

Basic Information Survey Sheet

Company to be audited: _____ Survey date (YYYY/MM/DD): ____/____/____
 Business type: _____ Reported by _____
 Supplier Code: _____

Item	Description (Addition of related materials is recommended)	
1	Company outline [Organizational chart, number of employees, quality assurance system, positions of personnel in charge of RoHS, etc.]	<ul style="list-style-type: none"> • Organizational chart: Attached (Y / N) • Number of employees () • Quality assurance personnel (), RoHS personnel () • Remarks ()
2	Policies and goal setting, and planning state related to managing the chemical substances contained in products	<ul style="list-style-type: none"> • Policy () • Goals () • Plan ()
3	Third-party certification acquisition status [ISO9001, ISO14001, etc.]	Write check mark in acquired certification. <input type="checkbox"/> ISO9001 <input type="checkbox"/> ISO14001 <input type="checkbox"/> Other ()
4	Order status [Amount of sales, Shimadzu percentage, main customer, delivered product, etc.]	<ul style="list-style-type: none"> • Amount of sales (Approximately Yen; Fiscal year:) • Shimadzu percentage (Approximately %) • Main customers () • Main delivered products ()
5	Subcontractors [Business type, number of companies]	<ul style="list-style-type: none"> • Total number of companies () • Each business type and number of companies Machining () Assembling () Plating () Painting () Distributor () Others ()
6	Occurrence state of non-compliance related to RoHS	<ul style="list-style-type: none"> • Number of occurrences in the past 1 Year () • Details of non-compliance and occurrence time ()
7	Check if RoHS compliant products are actually produced at or delivered to a company other than Shimadzu, and if so, write the details.	Y / N
8	Check if RoHS audit has been done by a company other than Shimadzu, and if so write the details	Y / N
9	Check if materials and secondary materials ^{*1} containing high concentrations ^{*2} of restricted substances are handled, and if so, write the states.	Y / N
10	Check if analysis of chemical substances contained in the products has been done in house or by an external organization, and if so, write the analysis details, frequency, record keeping method, etc.	Y / N
Special remarks		

*1 Secondary Materials: All materials that do not comprise the product (not listed in the parts list) but are used in the production process or making contact with the product except gauges and tools.
 (For example, cutting oils, abrasives, lubricants, cleaning solutions, solvents, rust inhibitors, coolants, marker pens, packing materials, etc.)

*2 High concentrations: Products containing a concentration of ten times minimum of a threshold value or products whose main component is a restricted material. (For example, a lead plate)