

Guidelines for Preparing Self-Evaluation Sheet of "Green Procurement" for Suppliers

Guidelines

*Please self-evaluate according to these guidelines.

A: Mandatory
B: If applicable

Self-evaluation on environment management

| Category | Item | Request | No. | Evaluating Details | Result | Description, Example | |
|----------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Environment Policy | Clarification and implementation of environment policy | Environment policy is established by top management in writing. All employees are informed about and understand the policy. | 1 | *Environment policy is established and approved by the corporate manager. | A | e.g.) ABC Corp. Environment Policy (Established in <u>YEAR</u>) | |
| | | | 2 | *The environment policy is shared with and acknowledged by all employees of the organization. | A | e.g.) ABC Corp. Environment Policy (Established in <u>YEAR</u>) | |
| Maintenance and Management | Legal and customer requirements | Environmental regulations and documents of customer requirements are controlled and maintained. | 3 | *Environmental regulations and customer requirements documents are listed and controlled. | A | Please evaluate the Environmental Regulations / Customer Requirements List. | |
| | | | 4 | *"NS Green Procurement Guidelines" are introduced to relative departments. | A | | |
| | | | 5 | *"NS Green Procurement Guidelines" Cooperation Agreement Form is submitted to NIPPON SEIKI CO.,LTD. | A | Please submit the form immediately, if not already submitted. | |
| | Clarification of organization, function and responsibility | Management standard of chemical substances contained in products is established. Function, responsibility and authority of each department is clarified. | 6 | *Standards, regulations and such regarding management of chemical substances contained in products, are established. | A | Please evaluate the rules regarding chemical substance management of raw materials, products and parts, and secondary materials. | |
| | | | 7 | *Function, responsibility and authority of each department that registers, uses and approves the chemical substances contained in products are clarified. | B | Please evaluate if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | Training | Training for management of chemical substances contained in products is provided. | 8 | *Environmentally hazardous substances specified by NIPPON SEIKI CO., LTD are understood and training is provided. | A | Please evaluate if restriction of NS Green Procurement Hazardous Substances is announced. | |
| | | | 9 | *Record is kept for environment training regarding management of chemical substances contained in products. | A | Please evaluate if training of chemical substance management regarding materials, products and parts, and secondary materials is provided. (Such as GADSL, RoHS.) | |
| | Audit on environment management (internal audits) | Management of non-use of prohibited substances is systemized and is checked at internal audits. | 10 | *An item regarding prohibited substances in products is stated in the check list and is checked at internal audits. | B | Please evaluate if any check or review regarding chemical substance management is carried out internally. | |
| | | | 11 | *Result of the audit is reported to the corporate manager. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | Design Control | Design complying with requirements | Compliance of chemical composition and content in product materials and parts is verified at designing stage. | 12 | *Product assessment is performed at designing stage. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. |
| | | | | 13 | *Chemical composition as well as content of materials and parts (including self-recycled materials) are understood. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. |
| 14 | | | | *Management data of chemical substances contained in products is recorded. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| Purchase Control | Supplier control (including second-tier, third-tier, and outsourcee) | Requirements regarding management of chemical substances contained in products are announced and introduced to suppliers. | 15 | *An item regarding prohibited substances in products is stated and evaluated in the new material selection criteria. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | | | 16 | *Analysis and examination data regarding prohibited substances in purchase materials are traceable. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | | | 17 | *"Restricted Substances List" of "NS Green Procurement Guidelines" is announced and informed to suppliers. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| Mass-production Control | Receiving inspection | Receiving inspection system is established regarding prohibited substances contained in parts and materials delivered from suppliers. | 18 | *Receiving inspection data of parts and materials are recorded and checked. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | | | 19 | *Receiving inspectors are trained regarding prohibited substances. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| Change Control | Change control | System to immediately inform changes is established. | 20 | *Changes in materials or chemical composition, content rate and such are notified and applied to NS. | B | Please evaluate this item if you independently design and develop, and/or source raw materials, products and parts, and secondary materials. | |
| | | | 21 | *System is established to inform NIPPON SEIKI CO.,LTD. when inclusion of prohibited substances is detected. | A | | |