



KYOCERA Corporation

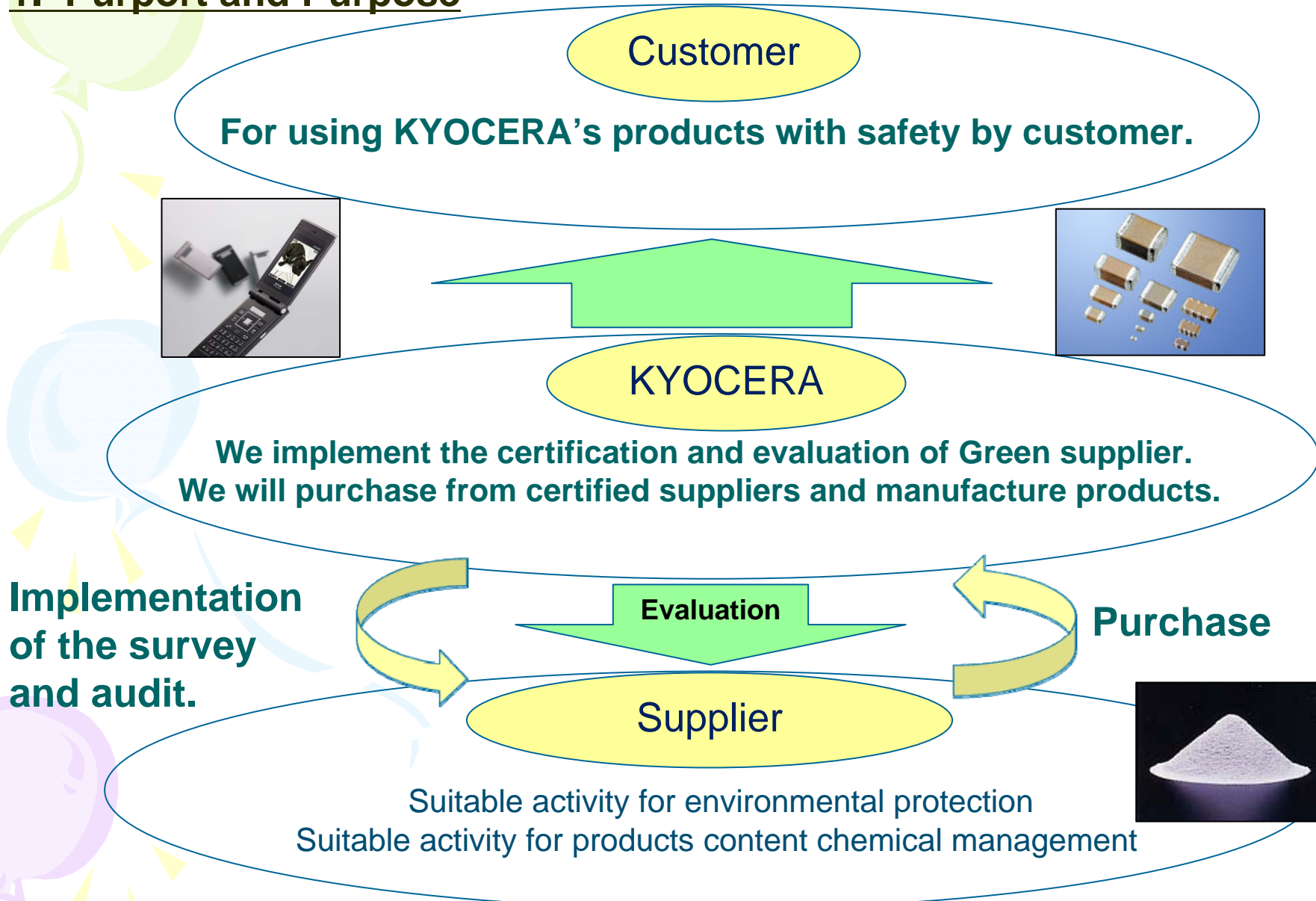
Green Supplier System Briefings to suppliers

October, 2009

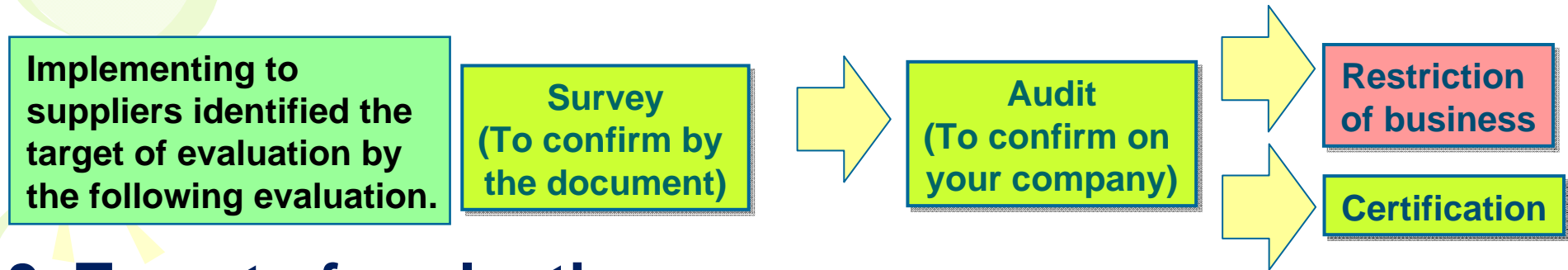
Green Supplier System

1. Purport and Purpose
2. Flow chart of the first certification
3. Target of evaluation
4. Unit of certification
5. Flow chart of the operation for Green Supplier System
6. Survey sheet
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 - 6-3. Evaluation items of Survey Sheet for Environmental Protection Activities [Product Environmental Quality Management System]
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7. Implementation of audit
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1. Purport and Purpose



2. Flow chart of the first certification



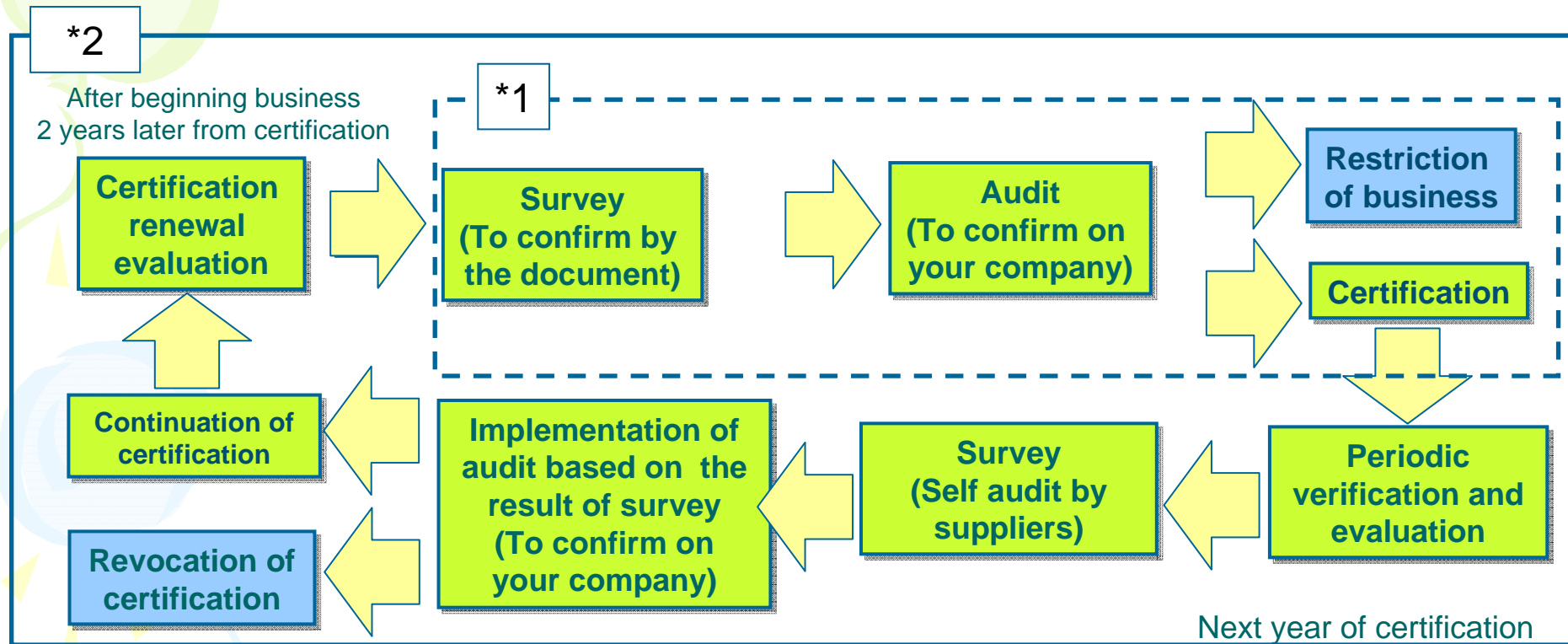
3. Target of evaluation

- a) Suppliers who deliver parts, materials, subsidiary materials and metal parts to KYOCERA.
- b) Suppliers who deliver the article identified by KYOCERA that the article will influence the substances contained in our products.(e.g. to touch the products)
- c) Suppliers who deliver the article that are requested by our customer.

4. Unit of certification

- a) Per each manufacturing plant (office)of suppliers

5. Flow chart of the operation for Green Supplier System



*Term of evaluation

*1 The contents surrounded by broken line are operation flow chart of the first certification only.

*2 The contents surrounded by solid line are operation flow chart for after certification.

1. Certification renewal evaluation

- a) Suppliers who are doing business. => Per 2 year
- b) Suppliers who start to business => Next fiscal year

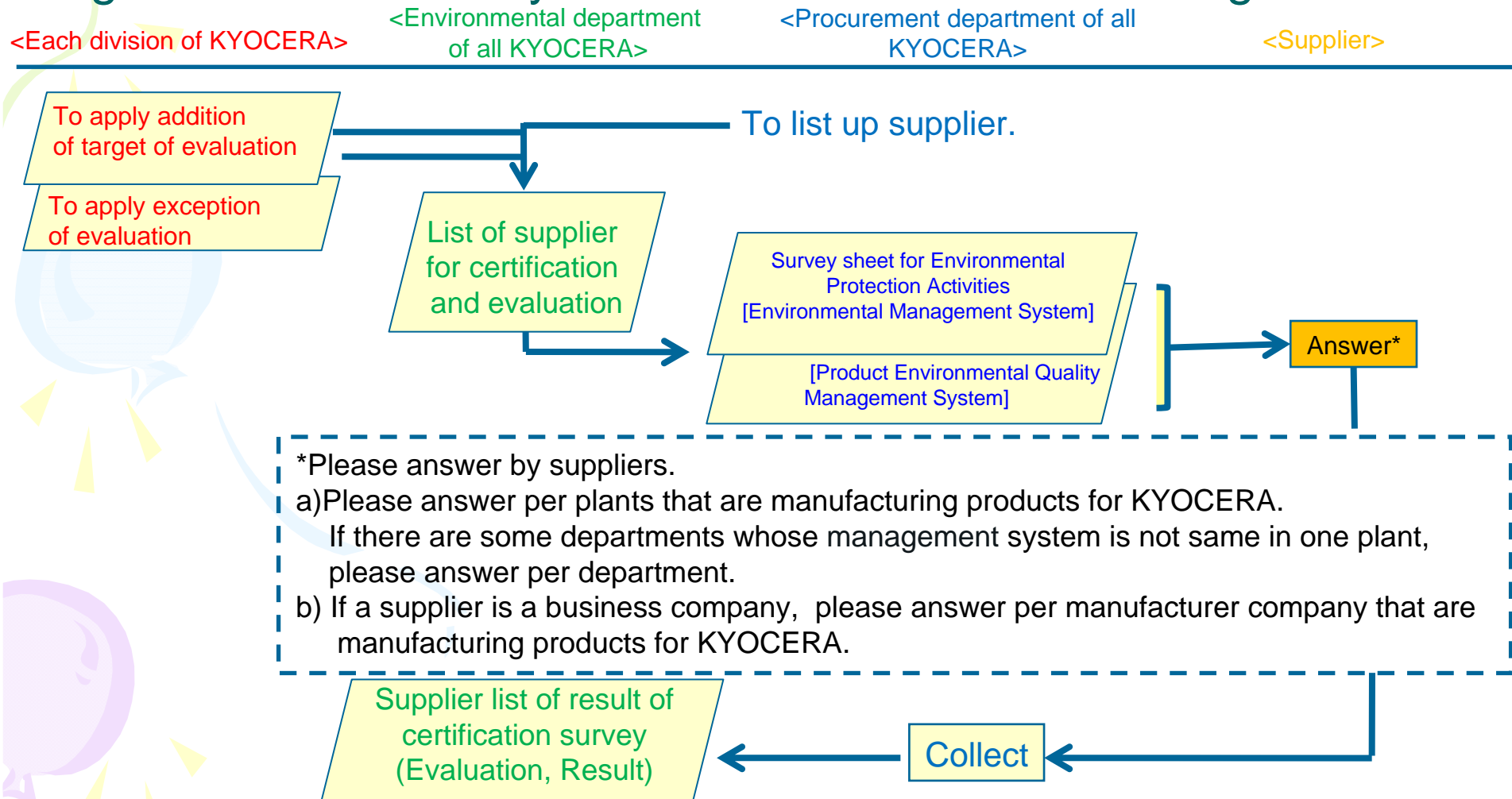
2. Periodic verification and evaluation

- a) Next year of certification renewal evaluation

We will implement based on annual plan.
(In case of requesting by division of our company, we will implement at any time.)

6. Survey sheet (Confirm by the document)

We will implement the survey of document to suppliers that are target of certification system. Please see the following for detail.



6-1. Evaluation items of Survey sheet for Environmental Protection Activities [Environmental Management System]

We will evaluate the management condition of supplier about the following matter based on Survey sheet for Environmental Protection Activities [Environmental Management System]_established by KYOCERA Green Procurement Guideline.

- a) Establishment of environmental management system
=> Certification by third party is approvable or not.
- b) Establishment of environmental policy
- c) Establishment of department for environmental management
- d) Understanding and verification of application of law and directive.
- e) Evaluation of environmental aspects.
- f) Establishment of environmental target and plan.
- g) Establishment of own criteria for management
- h) Environmental protection activities
=> To promote Saving energy, Prevention of global warming, Resources saving activities, Waste reduction activities and packaging material reduction activities.
- i) Implementation of environmental training
- j) Implementation of internal audit.
- k) Management review
- l) Compliance with law
- m) To promote green purchase
- n) To disclose of environmental information
- o) To promote the control of chemical substances in products
- p) Implementation of environmental assessment

6-2. Evaluation of Survey sheet for Environmental Protection Activities [Environmental Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	

(1) Please confirm rules and operation of supplier per "questions" in survey sheet, and input "OK" or "NG" or "NA" to performance

Result of verification by survey and audit	Inputting "performance column"
There are rules and/or operation.	"OK"
There are not rules and/or operation.	"NG"
Not applicable (There are not applicable contents.)	"NA"

6-2. Evaluation of Survey sheet for Environmental Protection Activities [Environmental Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	
				Inputting by KYOCERA		

(2) We will evaluate per rules and operations in “Action content” based on answer of “Performance”, and input A or B or C to individual evaluation

Answer in “Performance” (To evaluate per rules and operations)	To input to individual evaluation
Result of all questions excepted “NA” are “OK”.	A
Result of ne part of questions excepted “NA” are “NG”.	B
Result of all questions excepted “NA” are “NG”.	C

6-2. Evaluation of Survey sheet for Environmental Protection Activities [Environmental Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	
						Inputting by KYOCERA

(3) We will evaluate per “Action content” based on inputted contents of individual evaluation, and input A (Compliant) or B (Semi compliant) or C (Non Compliant) to Result of evaluation

Result of verification by survey and audit	To input to result of evaluation
Both of rule and operation are “A”.	A (Compliant)
One of rule and operation are “B”.	B (Semi Compliant)
Both of rule and operation are “B”.	C (Non Compliant)
One of rule and operation are “C”.	
Both of rule and operation are “C”.	

6-2. Evaluation of Survey sheet for Environmental Protection Activities [Environmental Management System]

We will mark per “Action content” based on the following criteria, and sum up all score of “Action content”

$$\begin{aligned}
 & \text{[Score per action content]} \\
 = & \text{[Allotment of point per action content]} \times \text{[Multiplier based on result of evaluation]} \\
 & \text{(A : 1, B : 2/3, C : 0)}
 \end{aligned}$$

Environmental management rank
A
B
C
D
E

6-3. Evaluation items of Survey Sheet for Environmental Protection Activities [Product Environmental Quality Management System]

We will evaluate the management condition of supplier about chemical substances in products based on Survey sheet for Environmental Protection Activities [Product Environmental Quality Management System]_established by KYOCERA Green Procurement Guideline.

- a) Establishment of policy
- b) To declare the criteria of control
- c) To declare the scope of control
- d) Establishment of the target and plan
- e) Establishment of the department for management
- f) To declare the responsibility and competence
- g) Management of drawing and development
- h) Management of purchasing
=> To obtain and confirm the information of chemical substances in products, and confirming the management condition of suppliers.
- i) To confirm receiving
- j) To control in process
=> Using wrong parts and materials, interfusion, to prevent contamination, Suitable control in reaction process
- k) Verification shipping
- l) Traceability
- m) Change management
- n) Action of non compliant
- o) Implementation of education and training
- p) To management the document and record
- q) Communication (To provide information)
- r) To evaluate and improve performance (Implementation condition)
- s) Management review (To review by management)

Based on "Guidelines for the Management of Chemical Substances in Products" of JGPSSI and JAMP

6-4. Evaluation of Survey Sheet for Environmental Protection Activities [Product Environmental Quality Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	

(1) Please confirm rules and operation of supplier per "questions" in survey sheet, and input "OK" or "NG" or "NA" to performance

Result of verification by survey and audit	Inputting "performance column"
There are rules and/or operation.	"OK"
There are not rules and/or operation.	"NG"
Not applicable (There are not applicable contents.)	"NA"

6-4. Evaluation of Survey Sheet for Environmental Protection Activities [Product Environmental Quality Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	
				Inputting by KYOCERA		

(2) We will evaluate per rules and operations in “Action content” based on answer of “Performance”, and input A or B or C to individual evaluation

Contents imputed in “Performance” (To evaluate per rules and operations)	To input to individual evaluation
Result of all questions excepted “NA” are “OK”.	A (Compliant)
Result of ne part of questions excepted “NA” are “NG”.	B (Semi Compliant)
Result of all questions excepted “NA” are “NG”.	C (Non Compliant)

6-4. Evaluation of Survey Sheet for Environmental Protection Activities [Product Environmental Quality Management System]

Action content	Questions	Performance (OK/NG/NA)		Individual evaluation (A/B/C)		Result of evaluation [A/B/C]
		Rules	Operation	Rules	Operation	
				Inputting by KYOCERA		

(3) We will evaluate per “Action content” based on inputted contents of individual evaluation, and input A or B or C to Result of evaluation

Result of verification by survey and audit	To input to result of evaluation
Both of rule and operation are “A”.	A (Compliant)
One of rule and operation are “B”.	B (Semi Compliant)
Both of rule and operation are “B”.	C (Non Compliant)
One of rule and operation are “C”.	
Both of rule and operation are “C”.	

6-4. Evaluation of Survey Sheet for Environmental Protection Activities
[Product Environmental Quality Management System]

(4) Rank of environmental quality control for products

Rank of environmental quality Control products
I
II
III
IV
V

6-5. Evaluation of total rank

Evaluation of total rank		Environmental control rank				
		A	B	C	D	E
Rank of environmental quality management for products	I	Excellent		Good	Approve	Semi approve
	II	Good				
	III	Approve			Semi approve	
	IV	Semi approve		Disapprove		
	V					

[Environmental management rank] as an evaluation of Environmental Management System



[Rank of environmental quality control for products] as an evaluation of Product Environmental Quality Management System



We will evaluate total rank.

7. Implementation of audit

We will implement the audit to all suppliers at the first certification.

To confirm the assurance of result of survey

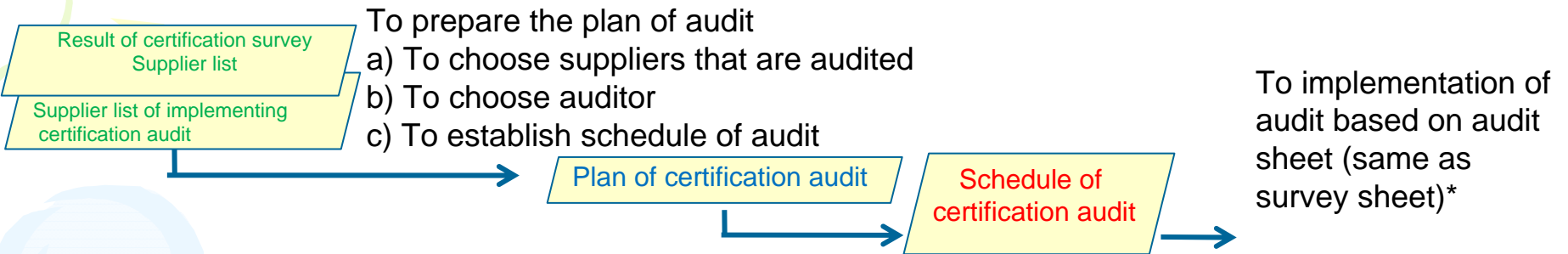
Improvement of control level of suppliers

<Environment and procurement department of all KYOCERA>

<Environment and procurement department of each division>

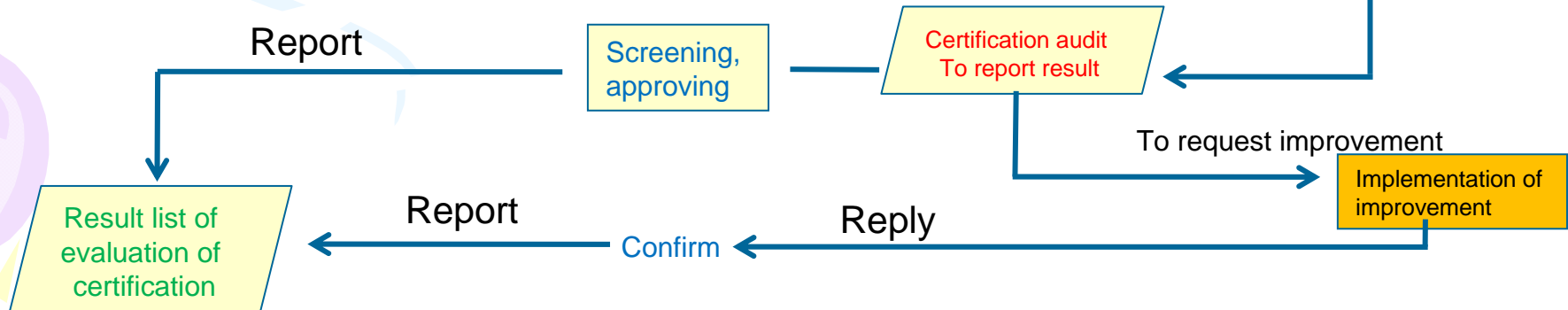
<Auditor>

<Suppliers>



- * Unit of audit
- a) We will audit per factory and organization replied in survey sheet.
 - b) If a supplier is a business company, we will audit the manufacturer that are manufacturing products for KYOCERA
 - c) If plants that are audited are overseas, and if there are factories of supplier in Japan, we will audit to division in Japan and request to implement self audit to overseas division.
If there is not plant in Japan, we will audit to overseas division.

- Survey sheet for Environmental Protection Activities [Environmental Management System]
- [Product Environmental Quality Management System]



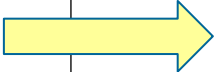
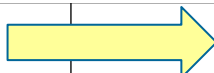
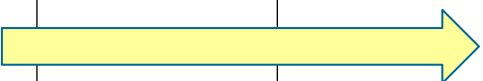
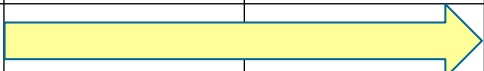
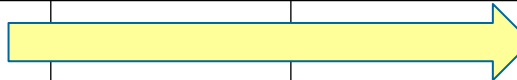


8. Certification and restriction of business

We will certificate or implement the restriction of business like the following matter based on total rank.

Total rank	Certification, restriction of business	Remarks
Excellent and Good	We will certificate (renew) as “KYOCERA Green Supplier” and continue business. <div style="border: 1px solid blue; padding: 5px; display: inline-block; color: blue;">To issue Certificate of KYOCERA Green Supplier</div>	Audit will be omitted audit at the next of certification renew evacuation, if total rank evaluated from result of survey is Excellent or Good.
Approve	<p style="color: blue;">*If a supplier is a business company, we will issue certificate to manufacturer that are manufacturing products for KYOCERA and print name of business company to certificate</p>	We will implement the audit at the next of certification renew evacuation.
Semi approve		We will implement the audit at the periodic verification and evaluation
Disapprove	To identify the target of restriction of business	

9. Schedule

	Oct., 2008	Nov.	Dec.	Jan., 2009	Feb.	Mar.
	1 10 20	1 10 20	1 10 20	1 10 20	1 10 20	1 10 20
Implementation of Briefing		Oct. 14 th at Kagoshima, Oct. 16 th at Kyoto, Oct. 28 th and 29 th at Tokyo To implement from middle to end of Oct.				
Distribution of survey sheet	 Distribution	* We will prepare English and Chinese version. If you need it, please down load from KYOCERA web page.				
To input the survey sheet by suppliers		 *We will explain at the next page.				
To reply survey sheet		 *We will explain at the next page.				
To confirm reply						
To inform schedule of audit		 *We will inform schedule of audit after confirming reply from supplier.				
Implementation of audit				 *We will audit from Jan., 2009 to Mar., 2010.		

The way of reply to Survey sheet for Environmental Protection Activities

- I. Target of answer
- II. The way of answer
- III. Contents of the survey sheet

[Environmental Management System]

1. Basic information
2. Environmental management activity conditions

[Product Environmental Quality Management System]

1. Basic information
2. Management framework (business form of your company)
3. Activity condition of product environmental quality management

I. Target of answer

Please answer about the plant where produce products for KYOCERA*.

* We will inform target products.

a) When there are plural plants,

Please answer about all plant where produce products informed by KYOCERA and reply per each plant.

b) When there are plural management systems and/or control systems in division,.

Please answer per organization operating the management systems and/or management systems.

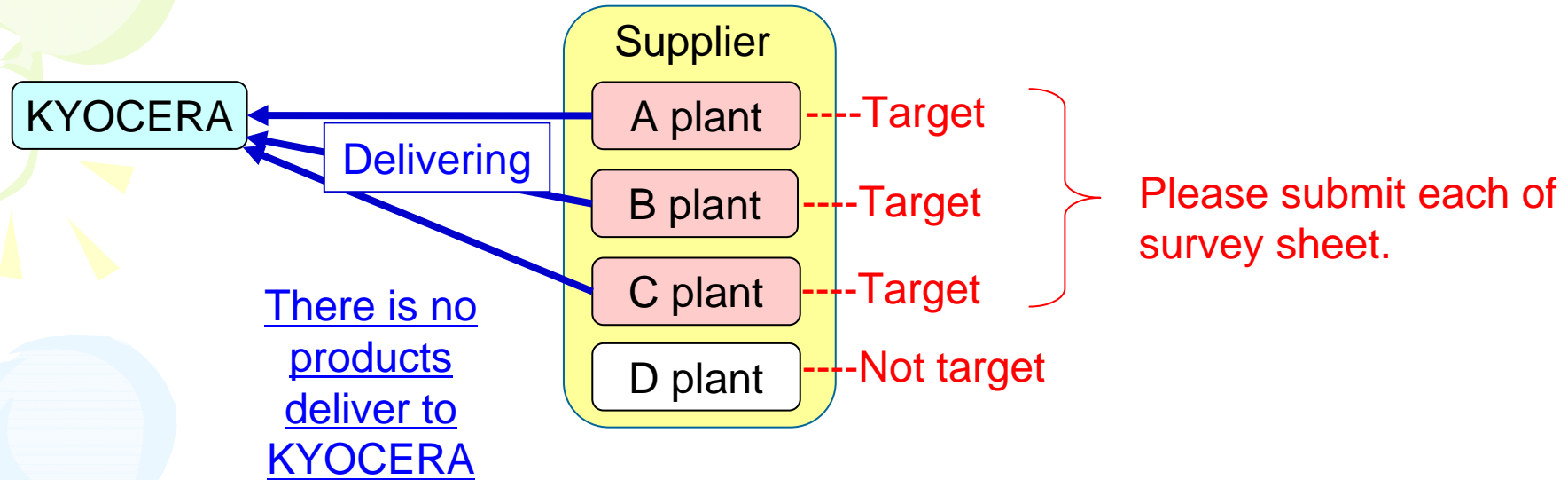
c) When a supplier is a business company,

Please send the survey sheet to all manufacturer manufacturing the target products, and submit the reply form manufacturer to KYOCERA.

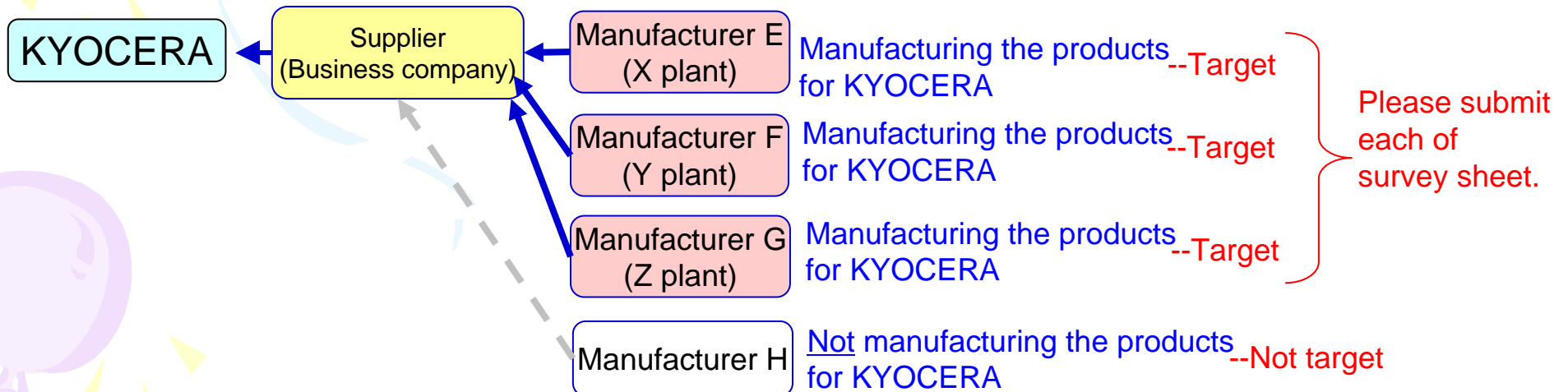
d) Please reply about Overseas office and Overseas manufacturer.

* Please down load English and Chinese version of survey sheet from KYOCERA web page. (These will be updated the end of Oct.)

a) When a supplier is a manufacturer,



b) When a supplier is a business company,



II. The way of answer

Please confirm “rule” and ”operation” about each question, and input “OK” or “NG” or “NA” to survey sheet.

“Rules” --- Establishing implementation of contents of question.
(Document of standards)

“Operation” --- Record and/or result indicated the implementation of contents of question.

[To input the survey sheet]

Action content	Question s	Filled out by your company			Filled by our company		---	
		Performance (OK/NG/NA)		Evidence	Individual evaluation (A/B/C)			---
		Rules	Operation		Rules	Operation		
---	---	OK	OK				---	
	---	NG	NG			B	B	
	---	NA	NA					

- a) When there **are** rules and operation => Input [OK]
- b) When there **are not** rules and operation => Input [NG]
- c) When **there are not applicable contents** about questions => Input [NA]

Please input the name of **documents** established “Rules” and **evidence** indicated the operation

No need to inputting (To input by KYOCERA)

Example of Answer

[Question] "Do you have an environmental policy?"

(1) Rules

a) When an environmental policy is established by management standards of ISO 14001.

Inputting "OK" to the column of "Rules" in "Performance"

Inputting "Document name and document number" to the column of "Evidence".

b) When establishment of policy is not established.

Inputting "NG" to the column of "Rules" in "Performance".

(2) Operation

a) When an environmental policy is documented definitely.

Inputting "OK" to the column of "Operation" in "Performance"

Inputting "Name environmental policy, date of establishment." to the column of "Evidence".

b) When an environmental policy is not documented definitely.

Inputting "NG" to the column of "Rules" in "Performance".

III. Contents of survey sheet

Survey sheet for Environmental Protection Activities [Environmental Management System]

“1. Basic information”

Please input your company’s name, division name, Category of business.

Contents	Contents of inputting
Date	The date of inputting to the survey sheet
Kyocera’s Business Partner Code	[Business Partner Code] of supplier of KYOCERA. * When you do not know, please inquire to person in charge of KYOCERA.
Company's name	The name of supplier. *If your company is business company, please input the name of manufacturer.
Bases	The name of division that is target of survey. *If there are some management systems in one plant and each department prepare the reply of survey sheet, please input the name of department.
Department	Please input department and title of person who input the reply.
Person in charge	Please input the name of person who input reply.
TEL	Please input telephone number of person who input the reply.
FAX	Please input FAX number of person who input the reply.
E-Mail	Please input E-Mail address of person who input the reply.
Category of business	Please input the category of business of division. (If your company is business company, please input the name of manufacturer)
Transaction ratio with Kyocera at your company	Please input the transaction ratio with KYOCERA at division that prepare the reply. *If this ration is not grasped, you do not need to input.

2. Environmental management activity conditions

[Action items: 1. Environment management system]

Action content (a)

Please input the condition about constructing environmental management system certified by a third party*.

*ISO 14001, Eco action 21, Eco stage, KEA etc.

When management system listed above is already constructed, question (b) is not needed to answer.

When management system is not constructed, question (b) is needed to answer.

Action content (b)

Please answer the condition of action about environmental management..

- Establishment of environmental policy
- Establishment of department for management of environment.
- Complying law and directive
- Evaluation of environmental aspects.
- Establishment of aim, target and plan, management of progress about prevention of global warming, saving energy.
- Environmental education
- Internal audit
- Management review etc.

[Action items: 2. Compliance with law]

Please input compliance about environmental law.

If there are not targets (it is not target of law), please answer “NA”.

- Implementation the report of specific facilities, management representatives.
- Management and compliance of soot, wastewater, noise, vibration
- Management and compliance of wastes treatment.
- To store and management the hazardous substances and chemical substances

[Action items: 3. Green procurement and purchasing]

Please input condition of action about Green procurement and purchasing

Green procurement => To promote purchasing parts and materials that are not contained hazardous substances by establishing the prohibited substance.

Green purchasing => To promote purchasing Eco-friendly office supplies, OA machinery / the facilities of the energy saving type.

[Action item : 4. Disclosure of environmental information]

Please answer about information disclosure of environmental activity to the outside.

e.g.) issue of CSR report, introduction of web page, holding local briefing etc.

[Action item : 5. Management for chemicals contained in product]

Please answer construction condition of system about controlling chemical substances in products.

We will confirm in [Product Environmental Quality Management System] for details.

[Action item : 6. Product assessment]

Please answer about activity condition of product assessment about reduction of environmental impacts

e.g.) Life Cycle Assessment (LCA), Design for Environment (DfE)

Evaluation of Survey Sheet for Environmental Protection Activities
[Product Environmental Quality Management System]

“1. Basic information”

Please input name of your company (When your company is business company, please input name of manufacture), name of division, name of manufacturing products.

Contents	Contents of inputting
[Date] to [Transaction ratio with KYOCERA at your company]	The same of survey sheet of [Environmental Management System] (Refer to page 26)
Certificates acquisition condition of quality management system	Please input certificates acquisition condition of ISO9001 .
Acquisition condition of certificate systems of chemical substance management of other companies	When your company is acquired other company’s certificate about control system of chemical substances contained in product, please input the name of certifying company or name of certificate e.g.) SONY Green Partner certificate
Product group (product group subject to identification) delivered to our company	Please input product group manufactured in target plants and delivered to KYOCERA.
Your company business organization involved in the above mentioned product group	Please input your company business organization related to above product group.

[2. Management framework (business form of your company)]

Please input the mark of “v” to classification related division or department targeted. (When your division or department are identified several classification, all classification are needed to input.)

	Control classification subject to response	To input “v” to related classification
I	Purchase of substances and preparation	<input type="checkbox"/>
II	Manufacture of substances and preparations	<input type="checkbox"/>
III	Sales of substances and preparations	<input type="checkbox"/>
IV	Purchase of articles	<input type="checkbox"/>
V	Manufacture of articles	<input type="checkbox"/>
VI	Sales of articles	<input type="checkbox"/>
VII	Management framework	<input checked="" type="checkbox"/>

[Definition of terms] Excerpted from page 5 to 6 of Green Procurement Guideline

a) Substance

It means single chemical substance.

e.g.) Ceramic material, NiCl, Benzene etc.



b) Preparation

It means mixture (solvent is included) consist on more than two single chemical substances.

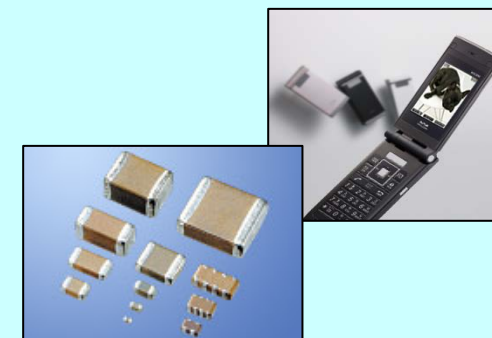
e.g.) Paint, Ink, Soldering material, Adhesive, Plating material, cleaner etc.



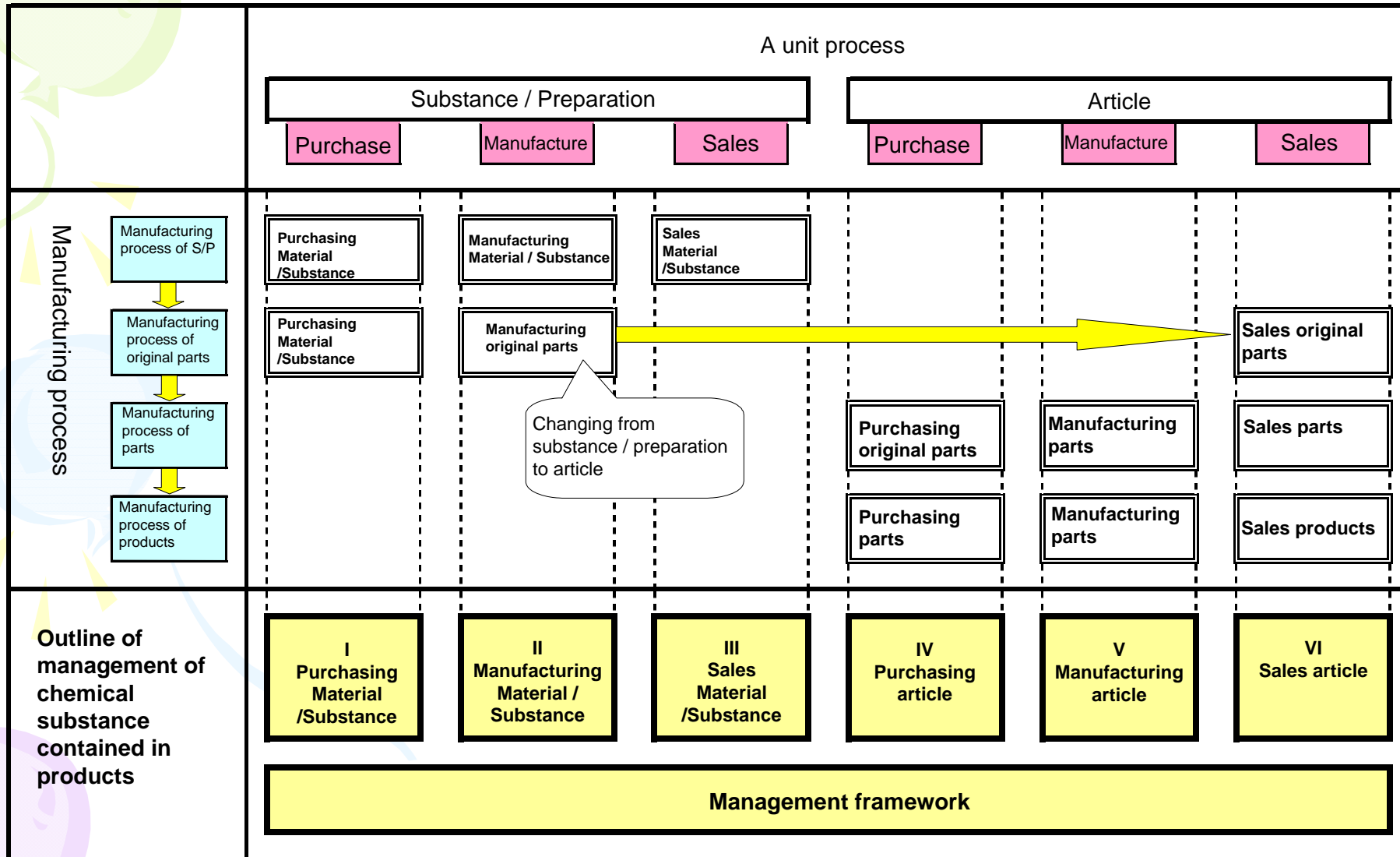
c) Article

It means the object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition

e.g.) Capacitor, LSI, lead frame, screw etc.



[Each process of manufacture and a unit process and the way of thinking of the outline]



Original parts => Parts made through manufacturing processes that involve fixed chemical substance content, such as molding, drying, heating and coating.
 e.g.) A single key on PC keyboard, condensers, solder following use etc.

Example of Answer

When PWB, electronic parts like capacitor and solder are purchased and electronic parts are soldered to PWB and these are sold.

Purchasing solder (Purchasing preparation) → Classification [I]

Purchasing electronic parts and PWB (Purchasing article) → Classification [IV]

Soldering (Manufacturing original parts) → Classification [II]

Soldering parts to PWB (Assembling parts) → Classification [V]

Selling PWB (Article) → Classification [VI]

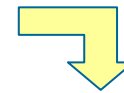
Control classification of answer		To input "v" to related classification
I	Purchase of substances and preparation	<input checked="" type="checkbox"/>
II	Manufacture of substances and preparations	<input checked="" type="checkbox"/>
III	Sales of substances and preparations	<input type="checkbox"/>
IV	Purchase of articles	<input checked="" type="checkbox"/>
V	Manufacture of articles	<input checked="" type="checkbox"/>
VI	Sales of articles	<input checked="" type="checkbox"/>
VII	Management framework	<input checked="" type="checkbox"/>

[3. Activity condition of product environmental quality management]

Please input the reply about questions marked [v] at related classification marked at [2. Management framework].

*When the reply is prepared by Excel, column of “Need or no-need of answer” are marked [need] automatically by inputting [v] to [2. Management framework].

Please reply the question marked [v] at the related classification

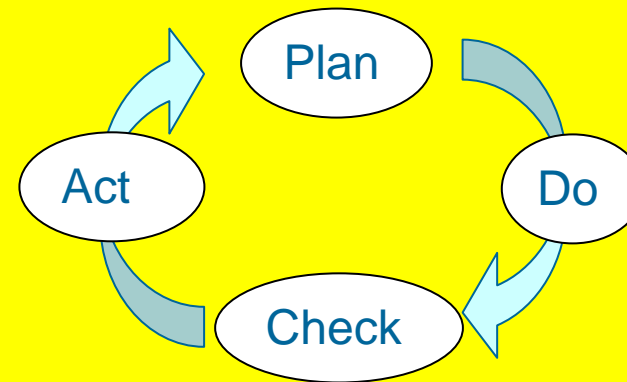


Action contents	Questions	Response column (entered by your company)			Management framework							Need or no-need of answer	---	
		Performance (OK/NG/NA)		Evidence	I	II	III	IV	V	VI	VII			
		Rules	Operation											
---	---				v	v							Need	---
---	---					v			v				No-need	---

[Action items / Action content]

1. Policy
2. Planning
 - 2.1 Definition of Management Criteria
 - 2.2 Definition of Scope of Management
 - 2.3 Establishment of Objectives & Planning for Implemented Processes
 - 2.4 Definition of Organizational System, Responsibility & Authority
3. Implementation & Management
 - 3.1 Design and Development
 - 3.2 Purchase Management
 - 3.3 Incoming Verification
 - 3.4 Process Control
 - 3.5 Shipping Verification
 - 3.6 Traceability
 - 3.7 Change Management
 - 3.8 Non-conformity Response

4. Management of Human Resources, Documentation, and Information
 - 4.1 Education, training
 - 4.2 Management of Documentation and Records
 - 4.3 Communication (Provision of Information))
5. Performance (State of Implementation) Evaluation and Improvement
6. Management Review



Please confirm that your company comply with contents established at “Guidelines for the Management of Chemical Substances in Products” issued by Japan Green Procurement Survey Standardization Initiative (JGPSSI) and Joint Article Management Promotion-consortium (JAMP) or not.

URL of “Guidelines for the Management of Chemical Substances in Products”

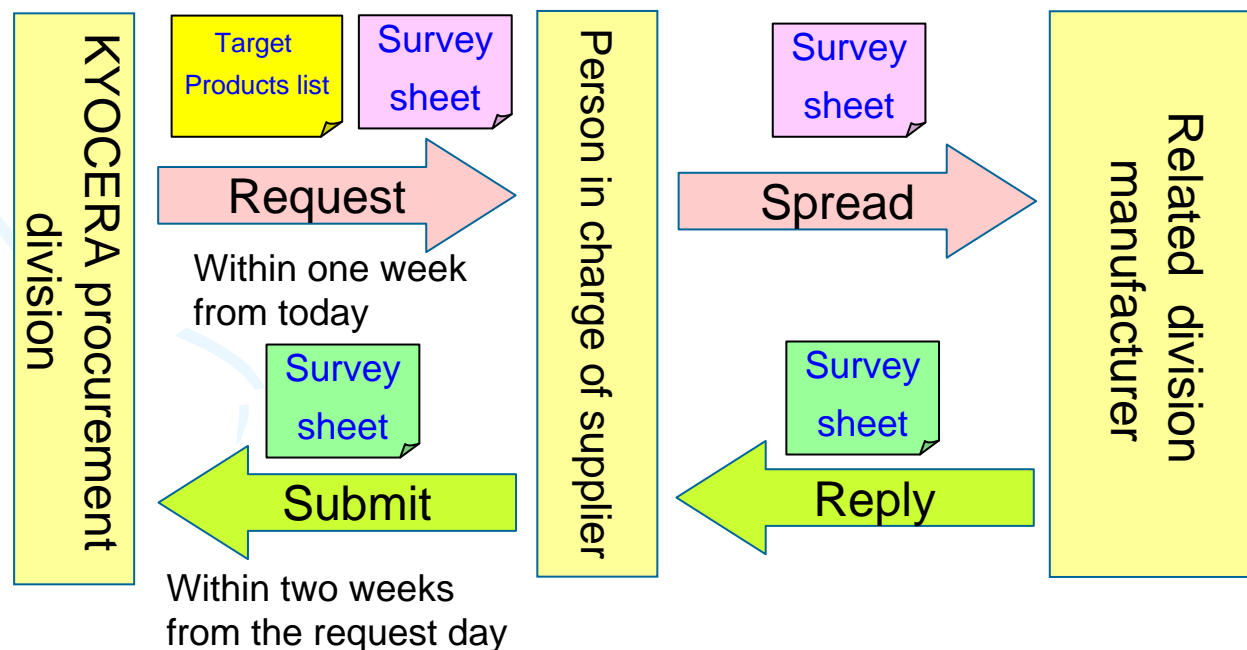
http://210.254.215.73/jeita_eps/green/green8-2jp.htm

or

<http://www.jamp-info.com/system/index.html>

Request to suppliers

- (a) We will send the survey sheet and target products list from KYOCERA procurement division within one week.
Please spread the survey sheet to division or department (business company => manufacturer) that are target of this survey at supplier.
- (b) Please prepare the reply at divisions and submit to KYOCERA procurement division within two weeks after information of KYOCERA.



If there are any question, please inform to the following person in charge of KYOCERA HQ.

[Contact]

a) Questions about inputting survey sheet

M. Muramatsu, K. Sugita

Corporate Environment and Education Group, Environmental
Dept

Tel: 81-75-604-3570 Fax:81-75-604-3506

E-mail: kan.green01@kyocera.jp

b) Questions about target products.

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