

Survey on the Management of Chemicals in Products

Company Name	
Responsible Department	
Survey Respondent	

Date of Survey

Manager	Person in charge
Seal or signature	Seal or signature

*Yellow cells: Please reply "yes" or "no" as appropriate

*Blue cells: Please rank your company's current performance between 1 to 5

5: Do very well 4: Do well 3: Do to some extent

2: Not very well 1: Not implemented to date

1. ISO, QS Certification

1.1 Basic Information

Reply column ↓

1.1.1	ISO14001 certification	
1.1.2	Other environmental qualifications (simple ESM)	
1.1.3	ISO9000 certification	

1.2 Operation and Management

1.2.1	Conduct regular internal audits	
1.2.2	Undergo regular external audits	

2. Company Policy

2.1 Fundamental policy, management of chemical substances contained in products

2.1.1	Policy as a company	
2.1.2	Internal development on 2.1.1 above	
2.1.3	External disclosure of 2.1.1 above	

2.2 Operation and Management

2.2.1	Fully documented, well-controlled internal management	
2.2.2	Clear internal systems and frameworks	

3. Planning and Policy Formulation Processes

3.1 Clear standards for management of chemical substances contained in products

3.1.1	Clear managed substances (incorporated in 2.2.1 above)	
3.1.2	Clear management methods (incorporated in 2.2.1 above)	
3.1.3	Full internal implementation	
3.1.4	External development and full implementation	
3.1.5	Regular reviews (actual situation)	

3.2 Targets and implementation planning

3.2.1	Clear targets and implementation plans for attaining targets	
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3.3 Clear organization and systemic structure, responsibility and authority

3.3.1	Clear structure, department, roles for managing chemicals in products	
3.3.2	Written documentation on above points and rules for above-mentioned organizational operation	
3.3.3	Internal business execution based on above-mentioned points (regular meetings, etc.)	

3.4 Customer information, customers' policies on management of chemicals in products

3.4.1	Access to information	
3.4.2	Reflection of 3.4.1 above in internal policy	
3.4.3	Formalized rules or systems relating to 3.4.1 above (incorporated in 2.2.1 above)	

4. Operational Management

4.1 Management of chemicals in products at design & development stage

4.1.1	Clear business management rules (incorporated in 2.2.1 above)	
4.1.2	Business execution or management based on the above rules	

4.2 Managing chemicals in products at purchase (procurement) stage (procurement guidelines)

4.2.1	Clear business management rules (incorporated in 2.2.1 above)	
4.2.2	Access to and confirmation of information on chemicals in products	
4.2.3	Confirmation of suppliers' systems for managing chemicals in products	
4.2.4	Management of chemicals in products at point of receipt	

4.3 Managing chemicals in products from manufacturing process through shipping

4.3.1	Clear business management rules (incorporated in 2.2.1 above)	
4.3.2	Management (shipment management) standards from manufacturing through shipping	
4.3.3	Traceability	
4.3.4	Management standards and operational rules at time of change	
4.3.5	Business execution and management based on above-mentioned points (actual situation)	

5. Chemical Information & Data Management

5.1 Overall operation

5.1.1	Operational rules and manuals on data management (incorporated in 2.2.1 above)	
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5.2 Receipt of data

5.2.1	Formalized rules concerning receipt of data	
5.2.2	Tools used	
5.2.3	Actual situation (Are you able to collect data without delay?)	

5.3 Conformity checks

5.3.1	Formalized rules concerning conformity checks (written documentation)	
5.3.2	Actual situation	

5.4 Data creation

5.4.1	Data creation standards, manual	
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5.5 Data provision

5.5.1	Rules on data provision	
5.5.2	System for meeting data provision deadlines	
5.5.3	Actual situation	

5.6 Data storage

5.6.1	Data storage rules (accessed data, evidence)	
5.6.2	Data storage rules (provided data)	
5.6.3	Actual situation	

5.7 Operational situation

5.7.1	Business execution and management based on above-mentioned points	
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6. Management of personnel resources, documentation and information

6.1 Education and training

6.1.1	Framework	
6.1.2	Compiled into a manual	
6.1.3	Actual situation	

6.2 Management of written documents and records

6.2.1	Framework	
6.2.2	Compiled into a manual	
6.2.3	Actual situation	

6.3 Evaluation of level of implementation and improvements

6.3.1	Framework	
6.3.2	Compiled into a manual	
6.3.3	Actual situation	