

Mabuchi Motor Co., Ltd.

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Distribution No.	
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Standards for Green Procurement and Controlled Substances



Responsible Dept.
Material Procurement Dept.

Established by:	Examined by:	Drafted by:	Translated by:
Fujita	Miyajima, Product Development Dept. 1 Takayama, Product Development Dept.2 Ebihara, Product Development Dept. 3 Ito, Quality Assurance Dept.1 Kumakura, Quality Assurance Dept.2 Iwata, Quality Assurance Headquarters.	Watabiki	

History		
Revision no.	Revision date	Summary of Revision
00	September 1, 2006	Established.
01	October 26, 2006	Revised because of addition of phthalate esters and cobalt chlorides.
02	January 29, 2007	Revised because of review of prohibited substances that are still used even after their target elimination times, addition of the form of Report on Exceptional Handling of Environment-related Prohibited Substance, and change in the method for analyzing phthalate esters in organic material.
03	December 25, 2007	Reviewed the text, revised exceptional handling to preferential measures, and revised the application form. Added PFOS and PFOA to prohibited substances A and prohibited substances C, respectively.
04	January 13, 2009	Added Guarantees in Supply Chain and EU Reach Regulation. Partially revised standard level of preferential measure and procedure for submitting detailed analysis data. Made revision in and addition to Appendix 1 "List of Environment Prohibited Substances." Revised some expressions in Appendix 2 "Warranty on Non-inclusion of Environment Prohibited Substances in Article to be Delivered and in Manufacturing Process of the Article." Revised forms in Appendix 3 "Examples of Report on Chemical Composition" due to the revision of Report on Chemical Composition. Added a method for submitting detailed analysis data to Appendix 4 "Guideline for Making Entries in Report on Chemical Composition."
05	June 23, 2010	<ul style="list-style-type: none"> • Made an overall review of expressions including but not limited to: environmental burden causing substances → environment prohibited substances RoHS → EU RoHS packing → packaging • Added "3.6 Controlling and reporting on sub-materials in production process." Requested to enter sub-materials including cleaning liquids, which are used in production process, in QC process chart. • Added "3.7 Matters related to packaging materials." Requested to clarify packaging materials and their components in preparing packaging specifications. • Added "5. Regulatory compliance." Requested to comply with laws and regulations, submit Report on Chemical Composition of any substance subject to EU REACH, and reports on new laws and regulations.
Related Regulations		
Title		Code
Procedures for Quality Assurance of Purchases of Parts and Materials		Q-MAB-D012
Standard Procedures for Confirming Specifications and Standards of Parts and Materials		Q-MAB-C016
Standard Procedure for Regulating Environment Prohibited Substances		E-MAB-C013

History		
Revision no.	Revision date	Summary of Revision
06	May 29,2012	Revised wording (EU→European) <ul style="list-style-type: none"> • Added "3.1 Definitions of environment prohibited substances" • Added "3.2 Preferential measures" Grace • Revised Appendix 1 "List of Environment Prohibited Substances" • Revised format of Appendix 2 "List of Example Environment Prohibited Substances" • Appendix 7 "Application for Permission to Use Environment Prohibited Substance"
07	December 27,2015	Reviewed 3.1 Definitions of environment prohibited substances. <ul style="list-style-type: none"> • To the definition of the prohibited substances B, added perfluorooctanic acid (PFOA). • Revised Appendix 1 List of Environment Prohibited Substances. • Revised Appendix 2 List of Example Environment Prohibited Substances • Revised the storage period of Appendix 7 Application for Permission to Use Environment Prohibited Substance
08	December 12, 2017	<ul style="list-style-type: none"> • Revised title name to Standard Procedure for Green Procurement and Controlled Substances • Revised based on the addition of phthalic acid into EU RoHS • Added 3.1.1 Conflicted Minerals • Revised 10 prohibited substances in Report on Chemical Composition • Revised the latest version of Permission to Use Environment Prohibited Substances
09	October, 18, 2019	<ul style="list-style-type: none"> • Added 2.3 Definitions of terms (1), If a prohibited substances is duplicated, choose the substance that is listed in stricter prohibited classification. • Delation 2.4 (1)Criteria for supplier environmental evaluation • Delation 2.5 Supplier environmental evaluation (Survey on Environmental Activities) • Added 3.2(5) Organic material ⇒ When Pb is detected at least 50ppm, when Cr6+, Hg, PBB, PBDE, or Phthalate esters is detected at least 500ppm, or when Cd is detected. • Delation 4.1 Survey on Environmental Activities. • Delation Table – 1 "Survey on Environmental Activities". • Rivesed Appendix – 1 "List of Environment Prohibited Substances" • Rivesed Appendix – 2"List of Example Environment Prohibited Substances" • Delation Appendix – 5 4. Report on Chemical Composition for Mabuchi Motor's website. • Added Please use the newest version of Q-MAB-D012Appendix.
10	January,08,2021	Revision by adding prohibited substances and reviewing prohibited categories. 3.5.3 Submission procedure It is not "valid" but "submit" that the detailed analysis data is within one year from the application / revision date of the delivery specifications. Removed expiration validity and annual data updates.

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1. Introduction

We deeply appreciate your continued support and cooperation in our purchasing activities. We are promoting our activities for procuring environmentally-friendly parts and materials conforming to our management guideline “conduct corporate activities that promote the preservation of our earth’s environment and our own human health” and our management policy “promote business activities that have minimal negative impact on the environment and that strictly abide by safety standards.” Without our suppliers’ cooperation, it is of course impossible to achieve these activities.

Because of these factors, having our purchasing policy of procuring environmentally-friendly parts and materials from suppliers conducting business positively dealing with global environmental protection, we have established this Standards to request for our suppliers’ cooperation.

2. Standard Procedure for Green Procurement

In green procurement, we are to promote procurement from our suppliers dealing with environmentally-friendly activities including acquisition of third-party certification of ISO 14001. Specifically we are to evaluate and determine our suppliers’ efforts toward acquisition of third-party certification of ISO 14001, state of controlling environmental burden causing substances, and environmental conservation activities.

2.1 Purpose

For global environmental protection, environmental friendliness is an important issue in corporate activities. We are also making efforts to reduce environmental burdens in materials to be used for our products.

In order to further promote these environmental conservation activities, we have established this Standard to clarify control standards. The purpose of this Standard Procedure is to carry out environmental conservation activities and a survey on articles to be delivered based on the control standards/criteria and to procure materials with few environmental burdens.

2.2 Scope

This Standard Procedure applies to procuring activities for parts, materials, sub-materials, and packaging materials (hereinafter collectively called various materials) that Mabuchi Motor Co., Ltd. and its related companies use for the products or production processes.

2.3 Definitions of terms

(1) Environment prohibited substances

Environment prohibited substances are substances that we have voluntarily specified as chemicals that affect or may affect the environment. Environment prohibited substances are classified into the following three groups according to their applications: “prohibited substances A: immediate prohibition of use required substances,” the inclusion of which in parts, materials, sub-materials, and packaging materials is immediately prohibited; “prohibited substances B: restricted use required substances,” the intentional use of which is prohibited and for which allowable threshold values of the impurities are specified; and “prohibited substances C: reduced use required substances,” for which target dates for elimination are specified and any inclusion after the dates is prohibited. Regarding any of the substances C without target dates for elimination, we are making efforts to eliminate it only by grasping the content and investigating and considering its alternative substance at the moment. However, we have to eliminate it in the future. If there are multiple classifications of environmentally prohibited substances (prohibited substances A / B / C), comply with the strict thresholds and regulations. However, if there is a special instruction, follow it.

(2) Impurities

Impurities are substances that are contained in natural materials and cannot be completely eliminated technically in refinery operation, or substances that generate in synthetic reaction and cannot be completely eliminated technically. Even natural and unintended impurities have to observe thresholds specified in this regulation and other relevant laws and regulations.

(3) Homogenous substances or homogenous materials

Homogeneous substances or homogeneous materials mean substances under mechanically-inseparable states or mechanically-inseparable materials (JIS-C0950).

Mechanically-inseparable means inseparable with any mechanical operations such as unscrewing, cutting, crushing, grinding, and polishing. For example, in a plated product, both the base material and the plating are homogeneous materials.

(4) Intentional use

Regardless of the amount, this means that any of parts, materials, sub-materials, and packaging materials, which form a relevant product, contains a substance that is intentionally added or filled for the purpose of exercising its performance or function.

2.4 Evaluation of articles to be delivered

We select articles to be delivered to us at the time of starting transactions of articles to be delivered based on “Report on Chemical Composition,” “Warranty on Non-inclusion of Environment Prohibited Substances in Article to be Delivered and in Manufacturing Process of the Article” (hereinafter called Warranty on Non-inclusion), and detailed analysis data.

As a rule, submit these documents and data together with Product Specification. Therefore, the submission is to be made in starting new transactions and in changing Product Specification.

2.5 Implementation of audit on control of environment prohibited substances

In order to check methods for maintaining environmental management systems including control of environment prohibited substances in facilities, factories, warehouses or offices of your company and your suppliers, we are to implement an audit on control of environment prohibited substances in the form of either on-site review or document review. In case the audit result shows that your environmental control activities have some problem, we are to request you to implement a corrective action to correct the problem. We appreciate your cooperation in this matter.

2.6 Guarantees in supply chain

(1) Checking on environment prohibited substances in supply chain

Please establish a system and a structure that can communicate correct information on non-inclusion or inclusion of substances of very high concern (SVHC) in EUROPEAN Reach Regulation through a relevant supply chain. It is essential to ensure communication and build a relationship of trust in the supply chain.

(2) Preparing supply chain list

Please prepare a supply chain list consisting of your secondary and upstream suppliers up to manufacture of relevant materials. Please grasp a series of flow from procurement of the materials through manufacture, distribution, to sales by tracing back to the materials. We may request you to submit the supply chain list at the time of an environmental audit or as necessary. We appreciate your cooperation on this matter.

3. Control of environment prohibited substances

3.1 Definitions of environment prohibited substances

Our specified environment prohibited substances are classified into three groups (1) through (3) described below.

For environment prohibited substances, see Appendix – 1 “List of Environment Prohibited Substances.” For example environment prohibited substances, see Appendix – 2 “List of Example Environment Prohibited Substances” (Excel).

For names of environment prohibited substances, place priority on CAS No. and English names. Chinese names are for reference only.

(1) Prohibited substances A: immediate prohibition of use required substances

We immediately prohibit the use of any parts, materials, sub-materials, and packaging materials that contain the substances and do not adopt them. In case it is detected that any of the substances is contained in an article, it is required to immediately consider and determine a substitute article or a substitute method to replace the article with the substitute article. Any part/material containing the substance shall be surely recalled.

(2) Prohibited substances B: restricted use required substances

Regarding some specific substances out of substances B, namely lead, mercury, cadmium, hexavalent chromium, PBB, PBDE, and phthalate esters, Disubstituted organotin compounds, European REACH Regulation, SVHC, Perfluorooctanoic acid (PFOA) and individual salts and esters of PFOA, we prohibit their intentional use and their concentrations exceeding the permissible concentrations in Appendix – 1 “List of Environment Prohibited Substances.” However, exceptions, which are accepted by laws and regulations of respective countries and are approved by our company, are exempted from the requirements above.

(3) Prohibited substances C: reduced use required substances

Regarding the use of any parts, materials, sub-materials, and packaging materials containing the substances, we are to prepare programs to eliminate them from relevant products and processes according to the applications and to attain the elimination by respective target dates for elimination.

We specify the target dates for elimination in Appendix – 1 “List of Environment Prohibited Substances.” Regarding any substance for which its target date for elimination is yet-to-be-determined, for the moment we are making efforts for the elimination and are grasping its content and investigating/considering its alternative substance only. However, since we regard any of such a substance as a substance to be eliminated in the future, we request you to inform us of its use and to make efforts for the elimination.

3.1.1 Conflicted Minerals

Do not use conflict minerals (gold, tantalum, tin, tungsten) which are the source of the armed groups in the Democratic Republic of Congo and its neighboring countries. If gold, tantalum, tin and tungsten are contained in parts and materials, please describe it in Report on Chemical Composition.

3.2 Preferential measures (Application for Permission to Use Environment Prohibited Substance)

Only when it is impossible to observe the regulations described in 3.1 above due to unavoidable reasons such as insufficient economics/technology/compliance period, after satisfying conditions for approval described below, obtain approval of our Environmental Manager by means of Application for Permission to Use Environment Prohibited Substance (Appendix-6). This respites the usage prohibition of the substance concerned. Check on this not only for parts, materials, sub-materials, and packaging materials to be delivered to us but also for any chemical substances to be used in your processes and equipment before submitting Application for Permission to Use Environment Prohibited Substance.

(1) If relevant rules and regulations exist, it shall take top priority to observe them and it is impossible to apply for the use by means of Application for Permission to Use Environment Prohibited Substance.

(2) The application is permitted only when it is significantly difficult to eliminate the environment prohibited substance in question technically and economically and it is recognized that the use of the environment prohibited substance is unavoidable objectively.

(3) Grace

① The maximum grace shall be a 6-month period. Please replace the environment prohibited substance to an environment-responsive one within this period.

② To extend the grace, apply for the permission to use the environment prohibited substance again by means of Application for Permission to Use Environment Prohibited Substance and obtain approval of our Environmental Manager. Please renew the grace

- every six months.
- ③ In the " Prohibited Substances A " and " Prohibited Substances B ", it is determined that the risk is very low and the substitution is very difficult and only if there is clear reason or origin of the addition of impurities, the application for renewal is exempt from approval of the person responsible for environmental management by reviewing the contents of the application. However, this does not apply if the application is subject to laws and regulations or the application is applied in-house of Mabuchi.
 - ④ Regarding any prohibited substance C, if the target date for elimination column is in blank, it is unnecessary to renew Application for Permission to Use Environment Prohibited Substance, which has been submitted and obtained approval of our Environmental Manager, every six months. The Application is effective until the target date for elimination is set.
- (4) Requirements of the applicant

Fill in the following necessary items ① through ④ on Application for Permission to Use Environment Prohibited Substance (Appendix-6) and then submit the Application to our contact:

- ① Specific reason why it is impossible to eliminate the environment prohibited substance or to replace the substance with any alternative substance
 - ② Progress, background, our request, problem, information on alternative substance, cost, evaluation result and the like
 - ③ Schedule for replacement with alternative substance, and plan for elimination
 - ④ Fact that all persons concerned recognize that the substance in question is either immediate prohibition required substance or future elimination required substance.
- (5) Reporting impurity level, small amount of byproduct, and the like

In case any material/part contains any environment prohibited substance (prohibited substance A, B, or C) as an impurity level, a minute additive, or a small amount of byproduct, please submit "Application for Permission to Use Environment Prohibited Substance."

- ① Four heavy metal substances (Pb, Cd, Cr⁺⁶, and Hg)
 - a. Please submit the Application in case you purposely added or used the substance.
 - b. Please submit the Application in case the content (measured value) of the substance contained exceeds the relevant concentration shown below except the above ① case.
 - Inorganic material ⇒ When Pb, Cr⁺⁶, or Hg is detected at least 500ppm, or when Cd is detected at least 50ppm
 - Organic material ⇒ When Pb is detected at least 50ppm, when Cr⁺⁶, Hg, PBB, PBDE, or Phthalate esters is detected at least 500ppm (As for DEHP, BBP, DBP, DIBP, 500ppm in total), or when Cd is detected
 - c. For any substance that is exempted from EUROPEAN RoHS/ELV directives, it is unnecessary to submit the Application.
- ② Regarding packaging materials of materials/parts, for any packaging material that Mabuchi has determined to be highly risky, please submit the Application.
- ③ In case you need the "Application for Permission to Use Environment Prohibited Substance," please take measures to tighten the control value or devise countermeasures against the situation including adoption of any substitute article.
- ④ In case any prohibited substance is contained as an impurity, please grasp and report the reason and source.

3.3 Submission of Warranty on Non-inclusion of Environment Prohibited Substances in Article to be Delivered and in Manufacturing Process of the Article

3.3.1 Purpose

The purpose of the submission is to clarify that no environment prohibited substance is mixed into our products by checking whether environment prohibited substances are included in and used for parts, materials, sub-materials, and packaging materials or not in selecting/certifying them.

3.3.2 Procedure for submission

(1) Examination on inclusion/use of environment prohibited substances

Prior to making entries in Warranty on Non-inclusion (see Appendix – 3), examine and check whether not only your article such as a part and a material but also your process and equipment (in case chemicals used in the process and equipment may attach to the article) contain environment prohibited substances or not based on data such as detailed analysis data.

Please attach a signed original Warranty on Non-inclusion to Product Specification and submit them together. In case you send Warranty on Non-inclusion by fax or as electronic information due to time constraint, please send original Warranty on Non-inclusion later.

(2) Matters to be attended to

- ① If you do not reply to us by our specified deadline, we may not purchase your article. In case your reply delays for any special reason, please contact our purchasing department.
- ② Submit Warranty on Non-inclusion by our purchase unit (by our part code). For a unit article consisting of two or more parts and the like, however, as necessary we may request you to make a reply by part.
- ③ In case part of your reply is incorrect and this causes any damage to us, we may claim for the compensation and the like.

(3) Substances to be covered by Warranty on Non-inclusion

① Article to be delivered and its packaging material

Do not contain the following in any article to be delivered and its packaging material: “prohibited substances A: immediate prohibition of use required substances” and “prohibited substances B: restricted use required substances” in List of Environment Prohibited Substances. Regarding “prohibited substances B: restricted use required substances,” their intentional use is prohibited and their contents as impurities shall be less than their threshold values. In addition, do not contain any substance, which is categorized as “prohibited substances C: reduced use required substances” and has specified elimination deadline, after the deadline.

② Manufacturing process of the article to be delivered

Use neither of the following substances in List of Environment Prohibited Substances: “prohibited substances A: immediate prohibition of use required substances” and “prohibited substances B: restricted use required substances.” Do not intentionally use “prohibited substances B: restricted use required substances.” Also, the contents of the substances B as impurities are to be less than their threshold values. Moreover, for any substances, which are categorized as “prohibited substances C: reduced use required substances” and for which their elimination cutoff dates are specified, do not use them after the cutoff dates.

For the details of respective substances, see Appendix – 1 “List of Environment Prohibited Substances.”

3.4 Submission of Report on Chemical Composition

3.4.1 Purpose

The purpose of the submission is to aim at observing environmental laws and regulations, promoting global environmental protection, preventing environment prohibited substances from flowing in/escaping from the entire Mabuchi Motor products, and reducing the environment prohibited substances in the products by correctly grasping and controlling the names and the contents of chemicals contained in products of Mabuchi Motor Co., Ltd. and its related companies.

3.4.2 Scope

The Report on Chemical Composition (see Appendix – 4) covers various materials (products, parts, materials,

sub-materials, packaging materials and the like) that Mabuchi Motor Co., Ltd. and its related companies procure. It is prohibited to use any part (material) that is not described in the Report.

3.5 Submission of Detailed Analysis Data

3.5.1 Purpose

The purpose of the submission of detailed analysis data is to clarify requirements on evidence that proves the following: that the contents of prohibited substances, which are specified in EUROPEAN RoHS/ELV Directive and the like and are contained in components and materials to be used for products of Mabuchi Motor Co., Ltd. and its related companies, are less than their maximum permissible contents.

3.5.2 Scope

Detailed analysis data covers all of the various materials (products, parts, materials, sub-materials, packaging materials and the like) that Mabuchi Motor Co., Ltd. and its related companies procure.

3.5.3 Procedure for submission

- (1) Please submit any detailed analysis data (analysis report), the date of the issuance of which is within one year from the date of preparing a document on application for/revision of Product Specification or its equivalent.
- (2) If the change in the process change application (Q-MAB-D012 Attachment 4) is applicable, please submit new precision analysis data. * Changes or additions of raw material manufacturers, changes related to environmentally prohibited substances.
- (3) If it is difficult to carry out the analysis by homogeneous material due to the type or status of surface treatment, you are to separately discuss and determine with us on data creation. Please inquire at our contact about this.
- (4) We request you to attach relevant measurement flowcharts. Please inquire at our contact about the details.

3.6 Controlling and reporting on sub-materials in production process

In any of the following cases, make an appropriate entry in QC process chart, Report on Chemical Composition, or the like:

For substances that do not remain in the product, enter the name of the substance used in the QC process chart. If it remains in the product, please enter the substance name in the QC process chart and submit a report.

3.7 Matters related to packaging materials

In preparing and obtaining approval for Packaging Specification, enter the following:

- (1) Enter all packing materials used.
In addition, specify PP tapes, staples, adhesives and the like to be used for corrugated board.
- (2) Specify material names by packing material. (PE, PP, ...)
Avoid any popular name and ambiguous name, and enter any specific material name or trade name.
Examples: ① PE bag, laminated bag (3-layer PE+PP+PE), aluminum bag (PE+aluminum+PE)
② Expanded polystyrene EPS, adhesive tape OPP, staples (iron + copper plating)
③ EP pallet, SK band (PP band), tri-wall, bubble wrap (R)
- (3) Replace any PVC packaging material with PE or PP.
- (4) Detailed analysis data
Based on "Guideline for Detailed Analysis of Specific Prohibited Chemical Substances" (see Appendix – 6), attach relevant detailed analysis data.

4. Procedure for preparing documents to be submitted

4.1 Warranty on Non-inclusion of Environment Prohibited Substances in Article to be Delivered and in Manufacturing Process of the Article

4.1.1 Procedure for making entries

- (1) Items to be entered
 - For the relevant product code, enter our code number specified in Product Specification.
 - Please make replies on your article to be delivered to Mabuchi Motor Co., Ltd. and its related companies, packaging materials, and manufacturing process of the article. Please make entries in

the warranty on non-inclusion in manufacturers of various materials and in our supplier (your company).

- Describe not only the inclusion in the article to be delivered and its packaging materials but also the use in the manufacturing process. In addition, describe the above on any sub-materials (such as mold-releasing agents in injection molding and working fluids in cleaning-no required shipment) that may attach to the product due to their contact with the product and the like.
- Guarantee the following basically in one sheet of the warranty on non-inclusion: that you are not intentionally adding environment prohibited substances to all of the articles to be delivered to us and that the concentrations of the substances included in the articles as impurities are less than their permissible concentrations.
- In case your articles delivered to us are diverse and it is impossible to enter their information in one sheet of the warranty, enter the information in two or more sheets.
- If you have two or more production bases of or supply routes for your article to be delivered to us, and the contents are different, submit the warranty for each case.

(2) Representative column

- Enter the name of your representative and then affix his/her signature.

(3) Notes column

If the article to be delivered to us is an article that is exempted from application of RoHS and ELV Directives, in the Notes column enter which portion of the article comes under the exemption together with a relevant chemical substance name.

For example, regarding lead as an alloy content, its inclusion up to 0.35 wt% in steel, up to 0.4 wt% in aluminum, and up to 4 wt% in copper is exempted from the application of the above Directives. (As of September 2020)

(4) Others

In case you are to deliver any article yet-to-be-dealt with the inclusion of environment prohibited substances, as preferential measures, submit Application for Permission to Use Environment Prohibited Substance and obtain approval of our Environmental Manager. For details, see 3.2. At the same time, prepare "List of Codes of Yet-to-be-dealt with Products," for which we have no specified form, attach it to the warranty on non-inclusion, and then submit it.

4.2 Report on Chemical Composition

In making entries in Report on Chemical Composition, follow Appendix - 5 Guideline for Making Entries in Report on Chemical Composition.

4.2.1 Procedure for Making Entries

- (1) Make entries by our item code no., one sheet for one article.
If two or more articles have the same components and composition, however, it is permitted to enter their item code numbers in the same sheet.
- (2) Single-article weight (measured weight of single article to be delivered)

Measure the weight of a single article to be delivered and then enter the value. For each material, enter its weight by unit volume. (Unit: mg; display digit: Round off the value to one decimal place.)
- (3) For each chemical substance component name, enter a name and a chemical symbol that can identify a relevant chemical substance. If the component is composed of a compound, enter the compound name. Also enter a relevant CAS number.
- (4) Enter every component, the concentration of which is 0.01 Wt% or higher.
- (5) Regarding any material/part, for which its use is approved and procurement from two or more suppliers is conducted, make a report by supplier.

- (6) In case rust preventive oils, lubricants, waxes and the like are used for materials and parts to be delivered, or in case small amounts of such oils, lubricants, waxes and the like remain on such materials and parts in the form of residues, enter them in Report on Chemical Composition. Be sure to identify names of chemical substances as their components.
- (7) If chemical substances in Attachment-1 "List of Environmentally Banned Substances", in the latest European REACH Regulation, the Chemical Substances Control Law, GADSL (Global Automotive Declarable Substance List), JIG (Joint) are included, be sure to enter it in the official name.
- (8) Checking use of organic silicone (dimethylpolysiloxane and the like)

Among substances that affect motor quality, especially organic silicone causes electric contact fault. Therefore, be sure to check whether organic silicone is contained in any part and material you are to deliver to us or not and then enter the check result.

- (9) Checking use of sulfur

We prohibit use of sulfur and sulfur compounds for electric contact materials made of copper and gold/silver alloys (i.e. commutator segments, brushes, and terminals) since they affect the materials by tarnishing or sulfurating them. However, we may use any part and material, for which sulfur and sulfur compounds are used, on condition our check test proves their inclusion is nonproblematic. Therefore, be sure to check whether sulfur and sulfur compounds are contained or not in any part and material you are to deliver to us and then make entries on this item.

4.3 Detailed Analysis Data

In submitting detailed analysis data, see Appendix – 6 “Guideline for Detailed Analysis of Specific Prohibited Chemical Substances.”

In the report on detailed analysis data, enter information described below.

Submit detailed analysis data by homogeneous material.

- (1) Required items of detailed analysis data

- ① Name of sample

Part name [code number], name of portion to be measured, and material name

If the sample consists of two or more parts/homogeneous materials, attach a structural drawing, with which the name of portion to be measured and the position of the portion can be checked, and a list showing data numbers. (Especially for an assembly part, together with supplier trees of parts and materials that form the assembly part, list an evidence tree.)

- ② Names of substances to be analyzed

The substances to be analyzed are the four heavy metal substances specified in ELV Directive and the ten substances prohibited by RoHS Directive:

- | | | | |
|---------------------------------------|--|-------------------------------|-----------------|
| 1: Cadmium (Cd) | 2: Lead (Pb) | 3: Hexavalent chromium (Cr6+) | 4: Mercury (Hg) |
| 5: Polybrominated biphenyls (PBB's) | 6: Polybrominated diphenyl ethers (PBDE's) | | |
| 7: Bis phthalate(2-Ethylhexyl) (DEHP) | 8: Butyl benzy phthalate(BBP) | | |
| 9: Dibutyl phthalate | 10: Diisobutyl phthalate(DIBP) | | |

According to properties of homogeneous materials, we classify the materials into the two systems, namely an organic material system and an inorganic material system, and then implement the measurement.

- For the organic material system, we measure all the 10 RoHS substances regarding the following:
Plastic, rubber, paint, ink, pigment, dye, oil and the like
- For the inorganic material system we measure the four heavy metal substances regarding the following:
Metal, alloy and the like, carbon brush, sintered metallic alloy, and ceramic

- ③ Pretreatment method

a. : Description of method

b. : Applicable standard (In case you have no applicable standard, specify “no standard.”)

c. : Specify you have “completely dissolved” each relevant sample. (This does not apply to Cr6+ analysis method.)

d. : Type of acid used for pretreatment

e. : If any deposit is formed, enter a method for analyzing the deposit and the result of the analysis.

f. : Actual measurement values of the following parameters, which are to be used for calculating content per unit weight:

Quantity of samples taken, amount of finally-adjusted solution, dilution rate, and concentration in final solution

g. : If the sample contains any solvent, enter the approximate total amount of the solvent (for paint, ink and the like).

④ Measuring method

a. : Name of analyzer

b. : Applicable standard

c. : Name of analyzer manufacturer, name of the analyzer, and model number of the analyzer

⑤ Measurement lower limit value of substance to be analyzed

Enter the measurement lower limit values based on the analysis method in the above ③ and ④.

⑥ Information on analysis laboratory

Name of person who performed measurement, name of person responsible for measurement, name of analysis laboratory (with authorized signature), date of measurement, and date of report

⑦ Measurement result

Enter the result obtained from the analysis in ppm.

If the result is the measurement lower limit value or below, specify N. D. (Not Detected).

It is not permitted to enter the guaranteed value; enter the actual measurement value obtained from the analysis.

⑧ Measurement flowchart

Enter a scheme showing operation procedure up to measurement, together with names of agents used and names of pieces of equipment used.

(2) Required items of detailed analysis data

Submit detailed analysis data in any of the following languages: Japanese, English, and Chinese.

5. Regulatory compliance

5.1 Request for complying with environment-related laws and regulations

As one of our suppliers, in conducting production activities, please comply with environment-related laws and regulations.

In case of being told to suspend operations/to improve business operations, or receiving administrative guidance from a country or a local government, be sure to immediately inform Mabuchi Motor Co., Ltd. of it.

5.2 Response to EUROPEAN REACH

According to EUROPEAN REACH, it is required to communicate information on substances of very high concern (SVHC). Therefore, please grasp information on inclusion of SVHC through your supply chain. In case any of your parts and materials contains any substance categorized as SVHC and your Report on Chemical Composition has no description of the substance, please resubmit Report on Chemical Composition with such description.

5.3 Response to each country's new laws and regulations

In case establishment/revision of any of each country's new laws and regulations is to regulate any of your parts and materials delivered to our company, be sure to immediately inform Mabuchi Motor Co., Ltd. of it.

5.4 Reporting in case of noncompliance with this regulation

In case it is found that you do not comply with this regulation or in case it becomes impossible for you to comply with this regulation, be sure to immediately inform Mabuchi Motor Co., Ltd. of it.

6. Others

6.1 Handling of personal information

In implementing green procurement activities, Mabuchi Motor Co., Ltd. and its related companies handle personal information that the companies receive from the suppliers as follows:

- (1) Mabuchi Motor Co., Ltd. and its related companies appropriately and strictly control personal information that the companies receive from the suppliers. Mabuchi Motor Co., Ltd. and its related companies take preventive and safety measures in order to avoid illegal access to the information, and loss/destruction/falsification/leakage of the information.
- (2) Mabuchi Motor Co., Ltd. and its related companies use personal information that the companies receive from the suppliers for green procurement activities and promotion of the activities in Mabuchi Motor Co., Ltd. and its related companies (including subsidiaries and agencies of Mabuchi Motor Co., Ltd.).
- (3) Without consent of a discloser of the above personal information, Mabuchi Motor Co., Ltd. and its related companies do not provide the information to any third party unless any law, court or administrative agency requires the disclosure.
- (4) For the above personal information, please refer to the following contact:

Material Procurement Dept.
Purchasing Headquarters
Mabuchi Motor Co., Ltd.

6.2 Revision

This Standard Procedure may be revised according to changes in social conditions or trends in laws and regulations.

6.3 Destination and contact

Submit the documents above to/inquire about the submission of either of the following (1) and (2) that requested you to submit the documents:

- (1) Material Procurement Dept.
Purchasing Headquarters
Mabuchi Motor Co., Ltd.
- (2) Purchasing department of each related company of Mabuchi Motor Co., Ltd.