During implementation of Process FMEA or risk analysis CEJN will provide the supplier with necessary information to initiate this. The Process FMEA can be either unique or general for several products/processes, with the target to identify unique risks for the scope of the FMEA. CEJN can perform audit of Process FMEA at the supplier´s premises. In case of a process change, deviation or similar, the FMEA must be updated accordingly.

Control Plan
A written description of the supplier's systems for managing and checking parts and production processes during ongoing production, which should include the scheduled inspections and the frequency of inspections. The control plan may be general for several parts or unique to one part. The Control plan shall take the result of the Process FMEA into consideration and when updating the FMEA, the Control Plan must be updated accordingly.

Initial Samples of Approval
Initial samples are ordered by means of an order containing detailed delivery terms. The parts/documentation for initial samples must be verified against the relevant specification. The supplier is responsible for the verification of the initial samples and that they are correct according to specification. When unsure of the status of the initial samples an independent third party shall be engaged. When a PPAP is required to be performed it shall be agreed in the contract review. CEJN can request a PPAP afterwards if customer demands arise.

Initial Sample Warrant

Part Information		
Part number:	Part name:	Weight(g):
Drawing number:	Revision:	Tool cavitys:
Purchase order:	Material:	Number of samples:

Supplier information		
Supplier name:	Adress:	
Production plant:	City:	
	Country:	

Reason for initial sample		
☐ New part	☐	Tool replacement
☐ Interim approval	☐	Material change
☐ Color approval	☐	Transfer to different plant or supplier
☐ Drawing update	☐	Requested due to quality concern
☐ Other, please specify		

QA Level according to drawing	PPAP (according to aggrement in contract review)	
☐ QA 0 (nothing stated on drawing)	☐ N/A	☐ Level 4
☐ QA 1	☐ Level 1	☐ Level 5
☐ QA 2	☐ Level 2	☐ Level 6
☐ QA 3	☐ Level 3	

Submission Result		
Part/product meet all drawing and specification	☐ Yes	☐ No (explanation required)
Part/product comply with REACH	☐ Yes	☐ No (explanation required)
Part/product comply with ROHS	☐ Yes	☐ No (explanation required)
Part/product contains no Conflict Minerals	☐ Yes	☐ No
Part/product comply with POP regulation	☐ Yes	☐ No (explanation required

Supplier declaration

I affirm that the samples represented by this warrant are representive of our parts and have been produced according to applicable drawings, specifications and specified materials in regular production tooling with no operations other than the regular intended process. Any deviations from this are noted or referred to in explanation/comments: production

Explanation/comments:	
Print name:	Title:
E-mail:	Phone:
Date:	
Supplier Authorized Signature:	

For CEJN use only			
☐ Approved	☐ Rejected	☐ Interim approved	Date/quantity
Explanation/comments:			
Name		Date	
Email		Phone	
Signature:			

- A filled in Initial Sample Warrant shall be sent together with initial samples. Can be downloaded on http://www.cejn.com/Guides-Support/Supplier-center/

- Number of parts, sent for initial sample approval, should be decided from case to case and are specified in CEJN: s order or according to agreement in the contract review . A typical range is 3-5 parts. When parts are to be manufactured in a tool with more than one cavity, a minimum of one part from each cavity must be sent as initial sample, separately marked with the identity of that specific cavity.
- Parts for initial sample shall be manufactured in the production equipment, intended for serial production.
- The supplier shall verify that the parts meet geometrical demands and other specifications according to drawing and other part specifications. If so demanded the supplier shall on own cost verify at external party if nothing else agreed.
- A measuring protocol, containing the suppliers measuring result of the different part properties, shall be attached to the initial sample delivery. Additional to the measuring result, the measuring protocol shall contain CEJN: s part number and drawing issue, nominal value with tolerance and measuring method.
- All geometrical properties shall be within tolerance.
- Material certificate or similar documentation where it's being specified what material has been used, shall be enclosed with the initial samples.
- The parts in the initial sample shall be individually marked and traceable back to the measuring protocol.
- When there are changes during running production, only the properties that are concerned of the change need to be measured, unless anything else is agreed.
- The initial sample delivery shall be clearly marked. Initial samples shall always be sent separated from ordinary shipments.
- If there are any questions, please contact the concerned contact SQA at CEJN.

After the initial sample have been approved by CEJN, serial deliveries can begin in accordance with issued purchase orders.

RUNNING/SERIAL PRODUCTION

This section contains a number of requirements for CEJN: s suppliers during running/serial production with the aim of ensuring a smooth process, prevent defective parts being produced, as well as to ensure corrective action in the event of any non-conformity.

Quality responsibilities

It is the supplier's responsibility to ensure that all supplied parts are in accordance with specifications. A supplier should be able to prove that parts are manufactured in accordance with valid specifications and, if applicable, other required regulations. It should be possible to demonstrate and prove this at the request by CEJN. CEJN: s

suppliers must always take full responsibility for delivered parts, i.e. including any operations carried out by the supplier's subcontractor or other contracted 3rd party supplier. Every supplier with full responsibility shall have a system to secure that all operations carried out by contracted 3rd parties are performed and approved. Deliveries from 3rd parties directly to CEJN are not allowed if not agreed with CEJN in advance. A contracted 3rd party supplier also has responsibility for ensuring that the included materials are in such condition that the prerequisites for a treatment to be successful exists, before the treatment commences, as well as taking responsibility for the final results after treatment being according to specification. CEJN do not normally carry out incoming inspection of goods, this is only performed on critical articles, after deviation occurrences or on new articles.

Competence

Staff competence and motivation are a basic prerequisite for achieving good results, regardless of the area concerned. The supplier must always ensure that the staff have the right skills, conditions and understanding to perform a satisfactory job. These skills should be utilised in the process of continuous improvement. All employees shall be qualified for the tasks and specifications they perform on parts for CEJN, and this shall be documented, in a so-called 'skills matrix'. The relevant education and training must therefore be provided to all employees in order to give them the best possible qualification base to perform their duties in a satisfactory way.

Verification of equipment

The accuracy of the machinery should be known and verified, so that it can be shown that the desired tolerances easily can be fulfilled. Where applicable, machine capability analysis shall be carried out for new, moved equipment/machines or similar. If the distribution in a machine is known, it can be used for multiple parts without requiring a capability analysis for each part.

Measuring equipment

Measuring equipment used in production must be calibrated. The supplier must use measuring equipment that is suitable for measuring each property. The measurement accuracy must be known and sufficient enough to measure each property, for example through a measuring system analyse (MSA) or similar. In cases when the supplier do not have appropriate measuring equipment it is the supplier’s responsibility to hire external resources to meet this requirement.

Capability and statistical process control

The supplier shall be capable of performing capability analyses and process control using Statistical Process Control (SPC) when required by CEJN. The supplier is also expected to proactively identify characteristics that require capability analysis or SPC and implement such controls where appropriate. Unless otherwise specified, the following minimum requirements shall apply: Cm ≥ 1.67 based on a minimum of 50 parts, and Cpk ≥ 1.33.

For certain drawings, CEJN requires specific characteristics to be controlled using SPC, as defined in the table below. The supplier shall be able to provide documented evidence of the achieved Cpk values for each SC (Special Characteristic) or CC (Critical Characteristic).

Level	Standard	Significant	Critical
Marked on drawing by	Not marked	(SC)	(CC)
Influence on customer satisfaction	Not vital	Significant	Considerable
Guideline for design	Non-conformance will not be vital.	Non-conformance will result in reduced or non-functioning significant properties.	Non-conformance will result in reduced or non-functioning critical properties (like safety).
Machine capability (Cm)	>1,33	>1,67	>2,0
Process capability (Cpk)	>1 (<2700 ppm)	>1,33 (<64ppm)	>1,67 (<10 ppm)

Part of CEJNs standard for critical dimensions

Critical process parameters

Some processes require that certain critical process parameters are to be closely controlled, e.g. washing, surface treatment and hardening. The supplier must identify these critical parameters and actively manage them so that the optimal final results are obtained. The end result should also be verified where possible. Critical processes must always be identified and evaluated in a risk analysis.

Error proofing

Solutions that prevent errors should be pursued as far as possible, so-called "poka-yoke" or "error-proof" solutions. Examples of this include components that cannot be turned the wrong way when mounting or operations that cannot be undertaken unless the previous operation is performed correctly.

Inspections and measurement

A "first piece inspection" and a “last piece inspection” shall always be performed at the start-up and ending of a production batch and the results must be documented. Measurements and checks should be performed continuously during the production of a batch in order to verify that the produced parts meet the specifications. The results shall be documented and saved to the extent applicable, so that evidence can be shown that manufactured parts meet the requirements whenever requested by CEJN.

Stop and start-up

On start-up after any stoppage during ongoing production, produced parts must be verified. It must be ensured that any parts which deviate from the specification are separated and removed. The supplier must have a structured approach to this work.

Deviating materials and parts

Any materials or parts that deviate from the specification and are discovered by the supplier must be handled in a controlled manner to prevent them becoming mixed up with materials or parts that meet the specification and are due to be delivered to CEJN. Deviating parts shall always be placed in the appropriate, clearly marked packaging. After agreed with CEJN the goods shall be marked so it’s possible to identify the deviating goods, for example after a deviation approval. The supplier is responsible to inform in advance how this marking looks like.

If rework or adjustment is necessary, there shall be routines for this. When an error is detected, the supplier must ensure that parts already produced are faulty-free. The supplier shall have a routine for demarcation during production. The problems and errors that occurs in the supplier's process must be followed up and mapped systematically. Corrective action must be taken to prevent a recurrence and ensure continuous improvement. When appropriate the risk analysis and control plan shall be updated.

Complaints

CEJN can make reclamations (claims) regarding faulty parts/consignments discovered by CEJN or its customers. In the event of a complaint, CEJN will issue a Deviation Report (AVR). Complaints can be issued due to parts or shipment deviates from specification or other requirements. Complaints can also be issued due to excess or short deliveries, i.e. when the quantity delivered differs from the quantity specified in documentation, see also “Administrative deviation” *in the Cejn Packaging Manual.* The supplier shall issue a credit note for the claimed parts. In most cases, substitutes for the claimed parts, in accordance with the specification, are needed. Clear communication is important, in order to minimize the disturbance. Invoicing of the substitutes should be done according to normal routines for serial deliveries, (of course provided that a credit note for the claimed parts is issued). The supplier should ensure that future delivers fulfil the specification. Measures such as sorting, any adjustment of incorrect materials, etc., should be agreed on a case-by-case basis. Any additional costs for CEJN, in addition to direct materials in connection with a complaint will be totalled up and can be charged to the supplier if so decided.

The response time on each deviation is stated on the deviation report, both for short and long term actions. If nothing specifically is stated it’s 2 working days for short term and 20 days for long term actions. Deviation report shall be answered according to 8D protocol. An 8D report can be downloaded on CEJN Supplier Center but it’s acceptable to use any report as long as it follows 8D protocol.
In same minor cases CEJN can request answer according to 5D protocol.

If the supplier is unable to answer within the correct time the issuer of the deviation report at CEJN must immediately be informed. The answer shall primarily (by default) be filled in on the specific CEJN-deviation report but also other, similar formats, are accepted. In some situations, of course, much closer contact will be required, preferably via telephone and e-mail. CEJN can, in any complaint, specify other demands regarding response times than the above stated. It is important that a careful analysis of the fault is carried out, so that accurate and appropriate corrective measures can be introduced to prevent a similar recurrence. It is also important to analyse the underlying "systemic" root causes of an error, so that the overall approach, etc. can also be improved. Different problem-solving tools, such as fishbone diagrams, 5 whys, etc. should be used where the cause of a problem is not obvious.

State CEJN reference number from the return order at the credit note, e.g. AVR 26-1234

Deviation approval

When technical part deviations are identified and concern a supplier, the parts must be scrapped or dealt with in such a way that the specified requirements are met. In exceptional circumstances and certain special situations, the use of a limited number of parts with a non-conformity is permitted. In each such case, CEJN must make an assessment of the non-conformity. Depending on the nature of the non-conformity, CEJN: s assessment may be that parts with this non-conformity can be used. This is called deviation approval (AVM). The supplier must submit a written application (request) for any deviation approval. This must be sent to the SQA-function at the central purchasing department, who then supports, if approved, the deviation approval internally at CEJN. Only after such an approval parts with such deviations may be delivered. The SQA-function issues a deviation report (AVR) for the relevant supplier, who should respond in accordance with the procedure for deviation reports outlined above.

Product and process changes

If a supplier has called for specification changes to products, or a major change in the production process CEJN must be informed and approve in advance. New initial samples shall be delivered when a major product- or process change is carried out. The definition of a significant process or product change shall preferably be established and agreed upon as part of the contract review.

Cleanliness

Many of CEJN: s components are included as parts in other systems in which cleanliness is of paramount importance, e.g. hydraulic systems. Cleanliness is very important for the function and tightness of many parts and components. Larger particles visible to the naked eye can cause functional problems and leaks in the hydraulic system. Even smaller particles not visible to the naked eye can reduce the service life of components in the hydraulic system. Cleanliness is also essential to achieve an acceptable surface treatment finish. Components provided to CEJN shall be free from contaminations visible to the naked eye (chips, burrs and other irregularities). The components must also be free from oil, unless otherwise agreed (e.g. for rust protection). It is the supplier's responsibility to monitor those influencing processes and to follow up on delivered parts to ensure they are satisfyingly clean, free of burrs, etc. The requirements for cleanliness must also be taken into account during handling, packaging, storage and transportation. In some cases, CEJN may set specific, quantified requirements for cleanliness, this requirements will be specified in a CS sheet on drawing. Corrosion, see "Packaging" *in the Cejn Packaging Manual.*

Subcontractors

Quality and delivery precision for materials from subcontractors must be continually evaluated and corrective measures must be introduced in the event of any deviations.

Surface treatment and hardening

Surface treatment and hardening must be carried out in accordance with relevant CEJN standards (CS). Please note that all surface treatment must be Cr6-free and meet CEJN: s demands for corrosion protection.

Silicone
Please note that the use or addition of silicone to products or processes used to produce products for CEJN is not permitted (for example, for lubrication, etc.), as silicone can be present on parts delivered to CEJN and subsequently be spread to CEJN: s customers' processes. The reason is that silicone could cause major problems for some of CEJN: s customers (e.g. painting facilities).

DELIVERY, LOGISTICS AND INVOICING

Follow-up
CEJN measures and continuously monitors its suppliers' delivery performance. Two measures of performance are used, delivery service and delivery reliability. Delivery service refers to the supplier's ability to deliver in accordance with CEJN: s original wishes. Delivery reliability refers to the supplier's ability to deliver in accordance with its own confirmed delivery date.
If the follow-up indicates that a supplier is unable to meet CEJN: s requirements for delivery service and delivery reliability, CEJN may demand that the reasons for this be identified and that corrective measures be implemented to improve the outcome. These measures should be communicated to CEJN in a time-tabled action plan.

Forecast
CEJN draws up a monthly breakdown of a forecasted number of parts by product code to be delivered, which creates the need for finished products and purchasing needs of raw materials, semi-finished and finished products through the net requirement calculation.
A forecast list including rolling 12-month needs for each part number is distributed to the concerned suppliers.

Order
When there is a need for a part, an order is distributed to the relevant supplier, stating the quantity, desired delivery date, price (not for contract suppliers), shipping address and other terms of delivery. It also shows the relevant version for any drawing/specification and any other special requirements. The supplier shall check that the drawing version on the order matches with the version the supplier is using for manufacture. The supplier must also check carefully for any other requirements, as these may not always be indicated on the drawing.

Order acknowledgement
The supplier must confirm an order with an order acknowledgement, in which the quantity, delivery date and price, including any discounts, are confirmed. This is a confirmation that the supplier has understood the order correctly. Unless otherwise communicated, CEJN will assume that the agreed confirmed delivery date will be adhered to. The order confirmation must be sent within 3 working days of the order having been received. If no order confirmation is sent, it is expected that the delivery date requested by CEJN will apply.

Delivery Notification
When its agreed between CEJN and supplier, shall delivery notification be issued and sent to CEJN.

Distribution of drawing/specification
CEJN normally distributes drawings and other specifications in connection with the start-up of a new part from a supplier. New drawings are then distributed when a new version is issued. The supplier must always ensure that adequate routines are in place to be able to implement changes in a quality secured way.

Delivery delay
CEJN expects the agreed and confirmed delivery date to be met. If a delivery delay becomes inevitable, the supplier must, as soon as possible, notify the relevant material planner at CEJN and agree a new delivery date. If necessary, an order must be partly delivered earlier, in order to secure CEJN: s delivery precision towards customers.

Lead time
The supplier must know the lead time and throughput time required for a part. Where the lead time for a part is changed, the supplier must inform CEJN. This information is important for CEJN: s planning.
The supplier should have knowledge of an optimised size of a manufacturing batch for a part in relation to need and warehousing costs.

Systems
The supplier must have material supply, production and delivery systems with high capacity and flexibility. Flexibility means the ability to rapidly meet changes in material need caused by changes in demand for the end product.

Dimensioning
CEJN's suppliers should regularly estimate the overall workload of their respective equipment. By comparing the forecast coverage and the available capacity, bottlenecks can be identified, communicated and, as far as possible, eliminated.

Invoicing
Where invoices are issued, the invoice should state:
The supplier's and CEJN: s full name and address, invoice date, the supplier's serial number, the supplier's VAT number, CEJN: s order number, CEJN: s part number, invoiced amount, delivery date, unit price, the invoice sum excluding VAT, VAT rate, VAT amount, total and complete banking details and reference person at CEJN. For Swedish suppliers, it is important that the invoice states that the supplier is registered for F-tax (corporation tax). For suppliers from any other EU country, CEJN: s VAT registration number must be included. On the invoice shall order number and article number always be reported together. CEJN does not accept collective invoices.

ENVIRONMENT

CEJN SUPPLIER ENVIRONMENTAL REQUIREMENTS

CEJN selects suppliers who demonstrate environmental responsibility and comply with applicable directives and legislation. We actively encourage continuous environmental improvement and sustainability initiatives across our supplier base. CEJN requires that all suppliers are certified to an environmental management system such as SS-EN ISO 14001, or have a defined plan to establish such a system. Suppliers shall also implement concrete environmental activities and action programs aimed at achieving measurable improvements against defined targets. Our primary objective is to support and develop our suppliers, enabling them to strengthen their capabilities and succeed in environmental and sustainability performance.

The objectives of our requirements for suppliers and our evaluation/audit program contain the following scope:

- Ensuring that CEJN does business with suppliers that actively are managing and reporting on their environmental impact.
- Ensuring that CEJN suppliers actively are addressing and monitoring their use of resources according to the precautionary principle.
- Supporting CEJN suppliers to continuously build capabilities and expertise in the environmental area.
- Avoiding the transfer of responsibility for environmentally sensitive operations to any company lacking the commitment or capability to manage them properly.
- Reducing CEJN: s suppliers' environmental and workplace health and safety risk.
- Protecting CEJN, to the greatest extent possible, from potential environmental liabilities or adverse publicity.

The specific areas of activities that we evaluate on a continuous basis among our suppliers include:

1. General overview and systematic approach of Environmental Management system, organization, policy, and overall targets. Sustainability Report copy (if applicable).
2. Directives and legislation alignment, internal knowledge (such like IMDS, conflict minerals etc.), and level of expertise.
3. Monitored and documented significant environmental aspects from operations, pollutants, used substances, or materials (including REACH, RoHS, WEEE applicability) and connected activities and actions.
4. Proof of environmental improvements connected to key-performance indicators (KPI: s).
5. Proof of personnel training programs within the sustainability and environmental area.
6. Chemicals and proof of routines for minimizing usage and environmental impact.
7. Proof of documented environmental requirements for sub suppliers.

8. Possibilities and activities for reusable packaging, products, and consumable materials, recycling etc.
9. Waste disposal routines and processes, minimizing waste.
10. Transportation of goods and -personnel, policies, fleet, vehicles, “green” alternatives, emission reduction program in place.
11. Renewable energy (solar, wind etc.), energy saving program in place.
12. Ability to specify CO_2 emissions for each product/article

Laws, ordinances and follow up

The supplier must comply with national and international environmental laws. Some laws and regulations are listed below.
The supplier must comply with the EU's chemical legislation, REACH requirements, (**R**egistration, **E**valuation, **A**uthorization and Restriction of **Ch**emicals), regulation no. 1907/2006 of the European Parliament and of the Council.
In cases where the supplier is affected by the REACH requirements, a statement must be sent to CEJN, stating that the supplier meets the requirements laid down under REACH.
The REACH Candidate List of Substances of Very High Concern for Authorization is a list of identified and particularly hazardous substances that is regularly updated.
If substances on the REACH candidate list account for more than 0.1 percent by weight of a product delivered to CEJN, this must be continuously reported to CEJN in writing. On request, a safety sheet must be provided showing how the products should be handled in an environmentally safe and healthy way.

If the supplier delivers products that fall under RoHS directive 200/95/EC and WEEE directive 2002/96/EC, this must be reported to CEJN in writing.

The supplier must ensure that used material to CEJN: s products do not violate against the Conflict Materials Legislation (Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act)

The supplier must keep up to date on these issues and, on their own initiative, inform CEJN of any changes in requirements and/or changes to the product being supplied to CEJN.

The supplier shall ensure that their suppliers follow laws and regulations according and prove so if requested by CEJN.

Evaluation of Environmental requirements will be followed up by survey question template which suppliers is obliged to answer within requested time.

IMDS

Since CEJN do deliver to customer in different market segments, for example the automotive industry, there might be a demand for reporting into the IMDS system (International Material data System). We do expect you to report into the IMDS system without undue delay – or at the very least supply all necessary information. Please contact your responsible SQA if you are not able to report into the IMDS system. Reporting parts in IMDS can be a part of initial samples and PPAP process,

if so it’s communicated in contract review and also on already existing parts or products.

SCIP

Companies must follow their legal obligations and ensure safe use of these chemicals. From January 2021 and onwards, they also must notify ECHA under the Waste Framework Directive if their products contain substances of very high concern. The notification is submitted to ECHA’s SCIP database and will be published on the Agency’s website. Please contact your responsible SQA if you are not able to report into the SCIP system.

CO2 emission reporting

Suppliers shall be able to give information to CEJN regarding CO2 impact per article if so requested. If supplier don’t have possibility to provide CEJN this information a plan must be implemented to have this information in the future.

EU Digital Product Passport (DPP)

CEJN's suppliers are to prepare for upcoming requirements related to the EU Digital Product Passport (DPP) under the Ecodesign for Sustainable Products Regulation (ESPR). The DPP will introduce mandatory lifecycle transparency for products, components, and materials placed on the EU market, enabling traceability of origin, material composition, environmental impact, and end-of-life handling.

Steel and iron are among the first prioritized product categories, meaning suppliers of these materials should expect earlier implementation and stricter requirements. The regulatory timeline indicates that detailed requirements will be defined through delegated acts during 2025–2026, with industry preparation ongoing and first mandatory implementations expected from 2027 onwards. Suppliers are expected to proactively assess their current data availability, identify gaps, and establish internal processes to ensure continuous data accuracy and updates. Failure to provide compliant product data may impact the ability to place products on the EU market.

Our suppliers are to prepare for DPP to ensure availability of accurate and up-to-date data for supplied components, including material content, presence of hazardous substances (e.g., REACH/RoHS), manufacturing location, and relevant information supporting reuse, repair, and recycling. This information must be structured and maintained to allow integration into digital product passports, which will be linked to products via a unique identifier such as a QR code.

For further guidance: EU's Digital Product Passport: Advancing transparency and sustainability | data.europa.eu

TECHNICAL DOCUMENTATION/SPECIFICATIONS

The documentation for part specification, i.e. drawings, CEJN Standard sheets (CS) and the supplier manual (LHS) is provided by CEJN's purchasing department and is archived by the supplier. New versions of the documents are also distributed by the central purchasing department.

The CEJN drawing system consists of three different document types that specify the requirements for a part. See figure 1.

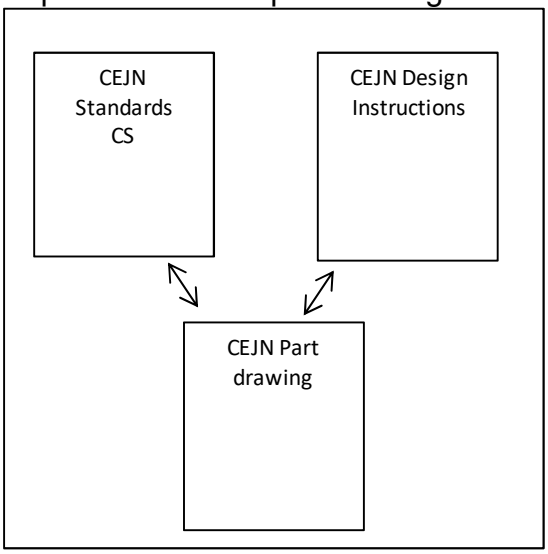


Figure 1. CEJN's various document types

Drawings

There are three different drawing forms, which are shown in figure 2. The drawing number is the same as the part number. The drawings follow ISO 128 and ISO 129. The drawings are distributed electronically or on white paper.

The first two digits of the part number indicate the status of the part; the numbers 10, 19 or 90 indicate finished products. Parts that start with 09 are components ready for installation. Parts that start with 08, 07, 06, etc. are blanks for the next higher figure. Please note that part 08 may also be a blank for a 10, 19 or 90 component.

If there is a blank drawing, this is indicated on the drawing form type 10 234 5678 with a one in the drawing header on the part drawing (pos. 1 figure 2). Unless otherwise specified, the number of a blank drawing is the same as the part drawing, except that the second digit is reduced by one. See figure 3. On drawings of the type 10 123 4567 and 10 345 7789 in figure 2, the blank drawing is always specified, if available. See pos. 2 in figure 2.

The margin on the drawing form contains general tolerances for the diameters and lengths indicated. See pos. 7 in figure 2. This does not apply to drawing forms of the type 10 345 7789, which have a general tolerance (ISO 2768-1) specified in the drawing header. See also KOI-011 general tolerances.

The drawings contain references to CEJN standard sheets for different types of treatments and instructions. See pos. 3 in figure 2.

The drawing version is marked with a letter or letter and number on the drawing form. See pos. 4 in figure 2.

On the drawing, the last change is marked by change triangles. See pos. 5 in figure 2.

More detailed information about a change is available in a change notice. See pos. 6 in figure 2.

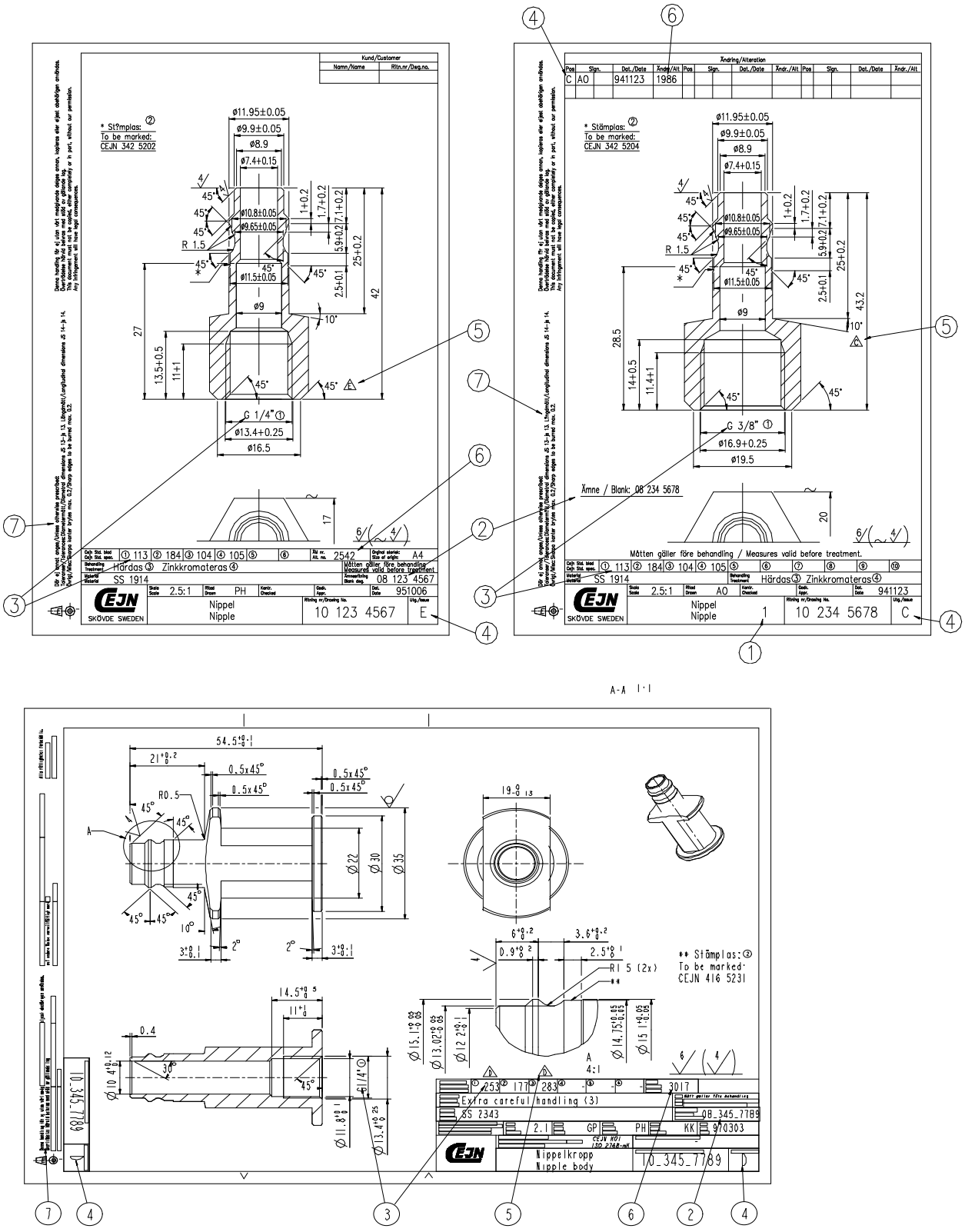


Figure 2. Different drawing types (3).

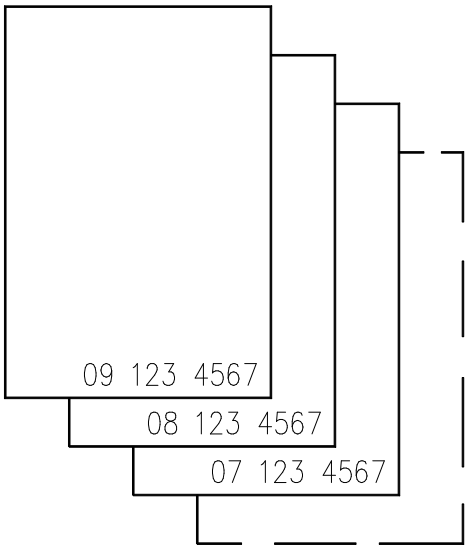


Figure 3. Blank numbers in normal cases.

CEJN standard sheet

The CEJN standard sheet (CS) specifies the different types of treatments and instructions, e.g. dimensioning of threads, hardening, surface treatment and handling instructions, etc.

Standard sheets have a document number and a version. See pos. 1 and 2 in figure 4.
CEJN is responsible for suppliers receiving the current version in the event of a change. Changes are highlighted in blue italics.

Standard sheets are distributed in electronic form or on paper to registered recipients.
External distribution is administered by the central purchasing department.



CEJN STANDARDBLAD / CEJN STANDARD SPECIFICATIONS / 05. CS-Blad / CS-Specifications: CS-182 (1)

	Utfärdad av / Issued by	Dok.typ / Doc.type	Dok.Nr. / Doc. No.
CEJN	Kenneth Kjellberg	Standard	CS-182
	Fastställd av / Approved by	Datum / Date	Utgåva / Issue
	Kenneth Kjellberg	00-05-11	1
Företag / Company		Ersätter / Replace	Bilaga / Enclosure
CEJN AB		A	0

Dokumentsamling / Document file/Kapitel / Chapter
CEJN STANDARDBLAD / CEJN STANDARD SPECIFICATIONS / 05. CS-Blad / CS-Specifications

Dokumentnamn / Document name
Ytbehanling (Stål - Mässing) / Surface treatment (Steel - Brass)

1.
2.

YTBEHANDLING (STÅL-MÄSSING)

Behandling:	Förkromas
Skikttjocklek:	8 -12 my.
Behandlingssätt:	Hänges på galge.
Finish krav:	Fläckar, blåsor eller flagningar får ej förekomma. Se Cejn likare.
Mätning:	Skikttjocklek mätes på utvändig slät diameter eller sexkant mitt på detaljen.
Anmärkning:	Invändiga tätningsytor får ej skadas.

SURFACE TREATMENT (STEEL-BRASS)

Treatment:	Chrome plating
Plating thickness:	8 -12 my.
Way of treatment:	Suspended with gallows.
Finish requirements:	Stains, blisters or peelings not allowed. Compare with Cejn gauge.
Measuring:	Thickness of plating to be measured on outside plain diameter or for parts with outside hexagon shape, on the middle of the flats.
Note:	Internal sealing areas must not be damaged.

(End of Document)

Registrerad kopia, uttagen: 2000-12-19 15:56:45 1

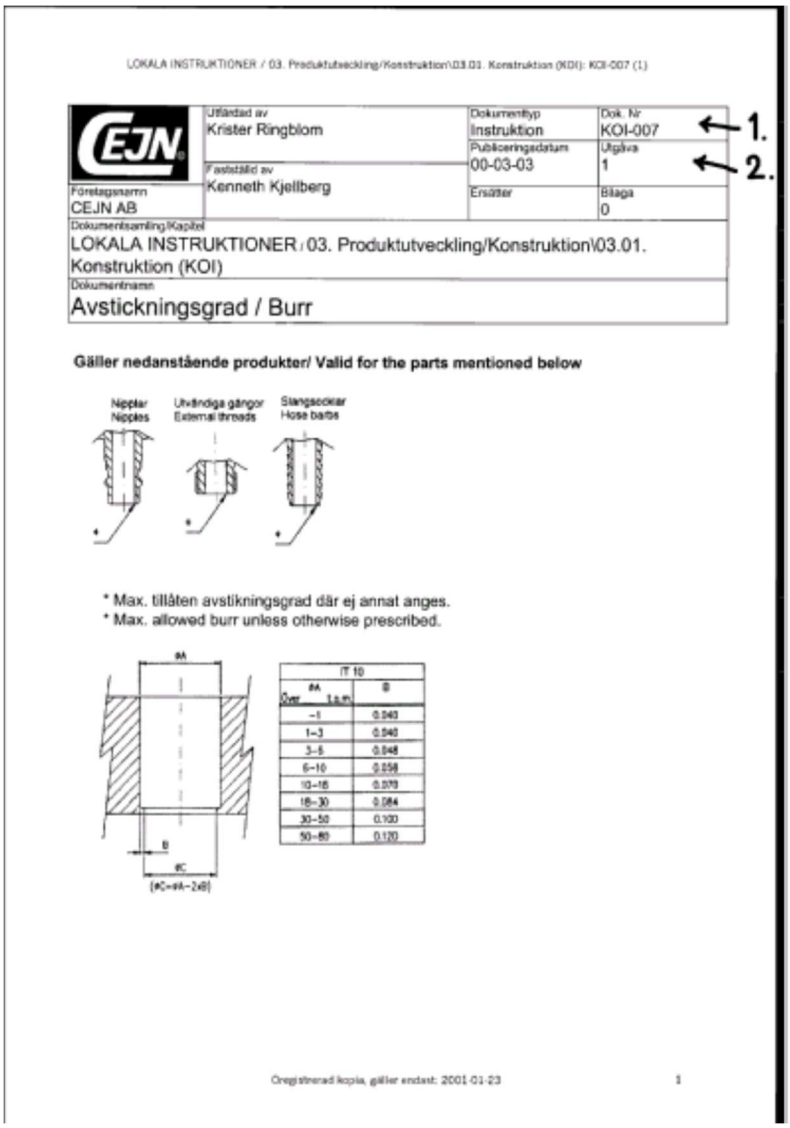
Figure 4. Example of CEJN standard sheets.

Design instructions

Design instructions (KOI) are general rules of design (engineering practice) which always apply, unless otherwise indicated on the component drawing.

Design instructions have a document name and a version. See pos. 1 and 2 in figure 5. CEJN is responsible for suppliers receiving the latest version.

Design instructions are distributed in electronic form or on paper to registered recipients.
Changes are highlighted in blue italics. External distribution is administered by the central purchasing department.


LOKALA INSTRUKTIONER / 03. Produktutveckling/Konstruktion\03.01. Konstruktion (KOI): KOI-007 (1)

Utfärdad av: Krister Ringblom		Dokumenttyp: Instruktion	Dok. Nr: KOI-007 ← 1.
Fastställd av: Kenneth Kjellberg		Publiceringsdatum: 00-03-03	Utgåva: 1 ← 2.
Företagsnamn: CEJN AB		Ersätter	Bilaga: 0

Dokumentsamling/Kapitel: LOKALA INSTRUKTIONER / 03. Produktutveckling/Konstruktion\03.01. Konstruktion (KOI)

Dokumentnamn: Avstickningsgrad / Burr

Gäller nedanstående produkter/ Valid for the parts mentioned below

Nipplar / Nipples | Utvändiga gängor / External threads | Slangsockar / Hose barbs

* Max. tillåten avstickningsgrad där ej annat anges.
* Max. allowed burr unless otherwise prescribed.

IT 10	
ØA Över 1 ≤ m	B
–1	0.040
1–3	0.040
3–6	0.048
6–10	0.058
10–18	0.070
18–30	0.084
30–50	0.100
50–80	0.120

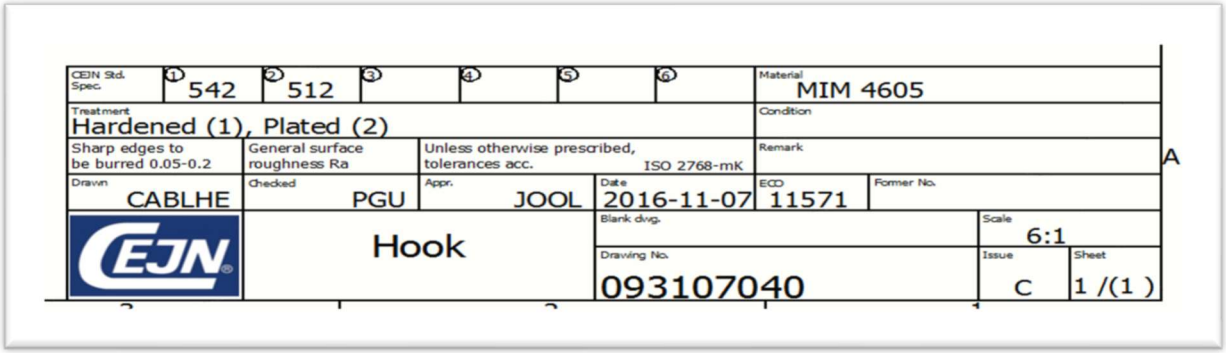
Oregistrerad kopia, gäller endast: 2001-01-23 1

Figure 5. Example of design instructions.

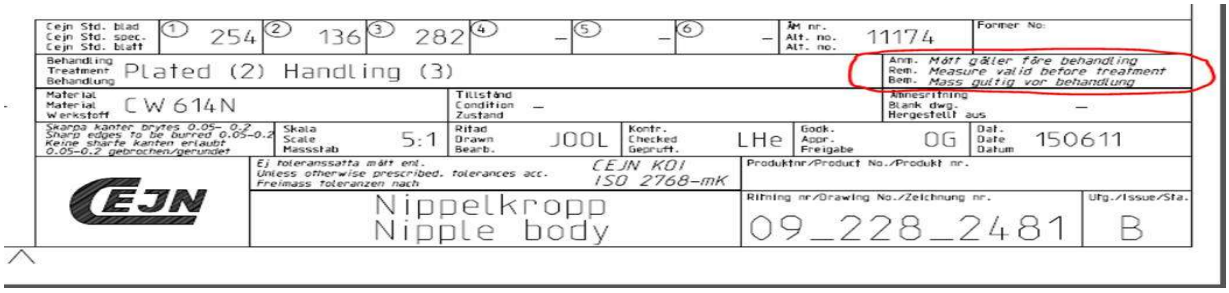
CEJN'S general terms for requirements before and after treatment

CEJN specifies requirement before and after treatment in three different ways.

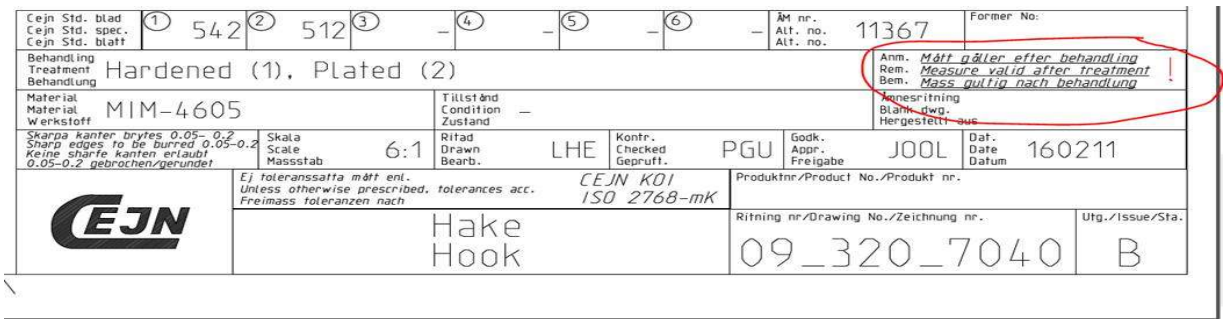
1: New drawing, see example below, where product specification specifies measures after treatment, finished part. It used for new parts and new issues.



2: Old issue of drawing which specifies measures before treatment, process drawing, see example below. Please note that for new issues, drawing in example 1 is used.



3: Old issue of drawing which specifies measures after treatment, finished part, see example below. Please note that for new issues drawing in example 1 is used.



LIST OF SEPARATE APPENDIXES

Design instructions, KOI /Quality control instructions, QKI

CEJN document number	Short description
KOI-004	Key handle
KOI-005	Phase stamping diameter
KOI-006	Drill tapers
KOI-007	Burr
KOI-008	Radius dimensioning
KOI-009	Hose fitting
KOI-010	Material thickness, eccentricity
KOI-011	General tolerances
KOI-013	Marking at couplings and nipples
KOI-014	Compression springs
KOI-017	Tolerance bevel angles
KOI-018	Tolerances, dimensions below 0.5 mm
KOI-019	Roughness
KOI-022	Chamfering of thread
QKI-002	Measurement internal thread length