

To: Main purchasing department

## [Form 1] Confirmation sheet for environmental management system

Company name: \_\_\_\_\_

Division: \_\_\_\_\_

Written by: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Acquisition status of the third-party environmental certification (Circle the applicable item.)

1. ISO 14001 certification already acquired

Acquired on: \_\_\_\_\_, Certification body [ \_\_\_\_\_ ]

Certificate No\*: [ \_\_\_\_\_ ]

\* Attach a copy of your certificate to this sheet.

→ **Entry may be omitted on the next page.**

2. Certification to ISO 14001 is being sought

Expected acquisition date: \_\_\_\_\_, Certification body [ \_\_\_\_\_ ]

→ **Entry may be omitted on the next page.**

3. Other third party certification has been obtained or is being sought

[  ] Eco Stage (Eco Stage Institute)

[  ] EcoAction 21 (Institute for Global Environmental Strategies (IGES))

[  ] KES (NPO KES Environmental Organization)

Certification [ \_\_\_\_\_ ] [Certification obtained, certification being sought]

Acquired on: [ \_\_\_\_\_, \_\_\_\_\_ ] Expected acquisition date: [ \_\_\_\_\_, \_\_\_\_\_ ]

Certification body [ \_\_\_\_\_ ] Certificate No.\* [ \_\_\_\_\_ ]

\* Attach a copy of your certificate to this sheet.

→ **Entry may be omitted on the next page.**

4. Third-party certification has not been obtained or sought

→ **Fill "Current state of environmental preservation activities" on the next page.**

**2. Current state of environmental preservation activities (Entry may be omitted if you have filled 1. to 3. on the previous page.)**

(Yes: [○], No: [×], Not applicable: [-])

[Corporate philosophy and policies]	
(1) We have a corporate philosophy of environmental preservation.	[ ]
(2) Having established our environmental policy, we set continuous improvement and pollution prevention.	[ ]
(3) We pledge to comply with legal control as is provided in the environmental policies.	[ ]
(4) All the employees at our company are devoted to thoroughly implementing environmental policies and the policies are available to the third party.	[ ]
(5) We fully understand the requirements of the NTN Group Green Procurement Standard and are implementing them throughout the company.	[ ]
[Objectives and goals]	
(6) We set goals toward environmental preservation.	[ ]
(7) We clarify organizations and persons responsible for achieving the environmental goals.	[ ]
(8) We have an implementation plan to achieve the environmental goals.	[ ]
[Environmental assessment/system]	
(9) We control/assess air pollution and report the result to the top management; accordingly, we make every effort to improve the current state of environment.	[ ]
(10) We control/assess water pollution and report the result to the top management; accordingly, we make every effort to improve the current state of environment.	[ ]
(11) We control/assess noise/vibration and report the result to the top management; accordingly, we make every effort to improve the current state of environment.	[ ]
(12) We control/assess waste disposal and report the result to the top management; accordingly, we make every effort to improve the current state of environment.	[ ]
(13) We control/assess energy consumption (electricity, gas, fuel, etc.) and report the result to the top management; accordingly, we make every effort to improve the current state of environment.	[ ]
(14) We use no NTN-prohibited substances in our establishments.	[ ]
(15) A product assessment system is in place for environmental preservation.	[ ]
(16) A risk management system capable of coping with emergencies, if any, is in place.	[ ]
(17) An internal environmental audit system is in place.	[ ]
(18) A document management system is in place.	[ ]
[Education/information service]	
(19) Environmental education for employees is implemented.	[ ]
(20) In particular, a list of persons engaged in the work with possible significant environmental impact is created and the education and training are implemented.	[ ]
(21) Information on environmental preservation is continuously provided to employees.	[ ]

To: Main purchasing department

# [Form 2] Check sheet for environmentally hazardous substance control system

Supplier code:	Checked on: _____, _____
Supplier name:	Person in charge: _____
Address:	Checked by: _____

Achievement rate	100%
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0. Internal use of ELV/RoHS 10 substances	
0	(1) _____ (Circle either YES or NO)
	(2) [If you answered YES] Substance(s): _____ Application: _____ Are they involved in production of product delivered to NTN? YES/NO

[Scoring method]  
Scoring range: Requirements 1. to 5.  
Distribution of points: Priority item 2 points x 10 questions, normal item 1 point x 10 questions (up to 30 points)  
Achievement rate = total score ÷ highest point (excluding non-target) x 100 (rounded off to the first decimal place)  
[Acceptance criteria]  
0. When (1) is yes: Achievement rate of 80% or higher is acceptable  
0. When (1) is no: Achievement rate of 60% or higher is acceptable

Double underline: Important item

Enter "In progress: O" or "Deficiency found: x" or "Not applicable: -" in assessment column

Requirements	Items to be checked	Determination criteria	Assessment	Specific activities in operation, challenges, etc.
<b>1. Definite definition of in-house product supply chain</b>				
1.1	We control procurement parts, materials, and sub-materials (hereafter, simply referred to as procurement products).	(1) Do you manage the list of all the procurement products so as to recognize individually?  (2) Do you have the list of persons in charge of environmentally hazardous substance control over all the procurement products?		
			We manage the list in the form of paper or electronic data.  Same as above	
1.2	We have definitely defined the supply chain to ensure that procurement products comply with the provisions (laws, ordinances, agreements, and NTN requirements) concerning environmentally hazardous substance control.	(3) To comply with the environmentally hazardous substance regulations, is the supply chain clear, including the secondary and further suppliers?  (4) Do you have the list of persons at the above suppliers in charge of environmentally hazardous substances?		
			n-order suppliers recognize the next (n+1) suppliers.  n-order suppliers recognize the person in charge at the next (n+1) suppliers.	
<b>2. Definite definition of requirements to suppliers</b>				
2.1	We have defined the requirements for environmentally hazardous substance control to the suppliers.	(5) Do you have defined requirements for environmentally hazardous substance control to the suppliers and the provisions and standards concerning the practical method for implementing them?		
2.2	We give the instructions for stringent management pertinent to the provisions concerning environmentally hazardous substances to the suppliers.	(6) Have you informed of the policies of control, reduction, and change of environmentally hazardous substances to the suppliers through a presentation meeting or written document?  (7) Do you give instructions for nonuse of environmentally hazardous substances for each procurement product in terms of drawings, purchasing specifications, etc.?		
			We have the materials delivered to the suppliers and the minutes of the policy presentation meeting.  We specify nonuse of environmentally hazardous substances in all the drawings and procurement specifications.	
2.3	We confirm the suppliers' environmentally hazardous substance control system.	(8) Do you have defined procedures for confirming the suppliers' environmentally hazardous substance control system (including process investigation)?  (9) Do you have obtained the results of confirmation of the suppliers' environmentally hazardous substance control system?		
			We have documented them in the form of paper and electronic data.  We have the record of the results of confirmation of suppliers' control system in the form of paper or electronic data.	
<b>3. Stringent management for suppliers' procurement substances</b>				
3.1	We have defined the acceptance criteria for environmentally hazardous substances contained in the procurement products.	(10) Do you have defined rules and standards stipulating the acceptance criteria in accordance with the provisions concerning environmentally hazardous substances, which is applicable at product delivery?		
3.2	We obtain the certificate of nonuse of ELV/RoHS 10 substances issued by the suppliers.	(11) Do you obtain the evidence of nonuse of ELV/RoHS 10 substances for each procurement product from the supplier?		
3.3	We can analyze ELV/RoHS 10 substances contained in the procurement products.	(12) Do you confirm the analysis of ELV/RoHS 10 substances in accordance with analytical standard of ELV/RoHS 10 substances (including an external analysis organization)?		
<b>4. Establishment and maintenance of environmentally hazardous substance control system</b>				
4.1	We have established our own (Technical, Manufacture, and Quality Assurance Departments) environmentally hazardous substance control system to monitor nonuse of ELV/RoHS 10 substances and prevent their mixture in the products.	(13) Do you report the current state of environmentally hazardous substance control at the meeting, etc., to your management and employees and make efforts to improve.		
		(14) Do you assess compliance with nonuse of ELV/RoHS 10 substances in accordance with the standard at the designing and production preparation stages?		
		(15) Do you monitor nonuse of ELV/RoHS 10 substances in accordance with the standard when making changes to the process (materials, sub-materials, suppliers, etc.)?		
		(16) Do you conduct internal audit of the environmentally hazardous substance control system regularly?		
4.2	We have defined the measures to be taken in case of detection of ELV/RoHS 10 substances in the products.	(17) Do you have the rules concerning the measures to be taken in case of detection of ELV/RoHS 10 substances higher than their thresholds in the products?		
<b>5. Assurance of nonuse of environmentally hazardous substances in the products to be supplied to NTN</b>				
5.1	We can submit the certificate (evidence) of nonuse of ELV/RoHS 10 substances as requested by our customers.	(18) Do you have defined provisions concerning the procedure for submitting the evidence or report of nonuse of ELV/RoHS 10 substances to your customers?		
		(19) Can you submit the results of analysis of ELV/RoHS 10 substances as requested by NTN?		
5.2	We can report the substances (constituents) contained in the products using the IMDS/JAMA data sheet.	(20) Can you submit the report according to the NTN requirement (every constituent of which content is 90% or more shall be disclosed) in the NTN-defined format?		

To: Main purchasing department

Date: \_\_\_\_\_

## **[Form 3] Non-inclusion certification of NTN-prohibited substances**

Company name: \_\_\_\_\_ Company seal

Department/title: \_\_\_\_\_

Person in charge: \_\_\_\_\_

We guarantee that all products supplied to the NTN Group do not intentionally contain NTN-prohibited substances set out in the Appendix–List of NTN Environmentally Hazardous Substances (ver.1) of the NTN Group Green Procurement Standards, and that impurities and variations are within the threshold values. We also guarantee that the ELV / RoHS 10 substances are within the threshold values with the evidences (analysis data), and that the evidences which have been already submitted to your company are valid. Should any prohibited substance(s) are detected in violation of the mentioned above assurance and NTN Group suffer damage, we will take measure for your damage in good faith.

[ELV/RoHS 10 substances and their thresholds]

1) Lead and its compounds (Pb)	Threshold	1000 ppm
2) Mercury and its compounds (Hg)	Threshold	1000 ppm
3) Cadmium and its compounds (Cd)	Threshold	100 ppm
4) Hexavalent chromium compounds (Cr <sup>6+</sup> )	Threshold	1000 ppm
5) Polybrominated biphenyls (PBB)	Threshold	1000 ppm
6) Polybrominated diphenyls ether (PBDE)	Threshold	1000 ppm
7) di-2-Ethylhexyl phthalate (DEHP)	Threshold	1000 ppm
8) Butyl benzyl phthalate (BBP)	Threshold	1000 ppm
9) di-n-Butyl phthalate (DBP)	Threshold	1000 ppm
10) di-Isobutyl phthalate (DIBP)	Threshold	1000 ppm

\* As for the packaging materials, the total amounts of Pb, Hg, Cd and Cr<sup>+6</sup> is 100 ppm or lower, and the total amount of phthalates are 1000 ppm or lower.

\* The materials and applications excluded in ELV Directive and RoHS Directive are excluded.

To: Product purchasing department

Prepared on: \_\_\_\_\_,  
 Company name: \_\_\_\_\_  
 Division: \_\_\_\_\_

[Form 4] List of ELV/RoHS 10 substance evidences

Approved by:	Checked by:	Prepared by:
Author's contact (TEL):		

Product No./name															
Composing elements															
Material name															
Report No.															
Purchasing method															
Supplier															
Target environmentally hazardous substances (measured value, 3σ is expressed in ppm)	Lead	Measured value													
		3σ													
		Measuring method													
	Mercury	Data source													
		Measured value													
		3σ													
	Cadmium	Measuring method													
		Data source													
		Measured value													
	Hexavalent chrome	3σ													
Measuring method															
Data source															
PBB	Measured value														
	3σ														
	Measuring method														
PBDE	Data source														
	Measured value														
	3σ														
DEHP	Measuring method														
	Data source														
	Measured value														
BBP	3σ														
	Measuring method														
	Data source														
DBP	Measured value														
	3σ														
	Measuring method														
DIBP	Data source														
	Measured value														
	3σ														
Acceptance (Ox)															

**Check before submission**

- 1) Filled in all columns concerning all composing elements (parts, materials, sub-materials, process materials, and packing/packaging materials).
- 2) Filled the results of checking of all the composing elements in the column Acceptance.

O, x

To: Main purchasing department

## [Form 5] Declaration of containing of NTN-prohibited substances/observation-requisite substances

Date	
Company name	
Dept.	
Name	

**[1] Information on containing of NTN-prohibited substances/observation-requisite substances**  
 (If no space is left for adding information, attach another sheet with further information described.)

	Information on contained substance			Part information				Content/part		Content/homogeneous material		
	NTN.No ※1	Substance	Content a (g)	NTN class	NTN part No.	NTN part name	Your part model No.	Part weight b (g)	Content % a/b (%)	Homogeneous material	Homogeneous material weight c (g)	Content % a/c (%)
sample	200_14	Di(2-ethylhexyl)phthalate (DEHP)	#####	F1	○○	△△	□□	1.000	0.2000	Rubber	0.5000	0.4000
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

※1 NTN No. of NTN Environmentally Hazardous Substances (ver.1)

Description solely by the NTN No. is acceptable for long substance names that are difficult to spell out in full.

\* Fill up to four significant figures.

**[2] Reason/cause for inclusion**

**[3] Changes scheduled in future**

Planned switchover date

Date: \_\_\_\_\_

To: Main purchasing department

# [Form 6] Green Procurement Standards Agreement and Company Information Registration Statement

## 1. Agreement to Green Procurement Standards

We understand the contents of the NTN Group Green Procurement Standards and Appendix–List of NTN Environmentally Hazardous Substances (ver.1), and agree to comply with the requests set out therein.

Company name: \_\_\_\_\_

Responsible person: \_\_\_\_\_ Stamp

## 2. Company information

### (1) Information of delivered items (Check items used, contained or adhered.)

Resin  Rubber  Plating  Solder  Paint  Adhesive  Grease

### (2) Company information

Item		Your company	Manufacturer (if you are a trading company)
Name of your company / business establishment			
Address			
Responsible person	Dept./title		
	Name		
	e-mail		
Contact person in charge	Dept./title		
	Name		
	TEL		
	FAX		
	e-mail		

\* If your company is a trading company, register the responsible person or person in charge from the manufacturer as well. If your company deals products of more than one manufacturer, submit this form for each manufacturer, or create a separate list and attach to this form.

(However, if your company is providing the technology and/or quality service, provide your company name only.)

\* If manufacturing is conducted in multiple locations in your company, submit this form for each business site, or create a separate list and attach to this form. (However, if you have a department which oversees multiple business sites, provide that department only.)