

# A&D

# Green Procurement Guidelines

(5th Edition)

A&D Company, Limited  
Controlled Substances Management Committee



## 1. Introduction.

### 1) Purpose of this document

These guidelines are produced, based on regulations relating to chemical substances both in Japan and around the world, to clarify A&D Group's control methods for chemical substances contained in parts and materials delivered by our suppliers, as well as supplementary materials used in production processes, for the purpose of managing, reducing or eliminating substances that have adverse environmental impacts.

### 2) Companies within A&D Group to which these guidelines apply

The conditions prescribed within these guidelines shall apply to the following companies:

- A&D Company, Limited
- A&D Manufacturing Company, Limited - Tsukuba Factory
- A&D Manufacturing Company, Limited - Hidaka Factory
- A&D Manufacturing Company, Limited - Fukaya Factory

### 3) A&D Group's approach to the Restriction of Hazardous Substances Directive

A&D Group strives to ensure compliance to the stipulations of the RoHS Directive for products we manufacture and sell. Further, A&D Group recognizes that there are exemptions to RoHS categories or items, and adjustments to time frames for compliance, and that we need to respond accordingly to any revisions to this directive with A&D's existing products and new releases. We ask for the understanding and cooperation of all of our suppliers in our efforts towards RoHS compliance.

### 4) Definition of terms

Interpretations of general terms used in relation to the management of chemical substances are based upon definitions of terms contained in the "Guidelines for the Management of Chemical Substances in Products" published by the Joint Article Management Promotion-consortium (JAMP).

## 5) Environmental policy

A&D Group acts in accordance with the following environmental policy:

# A&D Environmental Policy

## Fundamental Principle

A&D recognize that environmental conservation efforts to protect our “irreplaceable Earth” is the most pressing concern shared by all humankind, and carries out all aspects of our corporate activities with consideration given to environmental conservation.

## Policies

In the course of our business activities focused around the development, design and manufacture of electronic weighing equipment, electronic medical equipment, electronic measurement equipment, and testing equipment, etc., A&D shall conduct environmental management based upon the following policies.

1. A&D shall at all times remain aware of the environmental impact of our business activities, products and services; and at the same time as furthering our environmental pollution prevention practices, we aim to continuously improve our environmental management systems.
2. While fully complying with all laws, regulations, and agreements relating to environmental protection, A&D shall set our own standards for environmental management.
3. Among the areas of environmental impact stemming from our business activities, products and services, particular emphasis shall be given to addressing the following main themes of environmental management.
  - 1) Reduce electricity consumption for our products at the design and development stages.
  - 2) Reduce the use of parts and materials that are not easily recycled, and the amount of materials used per function at the design and development stages.
  - 3) Implement energy conservation practices as part of efforts to prevent global warming.
  - 4) In order to effectively utilize limited resources, reduce the amount of paper used, and sort and collect used paper for recycling.
4. All staff from all sections of the company should work together as one team, and set aims and objectives to comply with this environmental policy. In addition, the level of achievement of these aims and objectives shall be regularly evaluated and reviewed to foster continuous progress and improvement.
5. In order to comply with this environmental policy, the A&D Group will familiarize all staff within the organization with its content, and also inform all partner companies, requesting their understanding and cooperation.

**This environmental policy shall be documented and disclosed upon request.**

Yasunobu Morishima  
President and CEO  
December 1, 2016

## 2. Related Documents

Please also refer to the related documents to A&D's Green Procurement Guidelines listed below:

- 1) Environmental Conservation Activity Evaluation Sheet
- 2) Guarantee of Non-use of Chemical Substances in Relation to Delivered Products
- 3) Consent Form for Contact upon 4M Change
- 4) Standards which Require Contact Relating to 4M Changes
- 5) List of Managed Substances
- 6) Attestation to Non-use Certificate

## 3. Evaluation and Selection

In the process of purchasing supplied goods that require management due to the chemical substances they contain, in addition to selecting supplied goods according to their quality, delivery time, and cost, A&D will evaluate and select supplied goods according to the following points with regards to their chemical substance management. 1) Supplier's management method of chemical substances. 2) Chemical substances contained in the supplied goods.

## 4. Prior Submission of Documents Requested to Suppliers

As a part of efforts to evaluate the business practices of suppliers in relation to the management of chemical substances, A&D Group requests that suppliers complete the required information prescribed in the following documents and submit the completed forms to the relevant purchasing manager at A&D.

- 1) Environmental Conservation Activity Evaluation Sheet

The purpose of this document is to evaluate how a supplier manages their chemical substances. Suppliers who have already implemented an evaluation regarding quality management are also requested to provide the results of their self-evaluation.

NOTE: When corrections or amendments are required based on the submitted results, the supplier will be contacted again.

- 2) Guarantee of Non-use of Chemical Substances in Relation to Delivered Products

This document guarantees regulatory compliance of suppliers in relation to delivered goods and the provision of chemical substances data. It should be signed by an authorized person of the supplier.

\*\*The content of this written guarantee shall be automatically renewed each year from the date of issue, unless there is a proposed change agreed to by both parties.

- 3) Consent Form for Contact upon 4M Change

The supplier agrees with this form that, when a change occurs relating to the quality or chemical

composition of parts or materials due to a matter arising with the supplier (or sub-contractors to the supplier), the supplier shall contact A&D Group before any such instance occurs.

\*\*As a necessary measure for ascertaining the cause of any related issues which arise, A&D Group has formulated a “change communication system”, in response to demands from customers and public agencies responsible for the application of relevant laws and regulations. Further, as it is a necessary condition that authorization for a change be obtained in advance from the customer when a change occurs, we ask for the understanding of the supplier on this matter.

\*\*4M stands for “man, material, machine, and method”.

\*\*Prior contact shall be required when any change occurs to which “Standards for Required Contact relating to 4M Changes”, the related document of A&D Green Procurement Guidelines, is applicable. Contact should be made to the relevant purchasing manager at A&D.

## **5. Requests for Submission of a Guarantee of Non-use**

As a measure for the management of chemical substances in delivered products, when a request for submission is made by A&D Group, we ask for a guarantee to be submitted by email or post certifying the non-use of applicable chemical substances in the delivered product.

Further, when the delivery card is marked “00” or “Rn” in the “chemical substances” column, and there is no reference number (provided by A&D Group) written in the “remarks” column for a non-use certificate, submission of a non-use certificate is compulsory.

\*\*The “n” of “Rn” is managed by a Serial No. each time and RoHS controlled substance is revised.

### **<Document submission for currently delivered products and first orders of future new products or changed products>**

#### **1) Attestation to Non-use Certificate**

Suppliers are asked to obtain the analytical data which will form the basis of chemical substances management for delivered products (see (3) “Archival documents” below), confirm the contents, and submit the non-use certificate after entering the required information. Further, if suppliers wish for some reasons to use and submit the form other than the non-use certificate, they are kindly asked to inform the A&D Group purchasing manager of that wish

#### **2) Timeframe for submission**

##### **a) Current delivered products**

Submission will be requested on a regular basis, so a prompt response is requested.

##### **b) New products (incl. substitutions, products with changes to specifications)**

Submission is requested upon first delivery..

c) When A&D Group deems submission is necessary due to 4M change, etc.

### 3) Archival documents

In principle, we do not require the submission of analysis data, etc., to us; however, we may request the submission of such data upon request from our customers or public institutions, etc. In such cases, we ask for your cooperation in submitting such data in one of the following ways:

a) Mill sheet, SDS, chemSHERPA-CI, chemSHERPA-AI

b) Presently used Supplier Form.

If you have another form that is currently being used by another company, please send us that form

c) Discrete Analytical Data (copies allowed)

Data issued by material manufacturers, data issued by public analysis institutions, measurement data by in-house analysis equipment, etc. However, these data must have been issued within the past year for the issuance of the "Attestation to Non-use Certificate".

### <Precautions relating to the submission of an Attestation to Non-use Certificate>

\*\*When the product is subject to an exemption of the RoHS Directive, this should be clearly stated.

\*\*When the item code on A&D's delivery card and the manufacturer's part number differ, both should be written.

\*\*When it is ascertained that A&D's requests are not being fully met, discussions will be held between the two parties, including a request for correction.

## 6. Management of Submitted Documents and Analysis Data, etc.

- 1) Data information relating to chemical substances contained in products received from suppliers will be registered and managed within A&D Group's databases.
- 2) Managed data information may be required to be submitted to meet the requests of customer or public agencies, so we ask suppliers to be aware of these needs.
- 3) Any other information will not be submitted to a third party or released publicly without the prior consent of the supplier.

## 7. Request for Identification

For inspection at the time of A&D Group's incoming inspections, and in order to avoid items becoming mixed up in storage, it is asked that suppliers display or inscribe information on delivered stock, such as "RoHS compliant" on its packaging, etc., whenever possible.

## 8. Designations of Chemical Substances Subject to Control by A&D Group

Please refer to the List of Managed Substances published as a related document to the A&D Green Procurement Guidelines. Further, as the List of Managed Substances pertaining to these guidelines may be updated as appropriate in response to revisions of associated regulations, we ask suppliers to check the latest version of the list at the following URL:

<http://www.aandd.co.jp/>

(Material Procurement Information)

## 9. Indication Methods for Products from A&D Group

Parts, materials, units and products manufactured in accordance with our specifications that are subject to chemical substance management will be clarified in relevant documents as shown in the following section.

### 1) Drawings, specifications, etc.

"In accordance with the A&D Green Procurement Guidelines".

The above statement means that the product does not contain (or is below the threshold level of) any of the substances listed in our list of controlled substances.

Please note that the substances to be controlled are the same as those described as being "compliant with the A&D Green Procurement Guidelines", even for those described as being "compliant with ADS-QC0054.

### (2) Memorandums

When either of the following items apply, this will be indicated in a memorandum or other document. In this case, an explanation will be given by the relevant A&D manager on each instance.

- a) When indication cannot be made on the diagram, etc. (including cases where specified supplementary materials are indicated by A&D) .
- b) When there has been a request from a customer for separate management of a chemical substance that does not appear on A&D's List of Managed Substances

## 10. Inquiries

For inquiries regarding these guidelines, we kindly ask you to first contact the person responsible at your company for sales to A&D Group.

## 11. Revision History of These Guidelines

September 20, 2010	First edition established.
October 25, 2011.	Second edition established.
December 1, 2016.	<p>3rd Edition published.</p> <p>Changed the name of the president and CEO.</p> <p>In section 5, "00" was changed to "00" or "Rn".</p> <p>In section 5, a note regarding the meaning of the "n" in "Rn" was added.</p> <p>In section 5, added the sentence, "***The "n" of "Rn" is managed by a Serial No. each time and RoHS controlled substance is revised."</p>
June 25, 2021	<p>Fourth edition established.</p> <p>In Section 5, changed the description of "3) Archival documents".</p>
January 1, 2023	<p>Fifth edition established.</p> <p>In Section 1, changed the names of the listed companies as follows.</p> <ul style="list-style-type: none"> <li>• KENSEI KOGYO Co., Ltd. -&gt; A&amp;D Manufacturing Company, Limited - Tsukuba Factory</li> <li>• Litra Co., LTD. -&gt; A&amp;D Manufacturing Company, Limited - Hidaka Factory</li> <li>• ORIENTEC CORPORATION -&gt; A&amp;D Manufacturing Company, Limited - Fukaya Factory</li> </ul>