

**CASIO Green Procurement Survey Sheet (1/3)**

Count the inquiry sheet 1/3, 2/3 and 3/3 as Excel data

Legend:  
 : filled by examiner (CASIO)  
 : filled by supplier  
 : automatically displayed based on the filler content (filling is impossible)

**<Information of Examiner>**  
 Name of company: CASIO Computer Co., Ltd.  
**<Information of Supplier>**  
 Name of dealer: AA Co Ltd. Date of reply: 2004/04/22

## CASIO Group Green Procurement - Survey Sheet Input Guide

**CASIO Green Procurement Survey Sheet (2/3)**

Submit the inquiry sheet 1/3, 2/3 and 3/3 as Excel data

Input Check Button    Check results are OK. Go ahead to Survey Sheet 3

**Green Components Assessment List (except chemical substances contained)**

No.	Name of components	CASIO parts No.	parts code	Path No. of manufacturer	Name of manufacturer	Name of factory	Green factory rating	Specifics of CASIO	Weight of component (g)	product assessment												
										(1) Material	(2) Specifics of assessment	(3) Resource saving	(4) Energy saving	(5) Package	(6) No use of Coarse Depleting Substances	(7) Content of mercury (mg)	(8) Heavy metals contained in battery			(9) Content of heavy metals in package, under the utility		
										Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
										Y	Y	Y	Y	Y	Y	B	Y	Y	Y	N	Y	
										Y	Y	N	Y	B	N	Y	Y	Y	Y	Y	Y	
										Y	N	Y	Y	Y	Y	8.23	N	Y	Y	Y	Y	
										Y	N	Y	Y	B	N	Y	Y	Y	Y	Y	Y	
										Y	N	N	Y	B	N	Y	Y	Y	Y	Y	Y	

**CASIO Green Procurement Survey Sheet (3/3)**

Submit the inquiry card 1/3, 2/3 and 3/3 as Excel data

Input Check Button    Check results are OK. Save and close

Compo- nent list No.	Name of components	CASIO components No.	Name of manufacturer	Components No. of manufacturer	Substance group No.	JGSSS classification No.	Name of chemical substances (group)	Position containing chemicals (see homogeneous material is defined as one survey unit)	Object of use of substances	Concern (wt%)	Exempt ed use (yes: Y) or not: N	Abolishment plan (date)	Note
1	Ni-Cd cell	NKD5012AA	AA Electric Co.	NKD5012	9	A09	Lead and its compounds	WIRE COATING	STABILIZER	0.85	1	2004/03/01	
1	Ni-Cd cell	NKD5012AA	AA Electric Co.	NKD5012	17	A01	Antimony and its compound	WIRE COATING	FLAME RETARDANT	7.5	-	-	
1	Ni-Cd cell	NKD5012AA	AA Electric Co.	NKD5012	19	A02	Bismuth and its compound	SUBSTANCE METAL OF CON	SPRING MATERIAL	3.5	-	-	
2	cable unit	A23456-1	AA Electric Co.	A23456-1	9	A09	Lead and its compounds	WIRE COATING	STABILIZER	1.1	-	2004/03/01	
2	cable unit	A23456-1	AA Electric Co.	A23456-1	23	B07	Poly vinyl chloride (PVC)	WIRE COATING	WIRE COATING MATE	65	-	-	
2	cable unit	A23456-1	AA Electric Co.	A23456-1	23	B07	Poly vinyl chloride (PVC)	WIRE COATING	PLASTICIZER	28	-	-	
2	cable unit	A23456-1	AA Electric Co.	A23456-1	9	A09	Lead and its compounds	INSULATOR WIRE	STABILIZER	1.1	-	2004/03/01	
2	cable unit	A23456-1	AA Electric Co.	A23456-1	9	A09	Lead and its compounds	SOLDER PLATING OF TERMINAL	LEAD SOLDER	37	-	2004/03/01	
4	LCD unit	LCM2456-AA	AA Electric Co.	LCM2456-AA	20	A11	Nickel and its compounds	COLD CATHODE RAY TUBE	COLD CATHODE RAY	99	1	-	
5	Battery A	KEY2456-1	BB Production Co.	KEY2456-1	0	-	Not correspond	-	-	-	-	-	
5	panel board	BC2456-1	BB Production Co.	BC2456-1	8	-	Phenolformaldehyd	PARTICLE BOARD	INSULCTIOE	0.96	-	-	
5	panel board	BC2456-1	BB Production Co.	BC2456-1	26	-	Formaldehyde	PARTICLE BOARD	ADHESIVE	0.12	-	-	



This logo symbolizes the important environmental activities of the Casio Group for the 21st century.

**Issued:** February 2005  
**Revised:** August 2015  
**CASIO COMPUTER CO.,LTD.**

**- At the beginning -**

This input guide is intended to assist you in correctly completing the Casio Green Procurement Survey sheet. You should begin by referring to the completed sample form (survey form 1/3 to 3/3) at the back of this document. This will give you a general overview.

\* Revision parts of this edition are written by the blue.

**Changed part**

**1. Name changes and additions to the surveyed chemical substances**

This survey form is based on the previous form (Oct. 2011 edition) and has been updated to comply with the latest laws and regulations.

The following chemical substances have been renamed or added to the list of chemical substances selectable in sheet 3 of the survey form.

Select substances group

Select substances group from the list below

Group No.	JGPSSI No.	Name of Substances Group	Control Level
21	A13	Selenium and its compounds	Reduction
22	B08	Brominated flame retardant (except PBB, PBDE)	Reduction
23	B07	Poly vinyl chloride (PVC)	Reduction
24	C05	Phthalates (except DEHP, DBP, BBP, DIBP)	Reduction
25	-	Creosote	Reduction
26	-	Formaldehyde	Reduction
27	-	PFOS and its related salts	Banned
0	-	Not applicable	-

OK

Select substances group

Select substances group from the list below

Group No.	JGPSSI No.	Name of Substances Group	Control Level
28	-	2-(2'-Hydroxy-3',5'-di-tert-butylphenyl)benzotriazol	Banned
29	-	Dimethylfumarate(DMFu)	Banned
30	-	Dibutyltin (DBT) compounds, dioctyltin (DOT) cor	Banned
31	-	Hexabromocyclododecane (HBCD)	Banned
32	-	PFOA and individual salts and esters of PFOA	Banned
33	-	Polycyclic aromatic hydrocarbons (PAHs)	Banned
34	-	Specific phthalates (DEHP, DBP, BBP, DIBP)	Banned
0	-	Not applicable	-

OK

**2. The Chemical Substances of Exemption Conditions**

Previously, detailed replies were not required for chemical substances to which exemption conditions apply. Instead of a detailed reply, the presence of exempted chemical substances was reported simply by entering "1" in the exempted use field ([Exempted use: 1]).

In future, where replies are received for chemical substances in exempted uses, a "2" should be entered in the exempted use field ([Exempted use: 2]).

**Previously**

List No.	Name of components	Substance group No.	JGPSSI No.	Name of chemical substances (group)	Position containing chemicals (one homogeneous material is defined as one survey unit)	Object of use of chemicals	Concentration (wt%)	Exempted use (Yes: 1)	Note
		selection list						1 or nothing	
1	CAPACITOR	17	A01	Antimony and its compound	Sealing material	fire retardant	12	1	
1	CAPACITOR	20	A11	Nickel and its compounds	Electrode	Plating	99		

Not required to report on the substances of the exemption conditions (lead in the ceramic of electronic components) (Situation where the exempted use of lead is hidden (lead contained in glass in electronic components).)

**In future**

List No.	Name of components	Substance group No.	JGPSSI No.	Name of chemical substances (group)	Position containing chemicals (one homogeneous material is defined as one survey unit)	Object of use of chemicals	Concentration (wt%)	Exempted use (Yes: 2)	Note
		selection list						2 or nothing	
1	CAPACITOR	9	A09	Lead and its compounds	Electrode	Electrode material	40	2	Lead in glass
1	CAPACITOR	17	A01	Antimony and its compound	Sealing material	fire retardant	12		
1	CAPACITOR	20	A11	Nickel and its compounds	Electrode	Plating	99		

Where an exempted chemical substance has been entered, enter "2" in the [Exempted use: ] field in the reply line (lead contained in glass in electronic components).

Additionally, please input the reason for exemption in "Note" cell.

**Notes**

**<Sheet3> The order and omission of [Components List No.]**

All components are required any answers. [Components List No.] of all components must be filled on Sheet3 in incremental order. Refer to \*Note1) of page 9 of this document for details.

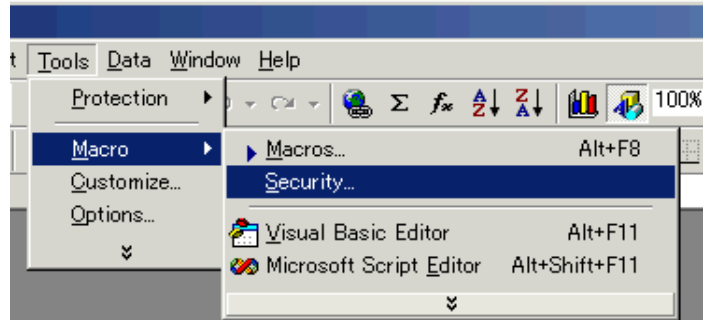
**[1] Survey Data**

•Fill in the content of chemical substances on the components or material delivered as of April 1, 2005 onto the Survey Sheet.

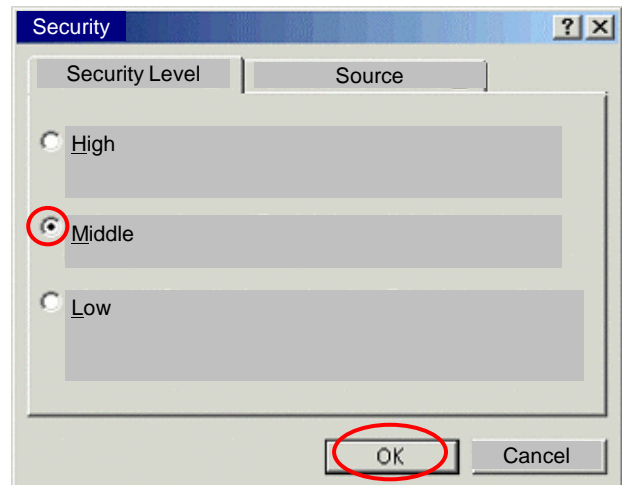
The survey sheet for the survey data is provided as electronic data. Since the sheet is delivered in the Microsoft Excel 97 format, input the data with a personal computer and file it in the Excel format. The file name of the delivered sheet is "G-XX.xls" (XX denotes an abbreviated name of the supplier).

The file for the survey card contains Macro format. Make Macro effective by the following procedure, and open the survey sheet file.

- i) Click "Tools", "Macro" and "Security" of Microsoft Excel in this order.

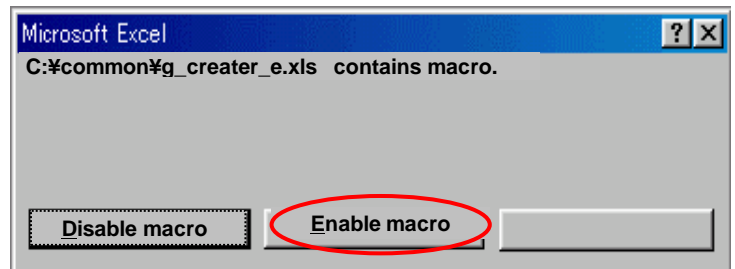


- ii) The screen as shown on the right is displayed. Mark "Middle" of the security level, and click "OK".



- iii) Open the file of the survey sheet by double-click. The screen as shown on the right will appear. Click "Enable Macro", then the file of the Survey Sheet opens.

Click **Enable macro** . The tool is open.



This file contains three sheets; sheet 1, sheet 2 and sheet 3.

Input cells are classified by colors.

Gray cells	are provided for input by the surveyor (CASIO).
Blue cells	are provided for input by the supplier.
Yellow cells	are automatically displayed based on the contents of reply. Input is not allowed.

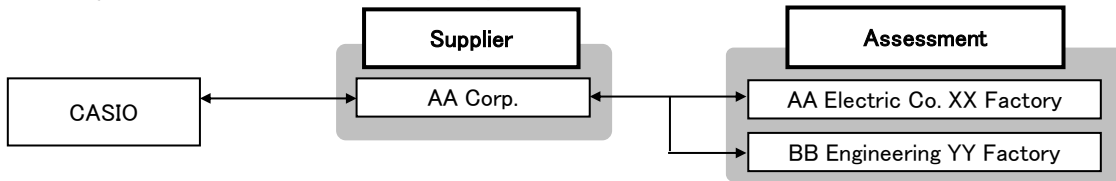
Give a glance over input examples at the end of Green Procurement Standard Manual to grasp the whole features.

**[2] Input procedure of [Survey Sheet 1]**

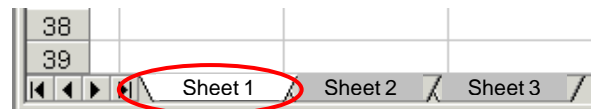
The environment management system is assessed in this sheet on each factory producing the components delivered to CASIO.

When a supplier has plural factories, respective factories should be assessed.

*Note: Only the factories that are in charge of the final process of the components or material delivered to Casio are included in this survey. The sub-contractors for such final process factories are excluded.*



**1) Open the " Sheet 1" sheet.**



**2) Information for surveyor**

The name and address of CASIO's person in charge of survey are filled in by Casio.

Name of company	CASIO Computer Co., Ltd.
Department	Acoustic Division
Person in charge	Taro SUZUKI
Tel. No.	XXX-XXX-XXXX
FAX No.	XXX-XXX-XXXX
E-Mail	xxxxxxx@xxx.xxx.xx

**3) Information of supplier**

Information of the supplier is filled in by Casio's person in charge.

Name of dealer	AA Co.Ltd.
Supplier code	98765432
Section of CASIO in charge	Purchase div. Acoustic Dept

**4) Supplier's Contact Person (person in charge)**

The name of the person in charge of reply is filled by the supplier. Fill " - (hyphen)" when telephone, FAX or E-mail is not available. (Don't leave the cell blank.)

Name	Ichiro SATO
Section	First sales Division
Tel. No.	XXX-XXX-XXXX
Fax No.	XXX-XXX-XXXX
E-mail	xxxxxxx@xxx.xxx.xx

**5) Manufacturer, Production factory**

Fill the name of the company producing the product delivered to CASIO and its factory. The filled data is reflected on Sheet 2.

\* Be sure to fill in the Manufacturer and Production factory. Otherwise, the input data will become invalid and be deleted when the Input Check Button is clicked.

manufacturer	production factory
AA Electric Co.	Tokyo factory
AA Electric Co.	Osaka factory
BB Production Co.	China factory

### 6) Acquisition of ISO 14001

Fill in the acquisition date of ISO 14001. Or, fill the expected date of acquisition if the acquisition will be done within a year.

*Note: Fill the date in the form of yyyy/mm (for example, September 2004 should be expressed as 2004/09, not 2004/9).*

To fill in the items from (c) to (j) is not necessary when the date of acquisition or expected date of acquisition is filled.

acquisition of ISO 14001	
(a)	(b)
acquired (date of acquisition)	planning to acquire within year (scheduled date)
yyyy/mm 100/0	yyyy/mm 90/0
2000/03	
	<b>NG</b> 2004/9
	<b>OK</b> 2004/09

Fill in the form of yyyy/mm

### 7) Voluntary actions on the environment management system

Report the current status on the voluntary actions on the environment management system when acquisition of official recognition of ISO 14001 is scheduled within one year. Enter the results of self-assessment according to the assessment items in page 4 to 5 in the Standard Manual by Y (Yes) or N (No).

*Note: Fill all the cells (c) to (j) if you have not filled in the date or the expected date of acquisition of ISO14001. Don't leave any cells blank.*

environment management system voluntary action							
(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
organization and promotion system	participation of management top	environment policy, action plan	observation of environment related law	no use of harmful substances in production process	no guidance or punishment by supervisory government office	public report of environment protection action	education and enlightenment of employee
Y/N 10/0	Y/N 10/0	Y/N 10/0	Y/N 20/0	Y/N 10/0	Y/N 20/0	Y/N 10/0	Y/N 10/0
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>		<b>N</b>

### 8) Assessment point, assessment rank

"Total assessment Point" and "Green Factory Assessment Rank" are displayed based on the input data of the items 5) to 7) above.

total assessment point	green factory ranking
70+ points = Preferred procurement	
<b>100</b>	<b>SV</b>
<b>90</b>	<b>AV</b>
<b>80</b>	<b>AV</b>

### 9) Check of input

Having completed entries so far, press the "Input Check Button" at the upper-right of Sheet 1 to check the entry data.

\* Be sure to press the Input Check Button after the Manufacturer and Production factory having been entered. Otherwise, the input data will be regarded invalid and deleted.

The message as shown on the right is displayed under the "Input Check Button" when some errors are found, and the mistaken cells are indicated by red color. Enter the correct information and click the "Input Check Button" again.

Refer to the following descriptions for correcting the errors.

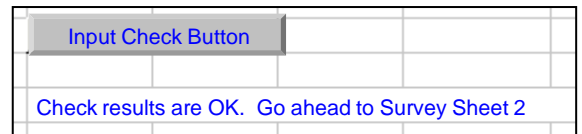
Input Check Button

Press "Input Check Button" at upper-right of Survey Sheet (1/3)

Input Check Button			
	<b>NG</b> by check. Correct red cells		

Error Message	Correction
Fill all the cells of <Supplier's Desk(Window Person)>. **** is blank. Click "Input Check Button" again after entering ****.	Fill blank cells of <Supplier's Desk(Window Person)>. Fill "No" if the information is not available.
a) Fill the acquisition date of ISO 14001 by yyyy/mm.	For example "2000/09".(4digits:year/2digits: month)
b) Fill the expected acquisition date of ISO 14001 by yyyy/mm.	For example "2004/09".
Fill Y or N for the items from c) to j).	Fill Y or N .
Blank cells are fund. Fill the cell a)or b), or all the cells from c) to j).	- To fill the cells from c) to j) is not necessary when a) or b) is filled.Fill all the cells c) to j) when a) or b) is not filled. - Input format errors may be displayed even when all the cells are filled. Correct the input format of red cells.

Click the check button again after correcting the entries. The message as shown on the right indicates that input of Survey Sheet 1 has been completed. Advance to Survey Sheet 2.

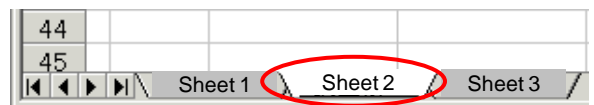


**[3] Input procedure of [Survey Sheet 2]**

**\* Be sure to proceed with Survey Sheet 2 entries only after Input Check of Sheet 1 is OK.**

The fact if or how much the components delivered to Casio are in compliance with the environmental requirements, regulations or laws is assessed in this survey.

**1) Open the " Sheet 2" sheet.**



**List of component requested for survey**

CASIO's person in charge allocates the numbers of the components to be surveyed and fills in the component name, CASIO parts No. and parts codes before delivering the Sheet 2 to you.

No.	name of components	CASIO parts No.	parts code
1	Ni-Cd cell	NICD5012AA	12345678
2	cable unit	A23456-1	23456789
3	module IC	ICM123-A01	34567890

**2) "Discontinued components or service parts only", "Manufacturer's Parts No".**

Basic information of the components should be filled.

2-1. Enter if the component is discontinued or service use only.

Fill "Y" when the components are discontinued or service use only and "N" otherwise.

Even on the discontinued components, Casio may ask you to conduct assessment. In such a case, enter "N" and continue further entries. Be careful that entering "Y"after the entries of assessment will make the input data disappear.

basic information of comp	
discontin-ued or service parts	parts No. of manufacturer
Y/N	
N	NICD5012
N	A23456-1
Y	-

2-2. Input of manufacturer's parts No. (catalogue No.)

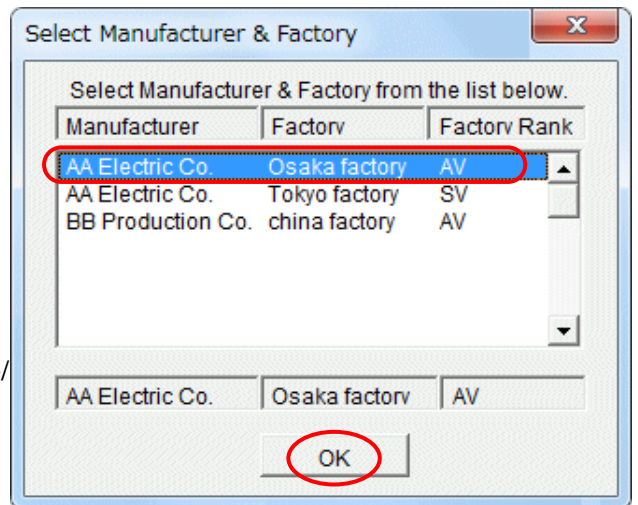


**3) Double-click any of "Manufacturer Name", "Factory Name" or "Green factory Rank" cell.**

name of manufacturer	name of production factory	green production factory ranking
selection list	selection list	

Double-click any cell

The screen, on the right, will appear corresponding to Manufacturer Name/Factory Name/Green Factory Rank filled in Sheet 1.



**4) Select the listed Manufacturer Name/Factory Name and click "OK".**

- Manufacturer Name/Factory Name/Green Factory Rank are written into Sheet 2.
- \* If Input Check of Sheet 1 is not good, Manufacturer Name/Factory Name/Green Factory Rank will not be shown properly.
- \* For the components discontinued or for service use only, select any choice (correct answer is not required).

**5) "CASIO Specification", "Component weight (g)"**

- 5-1. Enter if the component is Casio specified one or not.**  
 Enter "Y" when the specification of the component is defined by CASIO, and "N" when the component is a standard component.  
 \* For the components discontinued or for service use only, enter "-".

specification of CASIO	weight of parts (g)
Y/N	
Y	12
N	25

- 5-2. Enter the weight of the component (g).**  
 \* For the components discontinued or for service use only, enter "-".

**6) Product assessment (1) to (6), amount of use of mercury**

- 6-1. Enter the product assessment (1) to (6).**  
 Fill the results of the product assessment (1) to (6) according to the page 5 to 8 of Green Procurement Standard Manual.  
 \* Enter "Y" if the component is out of the scope of survey (e.g. too small).  
 \* For the components discontinued or for service use only, enter "-".

- 6-2. Fill the amount of mercury (mg)**  
 Enter the amount of mercury (mg) only when intentionally added.  
 (Enter significant two digits.)  
 \* When the amount varies, enter the norm-value.  
 \* Enter "0" when mercury is not purposely added. Don't leave the cell blank.  
 \* For the components discontinued or for service use only, enter "-".

(1) material	(2) simplification of dis-assembling	(6) no use of Ozone Depleting Substance	(7) content of mercury (mg)
Y/N	Y/N	Y/N	
10/0	10/0	10/0	
			0.081
			0

0.081 : OK  
 0.081mg : NG

Fill "0" when mercury is not intentionally added.



## 7) Heavy metals contained in the battery, and the packaging components

### 7-1. Reply about the heavy metals contained in the battery.

- Reply if batteries are used or not by Y/N.
  - a. If not, enter "N". Then, "Y" is automatically filled in the cells for "Heavy Metals Contained in the Battery".
  - b. If yes, enter "Y", and, then, enter either "Y" or "N" in the subsequent three cells.

**\* Note!**

Fill "Y" when the content of the heavy metals is **below the regulated level**.

Fill "N" when the content of the heavy metals is **above the regulated level**.

\* For the components discontinued or for service use only, enter "-".

### 7-2. Then, reply about the content of the heavy metals in the packaging components.

**\* Note!**

Fill "Y" when the content of the heavy metals is **below the regulated level**.

Fill "N" when the content of the heavy metals is **above the regulated level**.

\* For the components discontinued or for service use only, enter "-".

Product assessment				(9)
battery	(8) heavy metals contained in battery			content of heavy metals in package: below standard value
	mercury: below standard value	lead: below standard value	cadmium: below standard value	
Y/N	Y/N 10/0	Y/N	Y/N	Y/N 10/0
Y	Y	Y	N	Y
N	Y	Y	Y	Y

When "N" is filled here, "Y" is automatically displayed in other cells concerning the heavy metals (meaning that heavy metals are not contained).

## 8) Click "Input Check Button"

Click the "Input Check Button" at the upper-right of the Sheet2 after completing input so far.

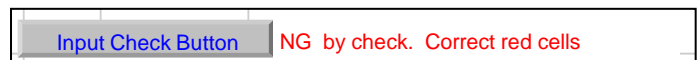
Input Check Button

Click "Input Check Button" at upper-left of Survey Sheet 2

When "NG by check" is shown:

When any blank cells or input errors are found, "NG by check" is shown and the mistaken cells turn red.

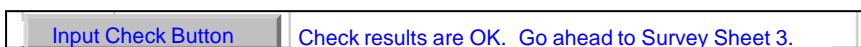
- Enter the correct information and click "Input Check Button" again.



Refer to the following descriptions for correcting errors.

Error Message	Correction
Fill "Component Weight" in figure.	Enter numerical values only in direct input mode. (Example) 15: OK, 15g: NG
Fill Y or N (direct input mode) in Product assessment (1) to (6)	Enter Y or N in direct input mode.
Fill a numerical value (direct input mode) in Product Assessment (7) "Content (mg) of Mercury".	Enter numerical values only in direct input mode. (Example) 0.08: OK, 0.08mg: NG
Fill Y or N (direct input mode) in Product Assessment (8) and (9).	Enter Y or N in direct input mode.
There are logical errors or unfilled cells. Correct the cells indicated by red color.	- Enter the blank cells. - Correct errors in the input format - Correct logical errors 1) When "Y" is filled in "Discontinued or for service use only", input "-" in other input cells. 2) Fill "0" in "Content of mercury" in product assessment (7) when no mercury is contained intentionally. 3) Correct "The contents of Lead/Mercury/Cadmium is below the regulated values" to "Y" (no heavy metals) when "N" is filled in "Battery is Used" in product assessment (8).

When "Check results are OK" is shown:



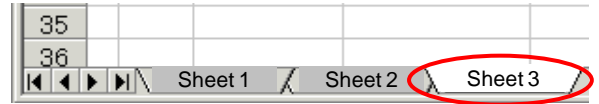
Input of Survey Sheet2 has been completed. Advance to Sheet3.

**[4] Input procedure of [Survey Sheet 3]**

\* **Be sure to proceed with Survey Sheet 3 entries only after Input Check of Sheet 2 is OK.**

Fill the content (wt%) of chemicals in each material comprising the component delivered to CASIO.

**1) Open the sheet "Sheet 3",**



**Fill Component list No.**

Reply about the content of chemical substances for each material comprising the component in this survey. Accordingly, plural replies are necessary for one component.

**a. Fill the component list No. of Survey Sheet 2 in the "Component List No." at the left side.**

Component information is displayed in the four cells at the right.

Components list No.	Name of components	CASIO components No.	name of manufacturer	components No. of manufacturer
1				
2				
3				

Enter [Component List No.] in incremental order at first

\* Enter the Component List No. in incremental order. Enter all the Component List No. in the said order, first, then enter additional information like the concentration of chemical substances.

**\*Note1) The order and omission of [Component List No.]**

The component may be unable to be evaluated when [Component List No.] is not in incremental order or there is any omission of [Component. List No.]. Please pay attention to the order and omission. As for " components discontinued or for service use only", input [Components List No.] and select "0(not correspond)" from the list for chemical substances contained.

Compo-nents list No.	Name of components	CASIO components No.
integer		
1	Ni-Cd cell	NICD5012AA
1	Ni-Cd cell	NICD5012AA
2	cable unit	A23456-1
3	module IC	ICM123-A01
3	module IC	ICM123-A01

**OK**

Compo-nents list No.	Name of components	CASIO components No.
integer		
4	LCD unit	LCMZ456-AA
5	Button A	KEYZ456-1
1	Ni-Cd cell	NICD5012AA
1	Ni-Cd cell	NICD5012AA
2	cable unit	A23456-1

**NG**

Not in incremental order

Compo-nents list No.	Name of components	CASIO components No.
integer		
1	Ni-Cd cell	NICD5012AA
1	Ni-Cd cell	NICD5012AA
2	cable unit	A23456-1
5	Button A	KEYZ456-1
6	panel board	BDZ456-1

**NG**

Some numbers are omitted

Editing lines on Survey Sheet is not possible since the sheets are protected. Please be sure to input [Component List No.] in incremental order at the beginning since correction of the order is very difficult. If you should be obliged to correct the order of [Components List No.], there is no choice other than editing by insertion/deletion of lines in the way shown in the next page.

\* Do not enter data for chemical substances that are not surveyed.

E.g.: Azo dyes/pigments in components that does not come into contact with end-users' hands  
Entering this information may result in the purchase of those substances being deemed prohibited in the Casio database.

When entering chemical substances that are not surveyed, enter "2" in the [Exempted use: ] field as shown in the example on page 12.

**\*Note 2) Insertion/deletion of lines**

Insertion of lines as in usual operation of Excel is impossible in this Survey Sheet since the Excel sheet is protected. The procedure for insertion of lines is as follows:

**a-1. Double-click the left side cell on the line of the [Component List No.] of the Survey Sheet to insert or delete lines.**

Then, the window of Insert/Delete Lines appears as shown right below.

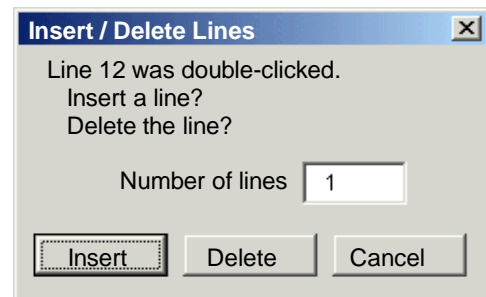
Green Components Assessment L				
Components list No.	Name of components	CASIO components No.	name of manufacturer	components No. of manufacturer
5				
6				
7				
8				
9	1	NICD5012AA	AA Electric Co.	NICD5012
10	1	NICD5012AA	AA Electric Co.	NICD5012
11	1	NICD5012AA	AA Electric Co.	NICD5012
12	2	A23456-1	AA Electric Co.	A23456-1
13	2	A23456-1	AA Electric Co.	A23456-1

double-click here

**a-2. Click "Insert" or "delete"**

If you click "insert", one line is added between lines 11 and 12.  
If you click "delete", the line 12 is.

\* If you want to add or delete several lines at a time, enter the number of lines you want to add or delete and click either "Insert" or "delete".



**3) Double-click any one of "Substances Group No.", "JGPSSI Classification No." or "name of Chemicals (Group)", then, "Selection of Substance Group" list is displayed as below.**

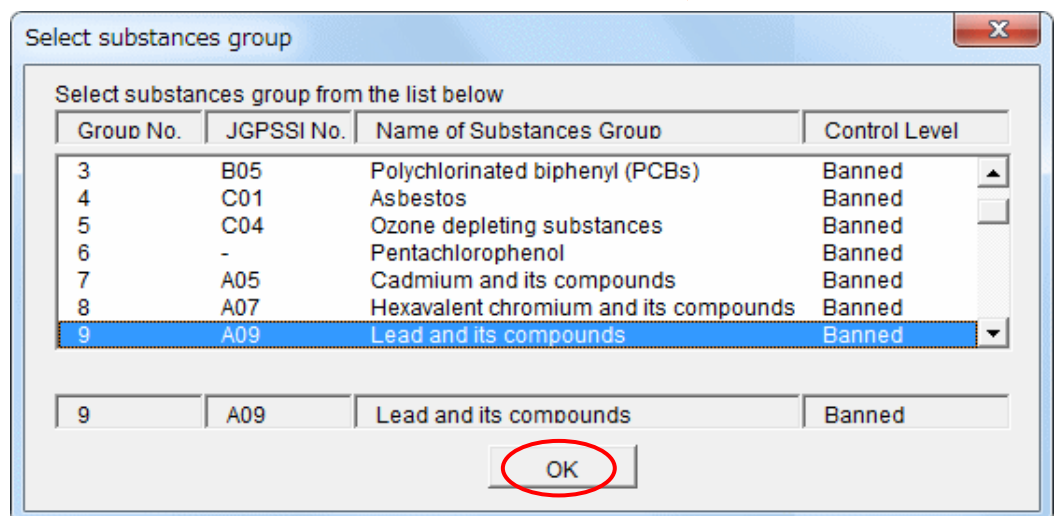
substance group No.	JGPSSI classification No.	name of chemical substances (group)
selection list		

Double-click of any one of the cells.

**4) Select the substances of which information you are going to enter.**

**5) Click [OK] button**

Select the substance and click [OK] button.



Information of the selected Substances is filled in the cells of "Substances Group", "JGPSSI Classification No." and "Name of Chemical Substances" automatically.

Information of chemicals is automatically displayed

substance group No.	JGPSSI classification No.	name of chemical substances (group)
selection list		
9	A09	Lead and its compounds

**When no substances are contained:**

When the component does not contain regulated substances at all, select "Not correspond" of the substance No. 0 when selecting chemical substances.

In case of components discontinued or for service use only, also select "Not correspond" of the substance No. 0 when selecting chemical substances.

substance group No.	JGPSSI classification No.	name of chemical substances (group)
selection list		
0	-	not correspond

If you select chemical substance, the component information is displayed in the four cells at the right according to Sheet 2.

\* Component information will not be reflected properly on Sheet 3 if the Input Check of Sheet 2 is not good.

Components list No.	Name of components	CASIO components No.	Name of manufacturer	Components No. of manufacturer	Substance group No.
integer					selection list
1	Ni-Cd cell	NICD5012AA	AA Electric Co.	NICD5012	9

Component information is automatically displayed by select of the substance from the list.

**6) Fill the content of chemical substances**

Fill "position containing substances", "object of use of chemicals" and "concentration (wt%)". (Fill the concentration by numerals only. )

[Exempted use: 1] means that the component contains the substances corresponding to the exemption conditions (page 11 of Standard Manual).

position containing chemicals (one homogeneous material is defined as one survey unit)	object of use of chemicals	concentration (wt%)	exempted use (Yes: 1)	abolishment plan (date)	note
				yyyy/mm/dd	
jacket of the wire	stabilizer	0.85			

Fill only numerals  
0.85 : OK  
0.85wt% : NG

**7) Planned Date of Abolishment**

Enter the expected date of abolishment in [Abolishment plan] when abolition of the substances is planned.

**8) Note**

•If you have a plan to abolish the component to switch to a new one or any other significant information, describe it under Note.

**\*Note3)The Chemical Substances of Exemption Conditions**

For chemical substances in exempted uses, where a reply is received enter "2" in the [Exempted use: ] field.

List No.	Name of components	Substance group No.	JGPSSI No.	Name of chemical substances (group)	Position containing chemicals (one homogeneous material is defined as one survey unit)	Object of use of chemicals	Concentration (wt%)	Exempted use (Yes: 2) (2 or nothing)	Note
		selection list							
1	CAPACITOR	9	A09	Lead and its compounds	Electrode	Electrode material	40	2	Lead in glass
1	CAPACITOR	17	A01	Antimony and its compound	Sealing material	fire retardant	12		
1	CAPACITOR	20	A11	Nickel and its compounds	Electrode	Plating	99		

Where an exempted chemical substance has been entered, enter "2" in the [Exempted use: ] field in the reply line (lead contained in glass in electronic components).  
 Additionally, please input the reason for exemption in "Note" cell.

**9) Return to procedure (2), and select the component list No., if necessary.**

If several chemical substances are contained, return to the step 2) to insert lines and enter additional data.

As different replies may be necessary for several different substances, plural replies may be required for one component.

Note: Fill the component list No. starting from "1" without leaving any blanks.

plural replies for 1 component

Components list No.	Name of components	CASIO components No.	name of manufacturer	components No. of manufacturer
1	Ni-Cd battery	NICD5012AA	AA Electronics	NICD5012
1	Ni-Cd battery	NICD5012AA	AA Electronics	NICD5012
1	Ni-Cd battery	NICD5012AA	AA Electronics	NICD5012
2	Cable	A23456-1	AA Electronics	A23456-1
2	Cable	A23456-1	AA Electronics	A23456-1

**10) Click "Input Check Button".**

Click the "Input Check Button" at the upper-right of the Sheet3 after completing input so far.

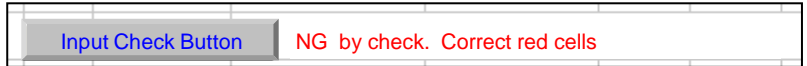


Click "Input Check Button" at upper-

When "NG by check" is shown:

This message is displayed when blanks or logical errors are found, and the mistaken cells turn red.

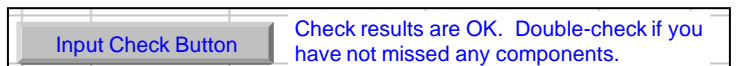
•Enter correct information and click "Input Check Button" again.



Refer to the following descriptions for correcting errors.

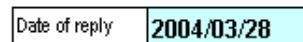
Error Message	Correction
Fill [Content of Substances (wt%)] by numerals. Refer to the following table for correction of error messages.	Enter only numerals (example) 8.5: OK, 8.5wt%: NG
Fill "1" for [Exempted uses]	Enter "1" or nothing
Fill the scheduled date of abolishment as yyyy/mm/dd.	Enter as 2004/09/01 in numerals. NG: 2004/9/1
The component of the component list No. entered is "Discontinued or Service parts". No input is required.	Skip the component No. of "Discontinued or Service parts", and fill the next component No.
There are logical errors or blanks. Correct the red-colored cells.	- Fill the blank cells. - Correct the error of input format - Correct logical errors 1) Fill "-" when the component is "Discontinued or Service parts".

**When "Check results are OK" is indicated as shown on the right, all the entries are OK.**



Double-check if all the components are covered (all the components in the Sheet 2 are taken care in the Sheet 3) and if the component list No's are put in order.

**11) Return to Sheet 1 and enter the date of reply.**



Enter the date in yyyy/mm/dd.

**12) Keep the Survey Sheet File and send the same to Casio in electronic data.**

**Input of Survey Sheet has been completed. We appreciate your collaboration.**

# CASIO Green Procurement Survey Sheet (1/3)

Submit the inquiry sheet 1/3, 2/3 and 3/3 as Excel data

**Method of Filling**

- : filled by examiner (CASIO)
- : filled by supplier
- : automatically displayed based on the filler content (filling is impossible)

This sheet will be delivered by filling information of examiner, and name, code and section in charge

## <Information of Examiner>

Name of company	CASIO Computer Co., Ltd.
Department	Acoustic Division
Person in charge	Taro SUZUKI
Tel. No.	XXX-XXX-XXXX
FAX No.	XXX-XXX-XXXX
E-Mail	xxxxxx@xxx.xxx.xx

## <Information of Supplier>

Name of dealer	AA Co.Ltd.
Supplier code	98765432
Section of CASIO in charge	Purchase division, Acoustic Department

Date of reply **2015/08/28**

fill the date of reply (in the form of yyyy/mm/dd)

## <Supplier's desk (in charge of reply)>

Name	Ichiro SATO
Section	First sales Division
Tel. No.	XXX-XXX-XXXX
Fax No.	XXX-XXX-XXXX
E-mail	xxxxxx@xxx.xxx.xx

Fill connection place of person in charge of reply of your company

# Green Production Factory Assessment List

Name of manufacturer	Name of production factory	acquisition of ISO 14001		Environmental Management System voluntary action								total assessment point 70+ points = Preferred procurement	green factory ranking
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)		
		acquired (date of acquisition)	planning to acquire within year (scheduled date)	organization and promotion system	participation of management top	environment policy, action plan	observation of environment related law	no use of harmful substances in production process	no guidance or punishment by supervisory government office	public report of environment protection action	education and enlightenment of employee		
		yyyy/mm	yyyy/mm	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		
AA Electric Co.	Tokyo factory	2000/03										100	SV
AA Electric Co.	Osaka factory		2004/09									90	AV
BB Production Co.	china factory			Y	Y	Y	Y	N	Y	N	Y	80	AV

Fill the name of the manufacturer of articles delivered to CASIO. Voids in this column will make assessment of Inquiry Sheet 2/3 impossible

reply as yyyy/mm: fill the date of acquisition when ISO14001 had been acquired, or fill the scheduled date of acquisition when planning.

reply as Y or N: when construction of the environment management system is voluntarily effected in the factory, assess the situation of construction according to the Green Procurement Standard Manual, and reply the result by Y(Yes) or N(No). Voids are not permitted.

Total assessment point and green production factory rank is displayed according to the content of reply.



# CASIO Green Procurement Survey Sheet (2/3)

Submit the inquiry sheet 1/3, 2/3 and 3/3 as Excel data

## Method of Filling

- : filled by examiner (CASIO)
- : filled by supplier
- : automatically displayed based on the filler content (filling is impossible)

## Green Components Assessment List (except chemical substances contained)

No.	basic information of parts										product assessment											
	name of components	CASIO parts No.	parts code	final parts or maintenance parts	parts No. of manufacturer	name of manufacturer	name of production factory	green production factory ranking	specification of CASIO	weight of parts (g)	(1) material	(2) simplification of disassembling	(3) resource saving	(4) energy saving	(5) package	(6) no use of ozone layer destructive material	(7) content of mercury (mg)	(8) heavy metals contained in battery			(9) content of heavy metals in package: below standard value	
																		battery	mercury: below standard value	lead: not contained		cadmium: not contained
Y/N	figures	selection list	selection list	Y/N	figures	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N			
1	Li-ion battery	LI500AA	12345678	N	LI500	AA Electric Co.	Tokyo Factory	SV	N	58	Y	Y	Y	Y	Y	Y	0	Y	Y	Y	Y	
2	cable unit	A23456-1	23456789	N	A23456-1	AA Electric Co.	Tokyo Factory	SV	Y	35	Y	Y	Y	Y	N	Y	0	N	Y	Y	Y	
3	module IC	ICM123-A01	34567890	Y																		
4	LCD unit	LCMZ456-AA	45678901	N	LCMZ456-AA	AA Electric Co.	Osaka Factory	AV	Y	3	Y	Y	Y	N	Y	Y	0.23	N	Y	Y	Y	Y
5	Button A	KEYZ456-1	56789012	N	KEYZ456-1	BB Production	China Factory	AV	Y	3	Y	Y	Y	N	Y	Y	0	N	Y	Y	Y	Y
6	panel board	BDZ456-1	67891234	N	BDZ456-1	BB Production	China Factory	AV	Y	540	Y	Y	Y	N	N	Y	0	N	Y	Y	Y	Y

Lists of Parts (delivered to CASIO) requested for survey and reply are previously filled in these columns.

Fill the parts No. of the manufacturer. Also write the parts No. of CASIO when the parts are defined by CASIO

**Reply by Y or N.**  
Reply by "Y" when the components requested for survey are purchased as final products or maintenance components.

**Select from the list by click of the cell.**  
The name of manufacturer and List of production factory written in "Inquiry Sheet 1/3" will be displayed by click of the cell. Select the names from the list. The name of the manufacturer and production factory not described in "Inquiry Sheet 1/3" are not displayed in this list.

The rank of green factory assessment in Inquiry Sheet 1/3 is displayed.

**Reply by Y or N.**  
Reply The results of product assessment based on CASIO Green Procurement Standard by "Y" or "No".

**Write in figures**  
(components weight in gram unit).

**Reply by "Y" or "N".**  
Input "Y" when the components are defined by CASIO specification, and input as "N" when the components are standard parts. "Y" is automatically enters in Product Assessment.

**Reply by Y or N.**  
Fill "Y" when the components include batteries, and "N" when not. "N" is displayed in all items of "heavy metals contained in the battery" when "N" is filled.

**Write in figures**  
(the amount of intentionally added mercury (mg) in the components) in direct input mode. Fill "0" when mercury is not intentionally added.

# CASIO Green Procurement Survey Sheet (3/3)

Submit the inquiry card 1/3, 2/3 and 3/3 as Excel data

**Method of Filling**

  : filled by supplier

  : automatically displayed based on the filler content (filling is impossible)

## Green Components Assessment List (chemical substances contained)

Components list No.	Name of components	CASIO components No.	Name of manufacturer	Components No. of manufacturer	Substance group No.	JGPSSI classification No.	Name of chemical substances (group)	Position containing chemicals (one homogeneous material is defined as one survey unit)	Object of use of chemicals	Concentration (wt%)	Exempted use (Yes: 2)	Abolishment plan (date)	Note
					selection list						2 or nothing	yyyy/mm/dd	
1	Li-ion battery	LI500AA	AA Electric Co.	LI500	17	A01	Antimony and its compounds	Wire coating	Fire retardant	7.5			
1	Li-ion battery	LI500AA	AA Electric Co.	LI500	19	A03	Beryllium and its compounds	Mother alloy of connector	Spring material	1.85			
1	Li-ion battery	LI500AA	AA Electric Co.	LI500	9	A09	Lead and its compounds	Electrode of chip resistor	Electrode material	40	2		Lead in glass
2	cable unit	A23456-1	AA Electric Co.	A23456-1	23	B07	Polyvinyl chloride (PVC)	Wire jacket	Wire jacket material	65			
2	cable unit	A23456-1	AA Electric Co.	A23456-1	24	C05	Phthalates (except DEHP)	Wire jacket	Plasticizer	28			
2	cable unit	A23456-1	AA Electric Co.	A23456-1	23	B07	Polyvinyl chloride (PVC)	Insulator of wire	Insulator material	65			
2	cable unit	A23456-1	AA Electric Co.	A23456-1	34	-	Specific phthalates (DEHP)	Insulator of wire	Plasticizer	28		2017/01/01	
3	module IC	ICM123-A01	-	-	0	-	Not applicable	-	-	-	-	-	-
4	LCD unit	LCMZ456-AA	AA Electric Co.	LCMZ456-AA	9	A09	Lead and its compounds	Electrode of chip resistor	Electrode material	35	2		Lead in glass
4	LCD unit	LCMZ456-AA	AA Electric Co.	LCMZ456-AA	20	A11	Nickel and its compounds	Plating of terminal	Plating material	99			
5	button A	KEYZ456-1	BB Production	KEYZ456-1	0	-	Not applicable	-	-	-	-	-	fill as yyyy/mm/dd
6	panel board	BDZ456-1	BB Production Co.	BDZ456-1	6	-	Pentachlorophenol	Particle board	Insecticide	0.56			Fill the date when abolishment of chemicals is scheduled
6	panel board	BDZ456-1	BB Production Co.	BDZ456-1	26	-	Formaldehyde	Particle board	Adhesive	0.12			

**Write figures in direct input mode**  
 Sequentially input the parts list No. in Inquiry Sheet 2/3 starting from 1 (components information is automatically displayed in four cells at the right).  
 When chemical substances used or positions of use are different in the components, they should be independently replied.  
 When the components contains no substances, fill the components list No. and select "0" in the substance group No.

Components basic information is displayed depending on the content in "Inquiry Sheet 2/3".

JGPSSI classification No. and name of the chemical substances are displayed corresponding to "List of Chemical Substances for CASIO Green Components".

Fill the position and object of use of chemical substances. Write "impurities" in "object of use" when substances are contained as impurities.

**Reply figures.**  
 Fill the concentration of chemical substances (unit: wt%) per one homogeneous material according to "CASIO Green Procurement

**Reply figures.**  
 For exempted chemical substances, where a reply is received enter "2" in the [Exempted use: ] field. Additionally, please input the reason for exemption in "Note" cell.

**Select from the list.**  
 Click the cell, and select the substance group No. from the list. The list is the same as "List of Chemical Substances for CASIO Green Components" in "CASIO Green Procurement Standard" page 14 and thereafter.  
 Fill "0(Not applicable)" when the chemical substances are not included. Voids are not accepted.

As for discontinued components or service parts, select "0(Not applicable)".

Contact below for practice of CASIO Green Procurement,

CASIO COMPUTER CO., LTD.  
Production & Purchasing Unit

[casio\\_green\\_procurement@casio.co.jp](mailto:casio_green_procurement@casio.co.jp)