

Chemical Safety Training – Supplier Recognition

Chemical Safety Training Background and Purpose

CEPN's Chemical Safety Training Program provides tools and resources to educate workers and managers throughout the global electronics supply chain on safe chemical management.

The program includes:

1. **Chemical Safety Training Materials**: Free, deployment ready, chemical safety training materials for workers and managers in multiple languages;
2. **Qualified Trainers**: A global network of organizations and individuals qualified to provide CEPN's Chemical Safety Training; and
3. **Supplier Recognition**: Listing supplier facilities on CEPN's website that have delivered the Chemical Safety Training.

This document outlines the Supplier Recognition portion of the Chemical Safety Training program.

Supplier Recognition - Purpose

The CEPN Supplier Recognition Program is designed to enhance transparency and accountability in electronics supply chains by recognizing supplier facilities that demonstrate commitment to chemical safety. The purpose of the program is to:

- Accelerate reaching facilities deeper in the supply chain
- Provide market recognition for supplier facilities via a public registry
- Provide a resource for electronics companies seeking responsible suppliers

Supplier facilities can gain recognition by demonstrating achievement in: (1) eliminating/substituting CEPN Priority Chemicals and/or (2) providing CEPN's Chemical Safety Training. Facilities delivering CEPN's Chemical Safety Training demonstrate a commitment to promoting worker engagement and best practices for chemical safety within their operations. Facilities that have delivered the Chemical Safety Training and meet the Program criteria outlined below can elect to be listed in CEPN's Chemical Safety Training - Supplier Recognition registry.

Supplier Recognition Program – Criteria

The Program is voluntary and open to all electronics supplier facilities. Supplier recognition is granted at the facility- rather than the company-level, allowing individual manufacturing sites to gain recognition independently.

Participation Criteria

To earn recognition, facilities must demonstrate that:

- A minimum of 60% of "in scope"¹ workers AND a minimum of 60% of "in scope" managers have completed the training and passed the quizzes.
 - If a facility chooses to limit the training to workers and managers in certain building(s), production area(s) or production line(s), then "in scope" refers to the workers and managers within those building(s), production area(s) or production line(s). The building(s), production area(s) or production line(s) trained will be clearly designated in CEPN's registry based on information provided by the supplier facility and reviewed by CEPN.
 - A worker or manager has successfully completed the training when they have attended every training module and earned an average score of 70% or better on module quizzes.

Training Delivery

To count towards the recognition criteria outlined above, the training must be delivered as follows:

- In-person and live webinar training conducted by a CEPN Qualified Trainer (either [third-party](#) or trained in-house manager); or
- Interactive digital training (e-learning) through one or more of the CEPN-recognized learning platforms listed on CEPN's Chemical Safety Training [website](#).

Training Frequency

To remain listed in CEPN's registry, facilities must meet the following requirements:

- Facilities must retrain in-scope workers and managers at least biennially (every two years).
- Facilities must complete retraining and submit updated attestation documentation to CEPN.

CEPN Review

Supplier facilities will be required to submit an attestation and supporting documentation to CEPN for review. For in-person and live webinar training, this review requires:

- A supplier attestation documenting:
 - Number of in-scope workers and managers
 - Number of in-scope workers and managers who completed the training and passed quizzes

¹ "In scope" is defined as workers and managers with potential exposure(s) to hazardous substances and chemicals, and/or those with environmental, health and safety (EHS) management responsibilities.

- Name of Qualified Trainer

CEPN will review submittals and verify against information provided by Qualified Trainers.

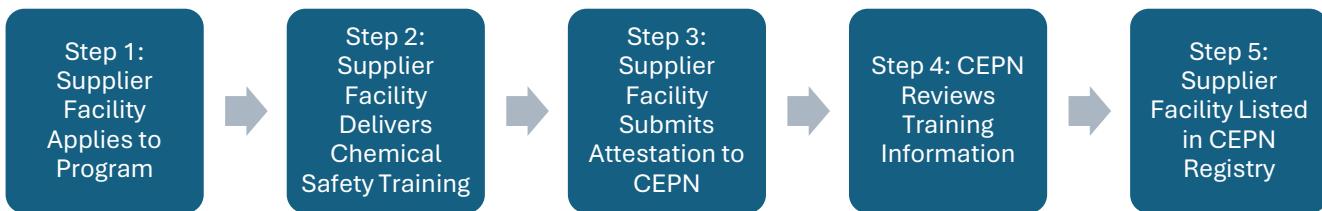
For interactive digital training (e-learning), this review requires:

- A supplier attestation documenting:
 - Number of in-scope workers and managers
 - Number of in-scope workers and managers who completed the training and passed quizzes
 - Name(s) of CEPN-recognized learning platform

CEPN will review submittals and verify against LMS platform completion data.

Supplier Recognition Program – Process

The steps to becoming a recognized supplier facility are as follows:



Step 1: Supplier Facility Applies to the Program

Interested supplier facilities apply to the program by completing an [on-line application form](#).² CEPN will review the application and contact the supplier facility with any questions or information requests, if needed.

Step 2: Supplier Facility Delivers Chemical Safety Training

The supplier facility engages a [Qualified Trainer](#) to deliver in person and/or live webinar training or selects a [CEPN-recognized learning platform](#) for delivery of e-learning. The supplier facility identifies in scope workers and managers to be trained, coordinates and promotes the training and ensures trainees understand that all training modules must be completed and quizzes passed.

Step 3: Supplier Facility Submits Attestation

Once the training is completed, the supplier facility will complete the [on-line supplier attestation form](#).

Step 4: CEPN Review

CEPN will review the supplier attestation against training data provided by Qualified Trainers and/or from CEPN-recognized learning platforms. CEPN will follow-up with the supplier facility with any questions or information requested, if needed.

² Supplier facilities may also apply for the program post-training.

Step 5: Supplier Facility Listed in CEPN Registry

If the supplier attestation and supporting documentation demonstrates conformance with the requirements listed above, the supplier facility will be listed in CEPN's registry.

Supplier Recognition Program – Qualification Period and Renewal Requirements

The recognition period is two years from the date of recognition by CEPN. This date will be included in the facility's CEPN registry listing. To remain listed in the registry, supplier facilities must train in scope workers and managers and submit an updated attestation and documentation to CEPN prior to the end of the current recognition period. If an updated attestation is not received within 30 calendar days of the end of the current recognition period, the supplier facility will be removed from the registry.

If a facility chooses to train additional building(s), production area(s) or production line(s) beyond those included in their initial registry listing, those building(s), production area(s) or production line(s) will be added with a separate date of recognition and will be on a separate cycle for re-training.