

Survey Sheet for Suppliers(Form1)

Version 7 2022.10

[Instructions on how to fill out the Self-Evaluation Questionnaires]

1. Please describe the establishment status of the management system at the manufacturing base. If the supplier is a trading company, please request the manufacturer to fill out this Survey Sheet.

2. To conduct "Self-Evaluation", please select the most suitable answer from the drop-down list

Options of "Self-Evaluation": ○ . . . YES or Non-applicable △ . . . Partially implemented or will implement in a year X . . . NO

3. In the space provided (answer column), describe the basis upon which the self-evaluation is based

For self-evaluation ○ . . . Enter the specific efforts, initiatives , name of the document that can show evidence

For self evaluation △ . . . Enter the specific efforts, initiatives , name of the document (evidence) , and plans for improvements

For self-evaluation X . . . Enter the plans for improvements

4. IBIDEN may audit the supplier and the manufacture based on the Survey Sheet submitted.

Date of entry		dd/mm/yyyy	
Manufacturer /Maker	Name of Manufacturer/Maker		
	Plant/Facilities		
	Facility Address		
	Department in charge of entry		
	Person responsible for entry	Title :	Name :

classification	No.	Questions	Score	Self-Evaluation	Answers	
					If ○... Enter the specific efforts, initiatives , name of the document that can show evidence If △... Enter the specific efforts, initiatives , name of document (evidence), and plans for improvements If ×...Enter the plans for improvements	
Environmental Management	1	Have you acquired ISO 14001 or any other environmental management system (Eco-stage/Eco-Action 21/EMAS/KES, etc.)? (If the answer is “YES”, then it is not necessary to answer 2 to 7)	30		(Name of Standard) (Certification Body) (Registration date /Date for renewal or Estimated certified date)	
	2	Has an Environment Policy been formed by CEO, and is it regularly reviewed?	5			
	3	Is there an organization for environmental control, and are the responsibility and authority of each department made clear?	5			
	4	Is there any system to grasp and comply with latest environmental regulations?	5			
	5	Do you recognize your own activities that may affect the environment, and take any measures against such activities to reduce their environmental loads?	5			
	6	Do you have a system to monitor the progress in the environmental load reduction activities mentioned in No. 5 as well as to evaluate the results?	5			
	7	Do you conduct an internal audit on your environmental conservation efforts?	5			
	8	Do you conduct periodical training for a procedure to cope with process abnormalities and emergencies including acts of God, and do you revise such procedure according to the results of training?	10			
	9	Do you comply with all the laws and regulations concerning pollution regarding air and water qualities, noises, vibrations, wastes, etc. as well as your own emission standards, and do you immediately rectify any defects?	10			
	10	Do you set plans • targets in performing activities regarding 3Rs (Reduce, Reuse, Recycle)?	10			
	11	Do you set plans • targets in performing activities regarding prevention of global warming?	10			
	12	Do you actively publicize your efforts for environmental conservation?	10			
	13	Do you conduct training of all your employees for pollution prevention or environmental conservation?	10			
	14	Do you have regulations for Green Procurement which clarify standards for prohibited substances?	10			
Chemical Substances Management	1	Do you have your own policy concerning control of chemical substances contained in products, and are all the employees familiar with the policy?	4			
	2	Are the standards for controlling chemical substances contained in products and the ranges to which the control standards apply (Divisions/Departments•Business•activities•process•products, etc.) clear?	4			
	3	Do you set targets regarding controlling of chemical substances that are contained in products, and do you monitor the progress of the activities? Do your management executives, etc. review the actual results vis-a-vis the targets and reflect the results of the review in the targets of the subsequent year?	4			
	4	Is there an organization for controlling chemical substances contained in products, and are the responsibilities and authorities made clear?	4			
	5	Do you obtain information about chemical substances contained in purchased materials when designing and developing your products, and check whether the chemical substances contained in the developing product comply with your control standards for chemical substances contained in products?	8			
	6	In selecting suppliers, do you check their implementation status regarding control of chemical substances contained in products of the supplier?	8			
	7	When receiving purchased materials, do you periodically check them whether they meet your control standards?	8			
	8	When handling, in your own process or at your subcontractor, substances prohibited from being contained or substances under use control by Ibidem, do you take measures to prevent such substances from being misused or mixed into the products to be delivered to Ibidem in the production process?	8			
	9	When a part or all of the production is outsourced to external contractors, do you properly check the status of control by the contractors of chemical substances contained in products?	8			
	10	Do you include items to be checked regarding chemical substances contained in products in the checking list for shipment, and confirm that all the items to be checked are performed before the products are shipped?	8			
	11	Do you ensure traceability of products?	8			
	12	Do you have a rule for changes in chemical substances to be contained in products, as well as a system to ensure provision of information to the customer regarding such changes before actually implementing such change?	8			
	13	Do you have rules regarding measures to be taken for nonconforming products (emergency measures, investigation of the cause, recurrence prevention, notification to the customers, etc.)?	8			
	14	Do you conduct education and training of all the employees regarding the control of chemical substances contained in products?	4			
	15	Have you documented rules regarding chemical substances contained in products? Or have you established a system to store data on them and to properly provide information on chemical substances contained in products upon request from customers, etc?	4			
	16	Do you monitor the operation of the control of chemical substances contained in products by an internal audits, and do you provide corrective actions for the findings ?	4			
		Result by Questionnaire	Environmental Management	100	0	
		Categories	Chemical Substances Management	100	0	