(Form 2)

To: (NTN business office)

(Entry Example)

Check Sheet for Environmentally Hazardous Substance Control System

Supplier code:	**Checked on: June 3, 2024**
Supplier name: ○○ Company	
Address: □□, ×× City, ○○ Prefecture	

If the achievement rate does not meet the acceptance criteria, we may visit you for an on-site audit to check your environmentally hazardous substance control system.

Achievement rate	100%

0. Internal use of ELV/RoHS 10 substances				
0	**Do you handle finished products, parts, materials, sub-materials, process materials, and/or packaging materials that contain any of the ELV/RoHS 10 substances (regardless of customer and application)?**	(1)	□ Check YES 75 □ NO (Check YES or NO)	
		(2)	**[If you answered YES in (1)] Substance(s): Application: Are they involved in products delivered to NTN?:** □ Check YES 75 □ NO	

[Scoring method]
Scoring range: Requirements 1. to 5.
Distribution of points: Key item 2 points × 10 questions, normal item 1 point × 10 questions (up to 30 points)
Achievement rate = Total score ÷ Highest point (excluding N/A) × 100 (round off to the nearest whole number)
[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

○: Key item

Enter "○" (in progress), "×" (deficiency found), or "–" (not applicable) in the Assessment column, and fill in the "Specific activities in operation, challenges, etc." column

Make sure to provide the basis for the assessment without omission. If no basis is provided or the provided basis is unclear, we may request you to resubmit this form.

Entry examples
In progress (○): Management methods, names of documents serving as evidence, etc.
Deficiency found (×): Reasons and issues for not being able to implement
Not applicable (–): Reason for not being applicable

* If you have been undertaking processing of materials supplied by us, provide information on self-procured sub-materials (e.g., rust inhibitors, oils used during processing) that may adhere to products delivered to us.

Requirements		Items to be checked		Acceptance criteria	Assessment	Specific activities in operation, challenges, etc.
1. Definite definition of in-house product supply c						
1.1	**Procured parts, materials, and sub-materials (hereinafter "procured products") are controlled.**	(1)	**Do you man a list so as t individually**			We manage them using electronic data.
		(2)	**Do you have environmen control for a**		×	They are not listed as a document, but the responsible departments and persons are definitely defined in practice.
1.2	**The supply chain is definitely defined to ensure that procured products comply with the regulations (laws, ordinances, agreements, and NTN requirements) concerning environmentally hazardous substances.**	(3)	**To comply wi hazardous su including the suppliers?**		○	Not documented, but the supply chain (suppliers) is clear.
		(4)	**Do you have a environmenta the suppliers**		○	We have a list for each supplier.
2. Definite definition of requirements to suppliers						
2.1	**The requirements for environmentally hazardous substance control to the suppliers are defined.**	(5)	**Do you have defined requirements for environmentally hazardous substance control to your suppliers and the provisions and standards concerning the practical method for implementing them?**	Documented in the form of paper or electronic data.	○	"XX Company Environmentally Hazardous Substance Control Standards"
2.2	**Instructions for stringent management of regulations for environmentally hazardous substances are given to the suppliers.**	(6)	**Have you informed your suppliers of your policies for the control, reduction, and change of environmentally hazardous substances through briefings or written documents?**	There are policy explanation materials and briefing meeting minutes for suppliers.	○	"XX Company Environmentally Hazardous Substance Control Standards"
		(7)	**Do you give instructions for nonuse of environmentally hazardous substances for each procured product in your drawings, purchasing specifications, etc.?**	Nonuse of environmentally hazardous substances is specified in all drawings and procurement specifications.	×	For the main material, steel materials, only the chemical composition, mechanical properties, and handling in case of
2.3	**Upstream suppliers' environmentally hazardous substance control systems are confirmed.**	(8)	**Do you have defined procedures for confirming your suppliers' environmentally hazardous substance control systems (including process investigation)?**	Documented in the form of paper or electronic data.	×	We have secured a route to confirm with the person in charge at each supplier.
		(9)	**Do you have the results of inspection of your suppliers' environmentally hazardous substance control?**	There are records of supplier inspections, in the form of paper or electronic data.	×	Because material trading companies or manufacturers are much larger in scale than us, inspections have not been
3. Stringent management for suppliers' procured products						
3.1	**Acceptance procedures concerning environmentally hazardous substances in procured products are established**	(10)	**Do you have defined rules and standards stipulating the acceptance criteria in accordance with the regulations on environmentally hazardous substances, which are applied when accepting procured products?**	Documented in the form of paper or electronic data.	○	"XX Company Environmentally Hazardous Substance Control Standards" * Since the procured products consist only of NTN-supplied materials, only visual inspection is conducted as acceptance
3.2	**Proof of nonuse of ELV/RoHS 10 substances is obtained from upstream suppliers.**	(11)	**Do you receive evidence of nonuse of ELV/RoHS 10 substances for each procured product from your suppliers?**	Proof of nonuse is received (evidence list, evidence).	○	We have track record for other companies.
3.3	**Able to analyze ELV/RoHS 10 substances contained in procured products.**	(12)	**Do you perform analytical confirmation of ELV/RoHS 10 substances in accordance with the analysis standards for them (including analysis by an external analysis organization)?**	Documented in the form of paper or electronic data, and the results of analytical confirmation are available.	–	Because the products delivered to you consist solely of NTN-supplied materials (steel).
4. Establishment and maintenance of environmentally hazardous substance control system						
4.1	**An environmentally hazardous substance control system has been established within the company (technical, manufacturing, and quality assurance departments) to monitor nonuse of ELV/RoHS 10 substances and prevent them from mixing in.**	(13)	**Do you report the state of environmentally hazardous substance control at meetings, etc., to your management and employees and make efforts for improvement?**	Minutes of meetings and records showing results or progress of improvement activities are available.	○	"Planning Meeting Report"
		(14)	**Do you assess compliance regarding nonuse of ELV/RoHS 10 substances in accordance with standards at the design, development, and production preparation stages?**	Documented in the form of paper or electronic data, and implementation records are available.	○	We assess based on customer requirements, and relevant data is retained.
		(15)	**Do you monitor nonuse of ELV/RoHS 10 substances in accordance with standards when making changes to the process (materials, sub-materials, suppliers, etc.)?**	Documented in the form of paper or electronic data, and implementation records are available.	○	We assess based on customer requirements, and relevant data is retained.
		(16)	**Do you regularly conduct internal audits for your environmentally hazardous substance control system?**	Documented in the form of paper or electronic data, and implementation records are available.	×	We conduct internal audits in accordance with ISO 9001 and ISO 14001 requirements, but not for our environmentally hazardous substance
4.2	**Measures to be taken in case of detection of ELV/RoHS 10 substances in products have been defined.**	(17)	**Do you have rules concerning measures to be taken in case of detection of ELV/RoHS 10 substances higher than their thresholds in products?**	Documented (as Acceptance Standards, Manuals, etc.) in the form of paper or electronic data. Records of measures taken when ELV/RoHS 10 substances were detected, if any, are available.	○	We have track record for other companies.
5. Assurance of nonuse of environmentally hazardous substances in products delivered to customers (NTN)						
5.1	**Able to submit the certificate (evidence) of nonuse of ELV/RoHS 10 substances when requested by customers.**	(18)	**Do you have defined rules concerning procedures for submitting evidence or reporting nonuse of ELV/RoHS 10 substances to your customers?**	Documented in the form of paper or electronic data.	×	The "XX Company Environmentally Hazardous Substance Control Standards" do not specify reporting procedures.
		(19)	**Can you submit analysis results for ELV/RoHS 10 substances (including results provided by an external analysis organization) when requested by NTN?**	There is track record (evidence) of submitting to NTN or other customers.	○	We have track record for other companies.
5.2	**Able to report contained substances (ingredients) using the IMDS or JAPIA Standard Material Datasheet.**	(20)	**Can you submit reports according to the NTN requirements (disclosure of ingredients accounting for 90 wt% or more of the material composition) in the NTN-defined format?**	There is track record of submitting as requested by NTN (or to other customers).	○	We have track record for other companies.