

**A&D Company, Limited
Green Procurement Guidelines**

**Related
Documentation**

**A&D Company, Limited
Controlled Substances Management Committee**

Date of Issue: September 20, 2010

Date of Revision: **June 25, 2021**

Introduction

This document indicates the documents which must be sent to A&D based on the “A&D Green Procurement Guidelines”, and gives an explanation of those documents and the related standards.

Please submit the documents indicated as “Required” in the table below to A&D’s Purchasing Department.

Explanation of Documents

A. Documents used to evaluate/select the management conditions of the chemical substances held by the supplier.			
	Document	Submission	Note
1	Environmental Conservation Activity Evaluation Sheet	Required	
2	Guarantee of Non use of Chemical Substances in Relation to Delivered Products	Required	
3	Consent Form for Contact upon 4M Change	Required	
4	Standards which Require Contact for 4M Changes	Not Required	Standards established for prior notification to A&D
B. Documents used to evaluate/select the chemical substances included in the delivered products.			
	Document	Submission	Note
5	List of Managed Substances	Not Required	A list of chemical substances which suppliers are asked to manage. * In the future, please be aware that the number of substances to manage in this manner are expected to increase due to customer demands as well as the need to comply with other laws.
6	Attestation to Non-use Certificate (RoHS2) [Excel format]	Required	* In the future, please be aware that we expect these documents to be standardized into the JAMP recommended format due to reviews of societal conditions, applicable regulations and management systems etc.
C. How to fill out the Attestation to Non-use Certificate (RoHS2)			
	<p>Please fill in the [Supplier] entry field shown on the upper left as specified below.</p> <p>Supplier: (1) ***** - (2)*** - (3) * / *</p> <p>(1) Fill in with the 8-digit alphanumeric characters of the supplier code indicated on the A&D invoice. - Fill in this supplier code on all pages of the Attestation to Non-use Certificate (RoHS2). When additional pages are used, this number is used as an identification number.</p> <p>(2) Fill in with an arbitrary 3-digit serial number. - If several additional pages are used, this number is used as an identification number. Alternatively, this number can also be used as a submission number.</p>		

<p>(3) Use these numbers as the “current page number / total number of pages” for when additional pages are used. Fill in as: Current page number / Total page number. - When no additional pages are used, leave this blank.</p>

Environmental Conservation Activity Evaluation Sheet

Date of Submission: _____ / _____ / _____
Year Month Day

Purchasing Department, A&D Company, Limited

Dear Supplier,

The information submitted is used only within A&D Company, Limited and not disclosed to third parties.

Date of Entry	
Company Name	
Affiliated Department	
Name (Title)	
Business address	
Telephone number	
Main production item	
Main delivery item	

Please answer the questions below with or fill out the Score below.

1. Do you implement Green Procurement Activities?

YES (→Skip the rest of the questions.) [Points: 100] NO (→Next)

2. Do you have a system in place to manage chemical substances?

YES (→Skip the rest of the questions.) [Points: 70] NO (→Next)

3. Have you had continued business dealings with companies that have implemented the Green Procurement System for one year or longer?

YES (→Skip the rest of the questions.) [Point: 70] NO (Answer the following questions.)

Choose your answer and fill out the Score.

Item	Question	Answer	Points	Score
Environment Management System	Do you have a documented Environmental policy ?	1. YES	10	
		2. NO	0	
	Do you have a department or committee in charge of environmental management?	1. YES	10	
		2. NO	0	
	Have you established environmental objectives and implemented improvement activities?	1. YES	10	
		2. NO	0	
	<Only if your answer to all 3 of the above questions is "2. NO", then answer this question.> Are you considering or planning to take action with regards the environment?	1. YES	10	
		2. NO	0	
Environmental Information Disclosure	Do you proactively disclose environmental information to the public in environmental reports or on your website?	1. YES	10	
		2. NO	0	
Chemical Substance Management	Are you able to submit analysis data on the chemical substances contained in your products? (Data submission means to enter data either on the website of Joint Article Management Promotion-consortium (JAMP) or into an Excel worksheet similar to JAMP's format.)	1. YES	50	
		2. NO	0	
Total Score				

Thank you for your cooperation.

_____/_____/_____
Year Month Day

For the attention of:

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

Address: _____
Company Name: _____
Representative Name: _____
(or Environment Manager)
Signature: _____

We, _____, hereby declare that the products and components (including the accessories, packaging, and other included products), which we (including our subsidiaries and affiliated companies) supply to A&D Company, Limited (hereinafter called A&D) based on A&D's order, do not contain (or contain less than the amount regulated by law) the chemical substances on the "List of Managed Substances" in the A&D "Green Procurement Guidelines Related Materials", which are banned from production and use by domestic and/or foreign laws.

<Notification>

- * For the amount of regulated chemical substances, please refer to the List of Managed Substances of A&D Company, Limited Green Procurement Guidelines and related materials (available on the A&D's website)
- * Even though substances and their use are not clearly stipulated, if their use is banned or restricted by national or regional laws and regulations, A&D will observe all applicable laws and regulations based on consultation with your company when A&D receives requests from a third party of your company or A&D.
- * After the submission of the declaration, A&D may change chemical substances to be regulated due to the revision of law and regulations. It is not necessary to re-submit the declaration but we request you always refer to the List of Managed Substances and maintain the declaration of non-use.

_____/_____/_____
Year Month Day

For the attention of: _____

Consent Form for Contact upon 4M Change

Address: _____
Company Name: _____
Representative Name: _____
(or Environment Manager)
Signature: _____

We, _____, hereby agree to give advance notice to A&D Company, Limited (hereinafter called A&D), and to accept necessary instructions from A&D when there are any changes which may affect product quality or the environment (such as change of suppliers, materials used, equipment, process, or products supplied to A&D) in relation to the products and components specified by A&D (including the accessories, packages, wrappings, and other items provided with.) which we (including our subsidiaries or affiliated companies) supply directly or via a third party to A&D.

Standards for Required Contact Relating to 4M Changes

We, A&D Company, Limited, request suppliers to submit advance notice to the Purchasing Department of A&D Company, Limited (hereinafter called A&D) before implementing 4M changes for your own reason or your business partner's reason if such changes fall under the standard of the following table.

For changes related to safety and/or quality, A&D may request suppliers to provide documents as the evidence. Also, A&D will request chemical material data in case of any change of component or material.

Standard for Notification regarding Process Changes

Type of Change	Change of	Product assembled to A&D's specifications	Mechanical component	General component
Example		Products made to A&D's specifications 1. PCB, 2. Device 3. Cable Etc.	Products made to A&D's specifications 1. Metal plate 2. Mold 3. Cable Etc.	Products made to supplier's specifications 1. Electric/electronic component 2. Device Etc.
Material Change	Component, material, or its manufacture, etc		Change of - Supplier - External appearance	Change of - Shape - Labeling - Material Changes which are in conflict with standards (RoHS, Electrical Appliance and Material Safety Act, UL, CSA, etc.)
Method Change	Work condition procedure, Jig, tool, auxiliary materials, etc.	When a change or improvement to the work method (individual instruction documents, etc.) provided from A&D is necessary.	Change of process condition (from Auto to Manual and vice versa)	
Machine Change	Newly installed machine, modification, or expansion/upgrade	Modification to the current equipment specified by A&D, or replacement with different equipment (including test equipment)		
Change in staff or place	Staff, floor layout, subcontractor relocation	Change of staff due to organization change or recruitment (50 % or more of staff replaced.) Change of factory location (relocation of manufacturing location) Change of outsourcing (subcontractor location)	Change of staff due to organization change or recruitment (50 % or more of staff replaced) Change of factory location (relocation of manufacturing location)	

Note: It is not necessary for suppliers to provide advance notice to A&D if the change is not related to the instructions from A&D (ex. Drawings, specifications, and work instructions).

List of Managed Substances

Controlled Chemical Substances (Chemical substances regulated by RoHS directive requiring the test for the content of substances and the evidence)

Regulated chemical substances		Threshold Value
1	Lead / Lead Compounds	1000 ppm or less
2	Mercury / Mercury compounds	1000 ppm or less
3	Cadmium / Cadmium compounds	100 ppm or less
4	Hexavalent chromium compounds	1000 ppm or less
5	Polybrominated biphenyls (PBB)	1000 ppm or less
6	Polybrominated diphenyl ethers (PBDE)	1000 ppm or less
Four substances below were added to the list on July 22, 2019.		
7	Diisobutyl phthalate (DIBP)	0.1 wt% or less
8	Bis(2-ethylhexyl) phthalate (DEHP) ^{Note 1}	0.1 wt% or less
9	Butylbenzyl phthalate (BBP)	0.1 wt% or less
10	Dibutyl phthalate (DBP)	0.1 wt% or less
^{Note 1} Bis (2-ethylhexyl) phthalate (DEHP) is a part of Dioctyl phthalate (DOP) and sometimes it is indicated as DOP in the analysis data.		

* The exempt items indicated in the Annex are excluded.

* Packaging and Packaging waste Directive (94/62/EC); the maximum permitted concentrations of Lead, Mercury, Cadmium, and Hexavalent Chromium is 100 ppm or less (weight ratio)

* Until RoHS is revised, six (6) substances from number 1 to 6 are to be regulated. The grace period, for preparation, ends and the revised RoHS goes into effect, 10 substances are to be regulated. However when customer requests the testing of substances, testing will be conducted.

Chemical substances banned from use (by laws and regulations other than RoHS or by customer's requirements, and others)

If no intentional use of banned substances is confirmed throughout the supply chain with documents such as the certificate of non-use, in that case it is not necessary to analyze the substances. When something containing impurity is found, additional measures may be taken.

	Regulated chemical substances	Threshold Value	Typical laws and regulations
1	Polychlorinated biphenyls (PCBs)	Intentional use prohibited	Japan Chemical Substance Control Law (Japan CSCL), EU hazardous substance regulations, German Chemicals Act (Chemicals Act)
2	Asbestos	Intentional use prohibited and Less than 1000 ppm	EU hazardous substance regulations, German Chemicals Act (Chemicals Act),
3	Specific organic tin compounds	Intentional use prohibited	Japan Chemical Substance Control Law (Japan CSCL), EU Hazardous substance regulations, German Chemicals Act (Chemicals Act)
4	Short-chain chlorinated paraffins (C10 - C13)	Intentional use prohibited	EU Hazardous substance regulations
5	Certain azocolourants and azodyes	Intentional use prohibited and less than 30mg/kg (30 ppm) of specific amine	Lebensmittel- und Bedarfsgegenständegesetzes (LMBG) German Chemicals Act (Chemicals Act)
6	Polychlorinated naphthalenes (more than 3 chlorine atoms)	Intentional use prohibited	Japan Chemical Substance Control Law (Japan CSCL),
7	Ozone Depleting Substances	Intentional use prohibited	Montreal Protocol on Substances that Deplete the Ozone Layer, Ozone layer protection law

	(HCFC excluded)		
8	Formaldehyde	0.1 ppm or less	Industrial Safety and Health Act
9	Perfluorooctane sulfonate (PFOS), and its chlorides	0.1 wt% or less (Molded product)	EU Hazardous substance Regulations
10	Specific benzotriazole	Intentional use prohibited	Japan Chemical Substance Control Law (Japan CSCL),
11	Perfluorooctane (PFOA) or its salts and PFOA-related substances	Intentional use prohibited	Japan Chemical Substance Control Law (Japan CSCL),

The controlled chemical substances in the list will be reviewed once a year or when the need arises from regulation changes.

To: _____

Control No.: _____

Supplier: _____

(Submit without entering the control number)

Attestation to Non-use Certificate (RoHS2)

Submission Date (yyyy/mm/dd)	
Company and Department Name	
Address	
Title	
Name	
Signature	
TEL	
FAX	
E-mail	

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<RoHS Directive Regulated Materials>

	Name of material	Threshold
1	Cadmium/Cadmium compound	100 ppm or less
2	Lead/Lead compound	1000 ppm or less
3	Mercury/Mercury compound	1000 ppm or less
4	Hexavalent chromium compound	1000 ppm or less
5	Polybrominated biphenyls (PBBs)	1000 ppm or less
6	Polybrominated diphenyl ether (PBDE)	1000 ppm or less
7	Diethylhexyl phthalate (DEHP)	1000 ppm or less
8	Benzyl butyl phthalate (BBP)	1000 ppm or less
9	Dibutyl phthalate (DBP)	1000 ppm or less
10	Diisobutyl phthalate (DIBP)	1000 ppm or less

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
1				
2				
3				
4				
5				

See the attached sheet (if there is not enough space to enter all items)

Remarks

To: _____

Control No.: _____

Supplier; _____ / _____

(Submit without entering the control number)

Attachment for Attestation to Non-use Certificate (RoHS2)

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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19				
20				
21				
22				
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24				
25				

To: _____

Control number _____

Supplier; _____ / _____

(Submit without entering the control number

Attachment for Attestation to Non-use Certificate (RoHS2)

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
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39				
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41				
42				
43				
44				
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To: _____

Control number _____

Supplier; _____ / _____

(Submit without entering the control number

Attachment for Attestation to Non-use Certificate (RoHS2)

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
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63				
64				
65				

To: _____

Control number _____

Supplier; _____ / _____

(Submit without entering the control number

Attachment for Attestation to Non-use Certificate (RoHS2)

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
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81				
82				
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84				
85				

To: _____

Control number _____

Supplier; _____ / _____

(Submit without entering the control number

Attachment for Attestation to Non-use Certificate (RoHS2)

We certify that the components, materials, secondary materials, and packaging materials listed below, which are delivered to the A&D Group, do not intentionally contain any regulated materials specified in the RoHS Directive.

<Applicable Delivered Items> (Excluding items supplied from the A&D Group)

	Item code	Item text	Manufacturer's part number (if different from A&D's item)	RoHS Exemption Item, etc.
86				
87				
88				
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104				
105				

Revision History

Revision Date	Details
April 1, 2011	Corrected spelling errors found in 'Consent Form for Contact upon 4M Change'
December 1, 2016	Changes were made to match the 10 substances added to the 'Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical Equipment' (RoHS2) on July 7, 2019.
August 31, 2018	The names of specific chemical substances were removed from the 'Guarantee of Non-use of Chemical Substances in Relation to Delivered Products' document, as they were duplicated in the 'List of Managed Substances'.
June 25, 2021	Perfluorooctane (PFOA), its salt and PFOA-related substances were added to the list of controlled substances.