



I019 - CEBI Motors' additional requirements to Cebi Supplier Manual

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Change history

Date	Version	Released by	Description of change
16/11/2023	11	Eugenio BELLÒ	Document structure adapted to new Corporate "Cebi Supplier Manual". Part of the content of the English version of the I019-Cebi Motors Supplier Manual revision 10 document has been transferred and adapted inside new Corporate "Cebi Supplier Manual" structure for integration and clarification purposes. (*) Reference to I019 (revision 10) sections. Updates with respect to I019 revision 10.

List of instructions and procedures

P054 - Flammability
P055 - Technical cleanliness
I037-Traceability for supplied parts
I039-IMDS Guide for suppliers_ENG
I039-IMDS Guide for suppliers_ITA

List of examples of useful attachment

M023 - Validation process Full Run Test
M028 - Debit note to suppliers
M032 - Technical specification for moulds
M046 - Quality assurance 8D report
M051 - Documents requested to suppliers
M059 - Request for deviation
M078 - Request for administrative details
M083 - Self assessment production capacity
M084 - Use approval
M087 - Supplier change request
M088 - Team feasibility commitment
M092 - D-parts self assessment (safety characteristics)

Introduction

Following sections and sub-sections numbering refers to “CEBI Supplier Manual” table of contents. The scope of this appendix document is:

- to integrate single Chapter and sections of “CEBI Supplier Manual” with additional specific requirements for CEBI Motors’ Suppliers;
- to specify or clarify, with higher order of details, some of the “CEBI Supplier Manual” contents.

Acceptance document of CEBI supplier manual (CEBI Supplier Manual and Appendices)

This document is part of the contractual documents, together with the technical specifications, purchase orders and general purchase terms. It contains the guidelines and requirements for supplies that satisfy the requirements of CEBI Motors.

It is a controlled document and subject to potential amendments and revisions of its content; the most recent edition is always published on the website [Download | CEBI](#), Cebi Motors section, available for viewing and download.

This document is to be considered accepted by the supplier in its entirety and without modification, if the latter begins to produce or deliver the goods ordered by CEBI Motors.

In case you should need further information or have any questions, please do not hesitate to contact our Purchasing Department or the Supplier Development Department.

Date: _____

Supplier Company name:

Name and surname of the company legal representative:

E-mail for Vendor rating:

Company stamp and signature of the Legal Representative:

Following document structure is according to Cebi Supplier Manual. In the following sections and sub-sections the Supplier will find, in some cases, blank content, this means that for that section or sub-section no additional requirements are set by Cebi Motors with respect to Cebi Supplier Manual.

1. PURPOSE AND SCOPE

1.1. INTRODUCTION

1.2. SCOPE

1.3. PURPOSE

1.4. REQUIREMENTS

*Contract terms - Acceptance of the suppliers' manual

Once the supplier is deemed suitable, the parties must underwrite this Suppliers' Manual before orders can be processed. If no formal acceptance of the manual is sent and the supply starts all the same, the contract relationship is anyway governed de facto by the provisions contained in this document and the General Conditions of Purchase.

The following is an integral part of the purchasing contract:

- The terms and conditions of any written agreement drawn up with CEBI Motors;
- Anything specified in the purchasing order, together with its General Terms and Conditions;
- The technical drawing and technical specifications (whether they are CEBI Motors', CEBI Motors' customer's or legally binding);
- This Suppliers' Manual ([CEBI Supplier Manual and Appendices](#));
- National and international laws regarding the use of materials hazardous and/or harmful to the environment;
- Any other request specified in writing by CEBI Motors.

1.4.1 CEBI REQUIREMENTS IN SUPPLIER RELATIONSHIP

*How to stay in the Vendor List

- To participate to cost reduction and continuous improvement plans.

1.4.2 SUPPLIER FINANCIAL EVALUATION

2. BASIC REQUIREMENT

*Choice of supplier

- In the case of suppliers imposed by CEBI Motors' Customers, the supplier qualification process must follow the same procedure defined in CEBI Supplier Manual and Appendices. Only with a formal deviation by the customer of CEBI Motors, the qualification process of the supplier can undergo changes.
- In the case CEBI intercompany business, the supplier qualification process must follow the same procedure defined in this CEBI Supplier Manual and Appendices.

*Management of sources designated by the client [CEBI Motors](#) ("imposed suppliers")

- CEBI Motors reserves the right to ask the supplier to use sub-suppliers he has selected ("sources designated by CEBI Motors" or "imposed suppliers").

With regard to the sources designated by CEBI Motors, the latter reserves the right to ask the supplier for documentation certifying the qualification / preliminary assessment of the imposed suppliers.

In case of a non-compliance or when verifying the documentation provided, CEBI Motors may agree with the supplier an improvement plan for the imposed subcontractor and a possible joint process audit at the subcontractor's site (escalation).

*How to be included in the [CEBI Motors'](#) Vendor List

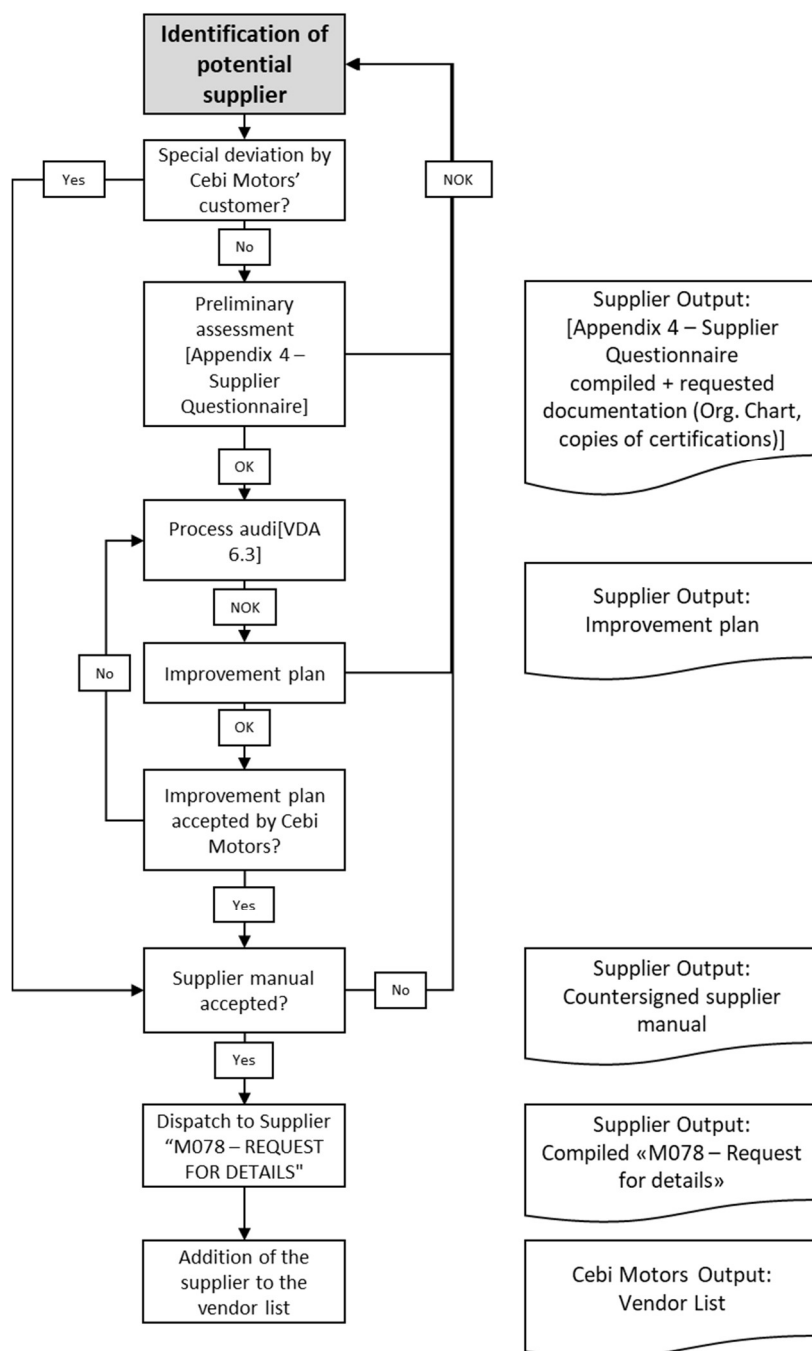
1. Supplier's registration using the reference form [Appendix 4 – Supplier Questionnaire](#) in order to be taken into consideration by CEBI Motors.

Note: when any details in the [Appendix 4 – Supplier Questionnaire](#) form change, the supplier must update the form and send it to CEBI Motors again.

2. Suitability assessment on the basis of ([Qualification criteria, additional requirements](#)):

- Process checks by a CEBI Motors assessor or other qualified body (car manufacturer of car manufacturer's supplier) for the same process CEBI Motors is interested in.
- Availability to supply, on request, any information necessary to CEBI Motors Purchasing and Supplier Quality Departments to check supplier capacity to supply the requested products and services. This will include a check of procedures, FMEAs and process capacity analysis as well as financial and commercial information.
- Critical ability in carrying out feasibility analysis and submit and comply with a progress schedule for product development.
- The supplier agrees to submit PPAP documentation when sending samples.
- The supplier agrees to submit product requalification documents on an annual basis, in September of each year.
- Being/having been a direct supplier of a CEBI Motors' customer.

In the event there are no supplies requested, a supplier remains in CEBI Motors' vendor list for one year from the date of inclusion or from the date of the last supply.



Flow chart: how to enter CEBI Motors' vendor list

2.1. QUALITY MANAGEMENT SYSTEMS

2.1.1 QUALITY CERTIFICATION

2.1.2 ENVIRONMENTAL MANAGEMENT SYSTEM

2.1.3 PERIODIC ASSESSMENT OF THE SUPPLIER

2.2. CONTINGENCY PLANS FOR DISASTER RECOVERY AND BUSINESS CONTINUITY

2.3. AUDIT

2.3.1 EXTERNAL AUDIT (LEAD BY CEBI OR THIRD PARTY)

Audit at supplier location in case of escalation: CEBI Motors reserves the right to plan the audit in short notice at supplier location in case of major incident (escalation process).

Due date for improvement plan closure: due date for improvement actions will be agreed with supplier during the audit closure meeting and may undergo changes, but only after an agreement between CEBI Motors and the supplier, according to action specificity and complexity

*Starting off mass production

CEBI Motors reserves to auditing the supplier according to the scheme VDA 6.3 before the start of series production.

2.3.2 INTERNAL AUDIT ON SUPPLIER PERMISE

*Process audit

Safety characteristics self-assessment: CEBI Motors' suppliers managing safety characteristics (indicated as S in the drawing) will be requested from CEBI Motors to fill the D-part-self assessment, reference form "M092 – D-part self assessment", with yearly frequency.

*Technical Cleanliness

For items in which an explicit request is made, or where is mentioned in the drawing the requirement of "Technical cleanliness" according to the procedure "P055 - Technical cleanliness", every three months is necessary to measure and reporting the contamination level of a small sample of supplied parts. The "working level" that will emerge from these measures will be used to monitor the cleanliness, in order to take action in the event of negative trends and eventually to agree new standards together with the supplier, without however representing a criterion for approving or not single production batches.

2.4. TRAINING

2.5. DOCUMENT AND PRODUCT SAMPLE RETENTION

2.6. SHIPPING AND REPLENISHMENT PERFORMANCE

***Delivery schedule**

The supply of the material is planned by CEBI Motors by sending to the supplier the appropriate document called "Delivery Plan", periodically.

The Delivery Plan includes both confirmed and forecasts orders, in the short and medium term, with their relative requested delivery date to CEBI Motors' warehouse (ETA date) and covers a maximum of three or eight months, current one included.

The Delivery Plan does not show purchase prices, just codes and requested quantities, since, being a planned delivery form, it just defines the supply of the materials. Any other contractual details (price, delivery terms, payment, etc.) will have been already defined beforehand with the Purchasing Dept. and applied accordingly.

The supply of the material is defined by a series of consecutive lines that can be called "confirmed" or "forecasts".

CONFIRMED lines show the confirmed delivery of the goods and define code, quantities and dates when the material must be delivered without exception to the CEBI Motors Spa warehouse (ETA dates).

FORECASTS lines show the probable deliveries requested in the periods following the confirmed lines.

The frequency of delivery of the goods and, consequently, the frequency with which the delivery plan is updated, depend on the production/logistical requirements and the commercial agreements between the parts.

The CONFIRMED order is binding for the supplier, and must be complied with, or the production in CEBI Motors might have to stop with the consequent debit of the deriving costs (Logistical Notifications).

The FORECASTS order is mere information and does not constitute any commitment to accept the relative quantities of product.

Forecasts lines can therefore vary (in quantities and date) following CEBI Motors' production requirements. In case of final cancellation of the forecasts orders, only the cost of the raw materials required for the first 8 weeks of the cancelled production might be the subject of a compensation agreement.

If the supplier deems that CEBI MOTORS FORECASTS might be difficult to meet, it must immediately inform our Planning service via e-mail within 48 hours max from receipt of the plan. No communication will be taken as tacit confirmation.

***Month end deliveries and advance deliveries**

Deliveries made in advance, or DDT dated in the last three working days of the month, are not allowed. CEBI Motors reserves the right to refuse these deliveries or, if they are accepted because the due date is near, to automatically postpone payment by 30 days.

Any exception to the above will only occur exclusively in the case of our urgency of supply, upon express request and written agreement by CEBI Motors, to be defined only with Planning Dpt.

***Goods receipt**

The warehouse working hours must be respected, and any deliveries out of hours will generate costs that are charged to the supplier.

2.7. INFORMATION TECHNOLOGY SECURITY

2.7.1 CONFIDENTIALITY

3. DEVELOPMENT PHASE

3.1. APQP

3.2. PRODUCTION PART APPROVAL PROCESS ("PPAP")

3.2.1. GENERAL

3.2.2. PPAP BASIC REQUIREMENT

***Quotations**

Once a range of possible suppliers has been selected from the Vendor List, CEBI Motors' Purchasing Office will send the technical specifications and request for a quotation. The supplier will forward a quotation within the date requested, together with a feasibility analysis and a detailed timing forecast for the product development up to mass production.

The quotation assessment will narrow down the choice of suppliers which are involved in the project and from which we will require prototypes and/or samples.

***Feasibility analysis**

The feasibility analysis is required to evaluate if the requested part can be mass produced according to drawing specifications meeting consistently the requirement. This evaluation is necessary for new products or whenever changes are made to products or processes. [Reference form is M088.](#)

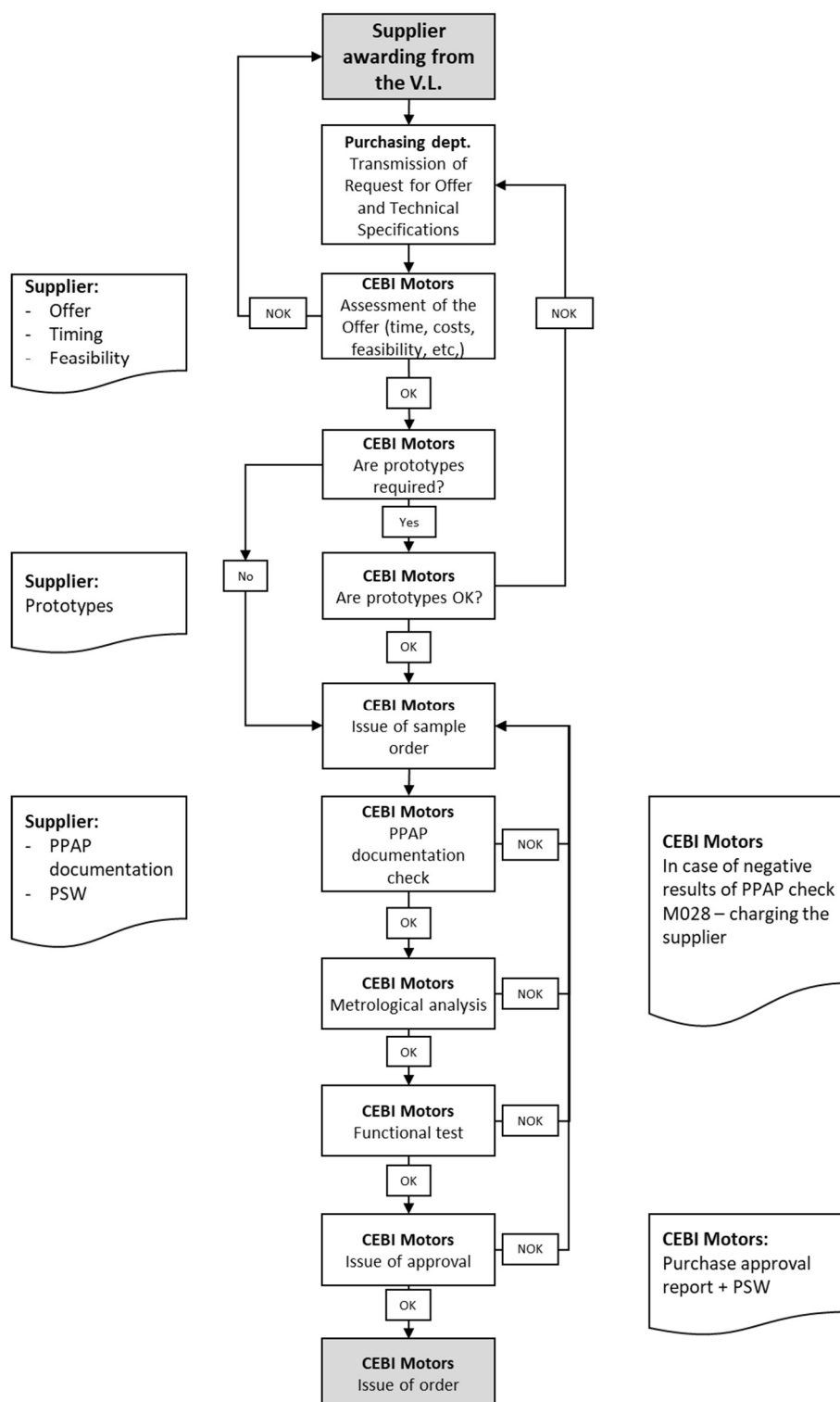
***Prototype submission**

Prototypes are parts produced according to preliminary specifications, not necessarily with the equipment or tooling used for mass production. They test the suitability of a component from a technical point of view and in its specific application during the product development phases.

According to CEBI Motors' specifications, they could be working or not, and therefore used exclusively for dimensional analysis.

The number of prototypes to be submitted depends on the instructions given in the purchase order. The supplier will submit the following accompanying documents together with prototypes:

- clear identification of the parts as prototypes with reference to the request or purchasing order
- whatever requested by CEBI Motors in the "M051 – Documents requested to suppliers" form



Flow chart: CEBI Motors' choice of supplier and iter for order issue

3.2.3. SUB-SUPPLIER MANAGEMENT

4. SERIAL DELIVERIES

4.1. PLANNING AND REALIZATIONS OF DELIVERIES (refer to section 8.5.1.7 of IATF 16949:2016)

*Starting of mass production

Before starting mass production the supplier must have received PPAP approval by CEBI Motors (i.e. conformity to M051 requirements), officially issued through the PSW (Part Submission Warrant, the "cover" of the PPAP delivered by the supplier), that, once it has obtained final approval, must be available in the archives both at the supplier location and at CEBI Motors, and signed by each party.

If the M051 requirements are not met, CEBI Motors may decide to issue a temporary Validation Report. In such cases the report will include a list of corrective actions to be taken along with the timing.

When the Validation Report has been issued, the following supplies will be considered "mass production"; this means these may not be subjected to incoming inspection, but sent directly to production (free pass) [as CEBI Motors' incoming inspection is based on skip-lot logics](#).

In case of production loss due to poor quality of supplies, all the relevant costs will be charged back to the supplier: as far as this is concerned, Purchasing General Terms are also applied.

4.2. CHANGE MANAGEMENT

*Additional samples

[Reason for PPAP includes:](#)

- Parts produced after the tooling has been inactive for 12 months or more
- Extraordinary maintenance of the toolings; it is on supplier responsibility to inform CEBI Motors with reasonable advance of the approaching end of life of the equipment based on the guarantee agreed upon during the assignment of the order with the CEBI Motors purchasing department.

4.3. SPECIAL CHARACTERISTICS

CEBI Motors special characteristics (they must be included in suppliers' or sub-suppliers' control plan):

- for S (safety), Q+ (critical/primary) and Q- (critical/secondary) dimensions, unless otherwise specified, a PpK > 1.67 is requested (for a min. of 50 consecutive samples for each figure or cavity) when the machine/process is started (initial sampling).
- for mass production the minimum requirement is: sampling controls for Q- dimensions, and SPC with process capability (Cpk > 1.33) for all Q+, S dimensions.

Where the required process capabilities cannot be achieved, in the initial samples phase (Ppk) and/or during series (Cpk), in the absence of specific drawing formalized agreements between the supplier and CEBI Motors, the supplier must provide for the control of the special characteristic at 100 % or via poka-yoke solution.

4.4. PRODUCT SAFETY, PRODUCT LIABILITY

*Flammability (Reference procedure "P054 – Flammability")

As regards flammability, as the automotive market is that of reference for CEBI Motors, compliance with the properties of materials with respect to flammability as concerns polymers and others is a requirement; non-compliance of which is always to be understood as related to product safety issues.

*CEBI Motors' incoming good control

Inspections carried out by CEBI Motors Incoming Quality department or by CEBI Motors suppliers/sub-suppliers shall not constitute an acceptance or acknowledgement of the contractual conformity of the goods or a waiver of proper contractual fulfilment and shall not release the Supplier from liability. Payment for the goods shall not constitute a declaration of acceptance of the goods as being contractually compliant.

4.5. WORK INSTRUCTIONS

4.6. IDENTIFICATION AND TRACEABILITY

Traceability specification in reference form "I037-Traceability for supplied parts".

Production batches must be delivered to CEBI Motors in their order of production: the FIFO (First in - First out) method must be used.

In case of not compliant material: material must be identified by using the information on the goods label (supply DDT, serial number, production batch, production date, etc.), the supplier must ensure that the non-conforming parts are, or can be, immediately identified.

*Labelling requirements – completing the Odette label

The Odette label must be white with black ink. The label and ink must be waterproof, and guarantee it is still legible not only until it reaches CEBI Motors, but also during normal movement inside the warehouse (handling, two cases rubbing against each other, etc.). An adhesive label or reinforced card may be attached to the shortest side of each case and be clearly visible on the outside of the packaging.



The reference label is formed of two parts indicating:

- **Transport section:** the top strip occupies a third of the label height (fields 1 to 7 in the summary below);
- **Part identification section:** the rest (fields 8 to 16 in the summary below).

Part identification label

Each product handling unit (the single portable case) must be identified with the following Odette label (in addition see operative instruction I037):

Label “S” to identify the parts (TDED = 7102)

The part identification labels must be produced and used in the production and/or storage of the parts, before shipment (e.g. single box).

The part identification labels only contain the product information.

The size of the label depends on the size of the box, and contains the fields that should be completed as outlined below.

- Standard size: 210x102 mm - Fields from 8 to 16 (Example 1)
- Small box size: 210x48 mm - Fields 8 – 9 – 12 – 15 (Example 2)
- Small box size: 110x96 mm - Fields 8 – 9 – 12 – 15 (Example 3)
- Very small box size 84x54 mm - Fields 8 – 9 – 12 – 15 (Example 4)

Example 1 (not original size)

<small>CODICE ARTICOLO (S)</small> 		B0000.00	
<small>QUANTITA' (Q)</small> 576		<small>DESCRIZIONE ARTICOLO</small> ARTICOLO PROVA	
<small>CODICE FORNITORE (S)</small> 3301000100		<small>CODICE ARTICOLO FORNITORE</small> 4549795	
<small>IN DATA (S)</small> 900348130531		<small>DATA (E)</small> 130531	
<small>LOTTO DI PRODUZIONE (S)</small> 0000		<small>NOTE</small>	

Example 2 (not original size)

<small>CODICE FORNITORE (S)</small> 3301000100	<small>NUMERO DI SERIE (S)</small> 3080554
<small>CODICE COMPONENTE (P)</small> B0000.00	<small>QUANTITA' (Q)</small> 1000

Example 3 (not original size)

B0000.00	
<small>CODICE COMPONENTE (P)</small> B0000.00	<small>QUANTITA' (Q)</small> 1000
<small>CODICE FORNITORE (S)</small> 3301000100	
<small>NUMERO DI SERIE (S)</small> 3080554	

Example 4 (not original size)

<small>CODICE FORNITORE (S)</small> 3301000100	<small>NUMERO DI SERIE (S)</small> 3080554
<small>CODICE COMPONENTE (P)</small> B0000.00	<small>QUANTITA' (Q)</small> 1000

- The label serial number, barcode, must be identified with "S".

Transport label

The Master Label must be printed before shipment to identify the transport unit. The label must be A5 format (148 × 210 mm), white with black ink (see I037).

“M” Multiple master label for uniform loads (TDED = 7246)

This label must be used when a transport unit (e.g. pallets of cases containing the same parts) contains packs or boxes of the same product (same code). Each pack/box is previously labelled with the “part identification label. The amount on the master label must be the total of the amounts in all the packs/boxes.

The label serial number, barcode, must be identified with “M”.

Size A5 210x148 mm

Note:

In the case of mixed boxes (parts with different codes), each one identified with the S part identification label but loaded on the same transport unit (e.g. pallets containing boxes of different codes), the transport unit must have the same number of M labels as the different codes it contains.

Each Odette label must have the barcode in compliance with the “Code 39” standard.

In each barcode, the coded text must begin with an asterisk followed by a letter (**identifier**), which guides the optic reader and clearly identifies the data in that field: after, the identifier is in brackets after the compulsory barcode. The asterisk or the field identification letter must not be included in the legible text, just the barcode. A second asterisk closes the barcode.

The Odette label must contain the information given in the summary below. Any other general and specific elements that are not covered in paragraphs 3.5.2 and 3.5.3 are subject to Odette Version 4 regulations.

Summary of fields to be completed

Fields marked with an asterisk (*) must be completed.

To identify the fields according to the numbering used below, refer to the figure at the end of the list, remembering that it is not to scale.

1. (*) Receiver

Give the customer's name as shown in the order:

CEBI Motors S.p.A.
35030 Veggiano - PD (Italy)

2. (*) Dock-Gate

Unless indicated otherwise, give the shipment address: Via Enrico Fermi 3

3. (*) Delivery note

Compulsory barcode – (N)

Give the shipment reference number/code according to the transport document number.

4. (*) Supplier Address

Give the supplier's name and address

5. (*) Net Weight – Kg

Give the gross weight of the materials in kg, excluding the pallet and packaging.

6. (*) Gross Weight – Kg

Give the gross weight in kg of the unit the label refers to

7. (*) No. of Boxes


Give the number of boxes on the transport unit the label refers to

8. (*) Part N.

Compulsory barcode – (P)

Give the engineering change code and indicator shown in the purchase order and CEBI Motors technical specifications. The following format must be used without any spaces or separators: one low case letter, four numbers, a dot, two alphanumeric characters.

Example: B0123.04

If the article can be identified as a SAFETY COMPONENT, the following symbol must be added after the code 

9. (*) Quantity

Compulsory barcode – (Q)

Give the quantity in the same unit of measure used in the purchase order (generally "number of parts" for countable products, and "kg" for uncountable, such as wire, laminates, liquid, loose materials, etc.).

Do not use dots to separate the thousands (e.g. 15000). A comma may be used to separate the decimals (e.g. 10,50):

- If it is a handling unit, the quantity contained in the box;
- If it is a uniform transport unit, the sum of the quantities in the boxes on the pallet or wagon

10. (*) Description

The product description as given on the purchase order.

11. (*) Supplier Part Number

The Supplier's part number. Leave it blank if the supplier uses the same coding system as CEBI Motors.

NB: This field can be used for other information further to agreement with CEBI Motors.

12. (*) Supplier

Compulsory barcode – (V)

Give the supplier code you have been assigned using the CEBI Motors coding system: this is a 10 digit numerical code, which usually begins with 3301 (Italian supplier) or 3302 (foreign supplier).

13. (*) Date

Compulsory barcode – (D)

Here, distinction must be made between the part identification label (handling unit) and the transport unit label

- On the part label (handling unit) give the part production date, the barcode is not compulsory in this case.
- On the Master Label (transport unit) give the shipment date complete with barcode. For problems of space, the barcode may be printed at the bottom of field 11.

The date format in the barcode must be "year-month-date" YYMMDD, without spaces or separators.

Example: 6 December 2023 is written: 231206

14. Engineering Change

Reserved space for specific requests for new or changed parts: leave it blank if there are no express requests from CEBI Motors.

15. (*) Serial Number

Compulsory barcode – (S o M)

Give the label serial number. Depending on the type of packaging, the barcode identifier changes:

- S, for handling unit
- M, for transport unit with uniform contents

The serial number that indicates the supplier on both the transport and part identification labels must be a retraceable element for the process control data.

The serial number must be a unique number assigned by the supplier, and it must not be repeated for at least one year. The maximum length of the serial number is 9 numeric digits plus the S or M identifier.

16. Batch Number

The reference number assigned by the supplier to a group of products in the same production batch.

1	2		
3	4		
	5	6	7
8			
9	10		
	11		
12	13	14	
	16		








*Identification of special shipment

For CEBI Motors, a special shipment is each delivery of non-standard material and/or the need for special traceability requirements: e.g. derogation batch, guaranteed supply after a NC, first supply after product or process changes (which must be approved by CEBI Motors beforehand).

In the case of special shipments, each case in the shipment must be clearly identified, indicating the reason for the special shipment together with the normal identification code.

Below is an example of an identification label for special shipments:

ATTENTION!
FORNITURA SPECIALE Special shipment
Indicare CODICE. Indice di modifica Specify Part number. engineering level
Descrizione della deviazione/modifica: Modification/deviation description:
<p>Importante per PRD CEBI MOTORS: identificare il primo lotto prodotto con il componente in oggetto trasferendo la descrizione della modifica alla fase successiva.</p> <p>Important for CEBI MOTORS production: identify the first product batch using this component, transferring the change description to the subsequent phase.</p>

DESTINATARIO Nuova Sme spa Via E. Fermi 335030 Veggiano		AREA DI SCARICO MERCE	
DOCUMENTO DI TRASPORTO (N) 		FORNITORE BIANCHI SPA	
CODICE ARTICOLO (N) 900348		PESO NETTO (KG) 208,5	PESO LORDO (KG) 256,5
		N. CONFEZIONE 009/023	
		B0000.00	
QUANTITA' (N) 576	DESCRIZIONE ARTICOLO ARTICOLO PROVA		
CODICE FORNITORE (N) 3301000100	CODICE ARTICOLO FORNITORE B0000.00		
	DATA (N) 	NOTE 	
N. SERIE (N) 123456789	N. LOTTO PRODUZIONE (N) 0000		
			

4.7. SUPPLIED PARTS QUALIFICATIONS

***Re-qualification**

Requalification frequency and content must be agreed and approved by CEBI Motors during the PPAP (reference form “M051 – Documents requested to Suppliers”). Unless otherwise agreed between the parties, this documentation is submitted within 30 September, yearly, and samples are kept for 3 years at supplier's location. Missing due dates will have impact on supplier assessment until qualification will be sent.

4.8. CUSTOMER- APPROVED SOURCES

***Sources designated by CEBI Motors or "imposed suppliers"**

With regard to the sources designated by CEBI Motors, the latter reserves the right to ask the supplier for documentation certifying the qualification / preliminary assessment of the imposed suppliers. In case of a non-compliance or when verifying the documentation provided, CEBI Motors may agree with the supplier an improvement plan for the imposed subcontractor and a possible joint process audit at the subcontractor's site (escalation).

5. SUPPLIER INCIDENT MANAGEMENT

5.1. SORTING ACTIVITY/NON-COMPLAINEE MANAGEMENT

***Logistics complaint**

In the event of logistics problems with the deliveries, such as delays, partial deliveries, missing problems notification within first 48 hours, damaged materials due to unsuitable packaging, etc., besides sending an e-mail notification, the LOGISTICS COMPLAINT is issued, on a separate form, which our Purchasing Office follows up with the calculated final cost.

***Supplier's notification to CEBI Motors**

If the supplier believes there is or might be a non-conformity in any of the products supplied to CEBI Motors, it must immediately send written communication to the Quality Control staff of CEBI Motors Incoming Inspection. Once the problem has been notified, CEBI Motors Quality Control dept. must decide on whether to accept or refuse the material and, consequently, on the supplier's replacement of the material within the agreed time. If the identification of a fault and consequent notification take place before the product is delivered to CEBI Motors, the supplier will be instructed to send a sample and wait for CEBI Motors' decision. The supplier's request for deviation requires, to be processed by CEBI Motors, the use of the reference form “M059 – Request for deviation”.

5.2. PROBLEM SOLVING / ACTIONS AFTER CLAIM

[Reference template for CEBI Motors "M046 – Quality assurance 8D report".](#)

5.3. CONTAINMENT

5.4. SUPPLIER WARRANTY

5.5. ESCALATION PROCESS

5.6. CHARGEBACK

*CEBI Motors' notification to the supplier

The charges for which the supplier is proven to be responsible shall be recorded, communicated and charged to the supplier using the reference form "M028 - Charging the supplier".

6. ADDITIONAL REQUIREMENT

6.1. HANDLING, STORAGE, PACKAGING

*Packaging requirement

The palletted loads must measure 1200 x 800 mm, (Europallet) with a maximum overall height of 850 mm (including the pallet).

The gross weight must not exceed 900 kg. Unless agreed otherwise in writing with the customer, any case weighing more than 900kg or of a different size to that given must be approved by CEBI Motors before shipment.

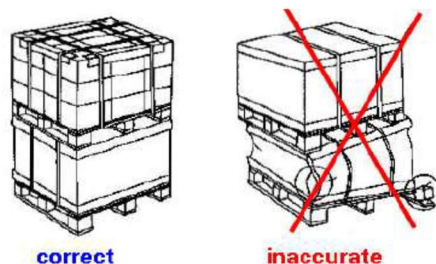
A single portable case must weigh no more than 15 kg gross.

The type of packaging defined by the supplier is formalised by sending CEBI Motors the packaging form, which is included in the PPAP documentation.




No packaging parts must be made from or treated with forbidden materials and substances, and must not release any harmful substances.

Reference is made to the EC1907/2006 REACH regulations to determine the risk and limitations imposed regarding the use of materials and substances.

The palletised load units can be stacked only if, during transport and handling, the packaging remains undamaged.



If the palletised load units can be stacked, this fact must be indicated in the packaging form in the PPAP documentation. If there are any limits to stacking the palletised load unit, it must be clearly specified on the unit by attaching cards or using the standard symbols:

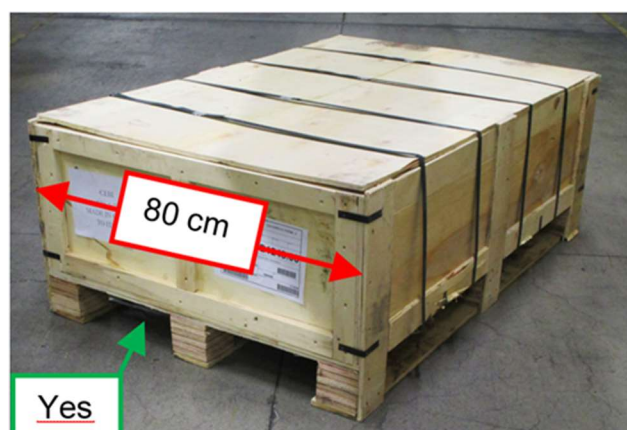
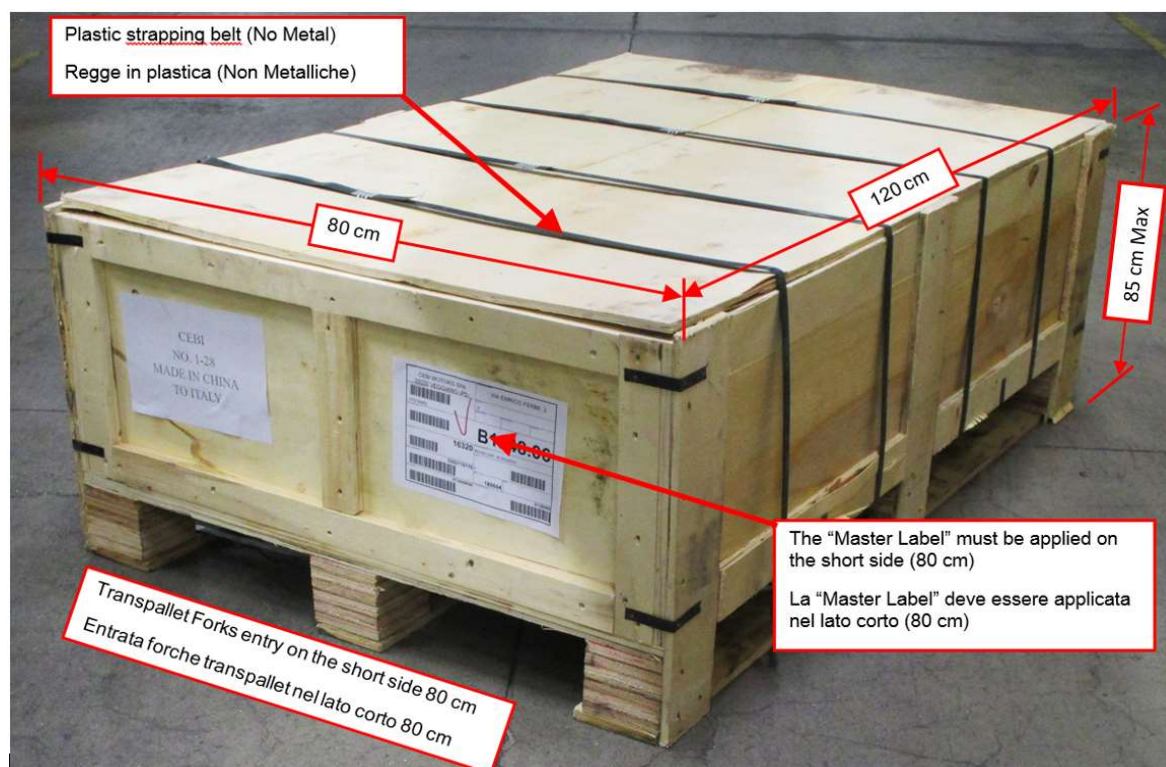
Meaning of the symbol	Symbol	Function	Comments
Stacking weight limitation		Indicates the maximum stacking load for packages.	ISO 7000, No. 0630
Stacking limitation		Maximum number of identical packages that may be stacked, where n stands for the number of permitted packages.	ISO 7000, No. 2403
Do not stack		Stacking of the packages is not permitted and no loads should be placed on the package.	ISO 7000, No. 2402

In all packaging, the master label must be applied on the short side (80 cm) of the pallet.

The pallet will be handled from the short side (80 cm) so without wooden crosspieces in the short side.

Use a plastic strap (not metal).

The pallet must have a maximum height of 85 cm including the base.



All wood packaging, including the pallets, delivered to CEBI Motors must respect the phytosanitary standards according to ISPM-15 (International Standards for Phytosanitary Measures) signed by FAO.

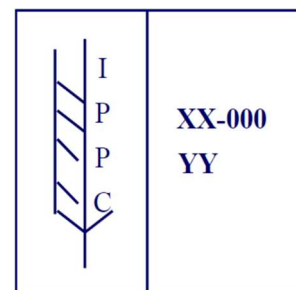
ISPM-15 is an international standard providing phytosanitary measures to apply to wood packaging in international trade. In particular, this standard was introduced to reduce the spread of harmful parasites and organisms. In fact, rough wood packaging is the ideal home for harmful organisms if it is not suitably treated. Consequently wood must be subjected to the standard HT - Heat Treatment, heating it up to at least 56°C or 133°F for at least thirty minutes.

ISPM-15 treatment may be applied to wood before or after the packaging is constructed. After treatment, the packaging must be sealed with the IPPC/FAO mark which certifies it conforms to the ISPM-15 standard.

XX: ISO original country code (e.g. Italy = IT)
000: unique registration number assigned to the company that constructed or treated the packaging or pallet

YY: IPPC code identifying the treatment type (HT for heat treatment)

DB: "DB" is additional to confirm that debarked round wood has been used.



HT treatment in compliance with ISPM-15 is not necessary for shipments within the EEC.

It is compulsory for shipments to CEBI Motors from countries outside the EEC.

When provided, the supplier is obliged to respect the packaging specifications that are expressly requested by CEBI Motors.

6.2. CORPORATE SOCIAL RESPONSIBILITY

6.2.1. HUMAN RIGHTS AND LABOR STANDARDS

6.2.2. FORCED LABOR, HUMAN TRAFFICKING AND SLAVERY

6.2.3. PROTECTION OF LOCAL COMMUNITIES AND INDIGENOUS PEOPLES

6.2.4. CHILD LABOR

6.2.5. WAGES AND BENEFITS

6.2.6. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

6.2.7. NONDISCRIMINATION

6.2.8. HEALTH AND SAFETY / WORKING ENVIRONMENT

6.2.9. ENVIRONMENT

6.2.10. BRIBERY AND CORRUPTION

6.2.11. PRIVACY AND DATA PROTECTION

6.2.12. FAIR COMPETITION AND ANTI-TRUST

6.2.13. PROTECTION OF INTELLECTUAL PROPERTY

6.2.14. SANCTIONS

6.2.15. ARTIFICIAL INTELLIGENCE

6.2.16. ANIMAL PROTECTION

6.2.17. CONFLICTS OF INTEREST

6.2.18. WHISTLEBLOWING AND PROTECTION AGAINST RETALIATION

6.2.19. CASCADING IN THE UPSTREAM SUPPLIER MANAGEMENT

6.3. VIOLATION REPORTING AND HANDLING

6.4. RESTRICTED AND DECLARABLE SUBSTANCES

6.4.1. COMPLIANCE WITH LOCAL LAWS AND REGULATIONS

6.4.2. INTERNATIONAL MATERIAL DATA SYSTEM (IMDS)

[Reference “I039 – IMDS guidelines for Suppliers”.](#)

6.4.3. REACH AND RoHS

6.4.4. RESPONSIBLE SOURCING OF RAW MATERIALS FROM CONFLICT AFFECTED AND HIGH-RISK AREAS (CAHRAS)