

# Explanation of tool usage (Self-diagnosis sheet, analysis tool)

[2nd edition]

Japan Automobile Manufacturers Association, Inc. (JAMA)  
Environmental Technology and Policy Committee  
Product Chemical Substance Management Subcommittee  
Management Tool Steering Experts Group

# Revision History

Revision number	date of issue	Revision details
1 <sup>st</sup> ed.	Dec 26, 2022	-
2 <sup>nd</sup> ed.	July 26, 2023	<ul style="list-style-type: none"><li>• Added revision history</li><li>• Added illustration of how to configure folders when using the analysis tool</li><li>• Modify wording</li></ul>

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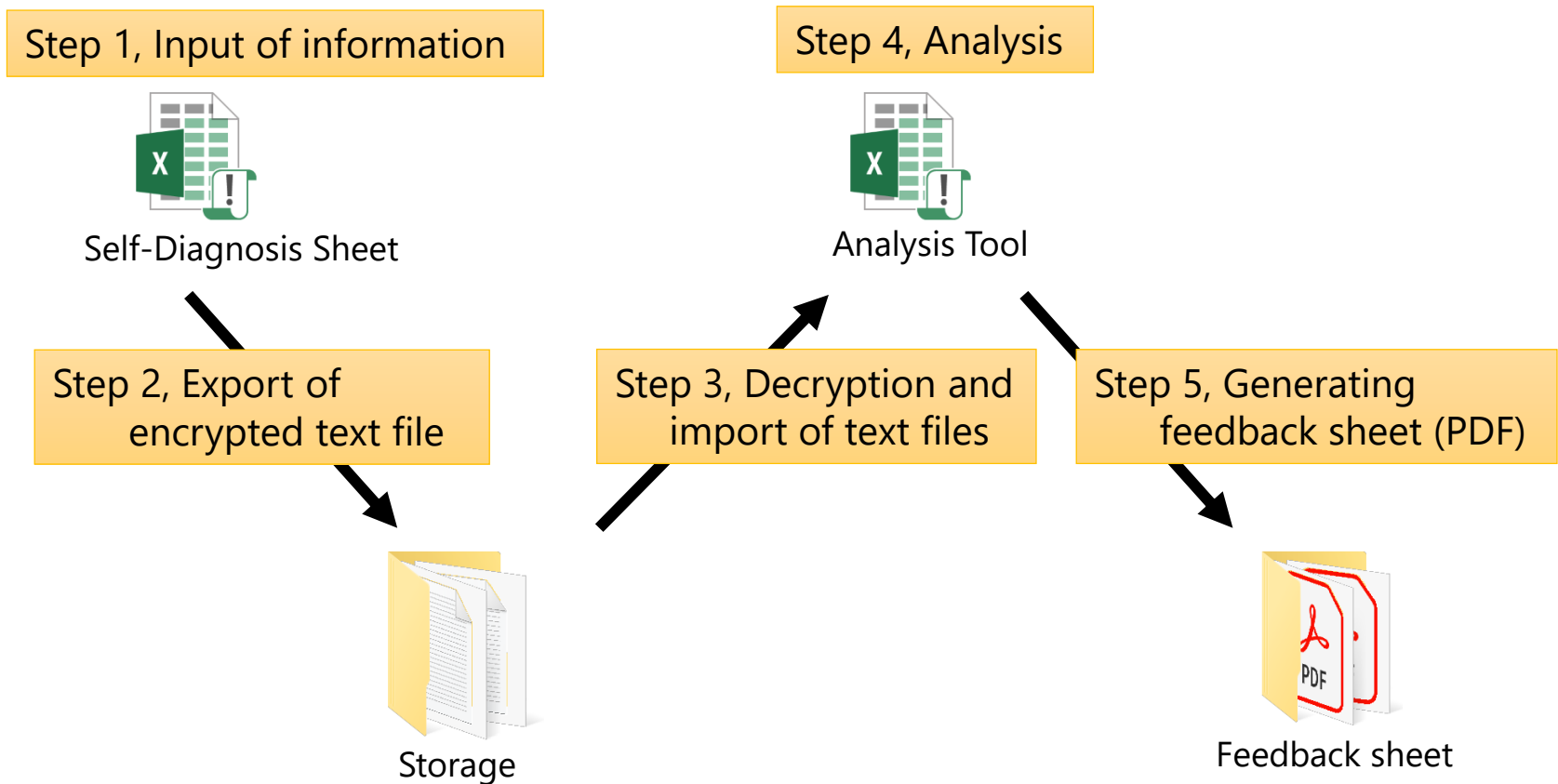
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# 0, Overall composition

tool	Feature	In-house inspection	With multiple suppliers communication
Self-Diagnosis Sheet	Inspection of chemical substance management system and operation status (input of information)	✓	✓
	Analysis *only 1 answer	✓	-
	Export text file	✓	✓
Analysis Tool	Import of text files output from self-diagnostic sheets	✓	✓
	Analysis *multiple answers possible	✓ *When analyzing multiple answers	✓
	Feedback sheet output	-	✓

# 0, Overall composition

## Overall flow and file relationship diagram



# 1, Outline of the Self-Diagnosis Sheet

1516

Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products

Hide questions that do not need to be answered (1)
  Hide unselected items (2)
  (3)
  (4)
  (5)

Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products

Respondent information

Response date (yyyy/mm/dd)		
Supplier code		
Company name		
Organization name (e.g., division name, department r		
Management operations for chemicals in products (environmental operations)	Department of the responsible person	
	Information on the responsible person	Title
		Name
		Phone number
Department in charge	Information on the person in charge	E-mail
		Responding department
		Title
	Name	
		Phone number
		E-mail

Input form | Questions and Scoring Items

Checkboxes/Buttons (1) to (5) are explained on page 8

# 1, Outline of the Self-Diagnosis Sheet

1516

A B C D E F G H I J

1 Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products

2

3  Hide questions that do not need to be answered

4  Hide unselected items

Reset input values Import Export

70

71 Check sheet entry form

72 1. State of the organization and management system

73 1.1. Management system

74 1.1.1. Acquisition of management system certifications (acquisition of ISO14001 or other environmental certification (simplified EMS)) and operation of it Check Item

75 (6)

76  We have not acquired management system certifications.

77  We have acquired management system certifications but do not have a system for maintaining them.

79  We perform activities according to the certified system on an irregular basis.

80  We conduct internal audits on a regular basis to maintain certifications.

81  We conduct internal and external audits on a regular basis to maintain certifications.

114 2. Basic policy and management framework

115 2.1. Basic policy on chemicals in products

116 2.1.1. Existence of policy on management of chemicals in products and dissemination in and outside the company (organization) Check Item

117  We do not have a policy on management of chemicals in products.

119  Although the department in charge of actual operations has a policy, that policy is not used throughout the company (organization).

121  We have established a company (organization) policy, disseminated it in the company (organization), and publicly announced it.

122  We review and update the policy on a regular basis and announce details in the company (organization).

123  We review and update the policy on a regular basis and announce details publicly as well as in the company (organization).

Input form Questions and Scoring Items

Button (6) is explained on page 8

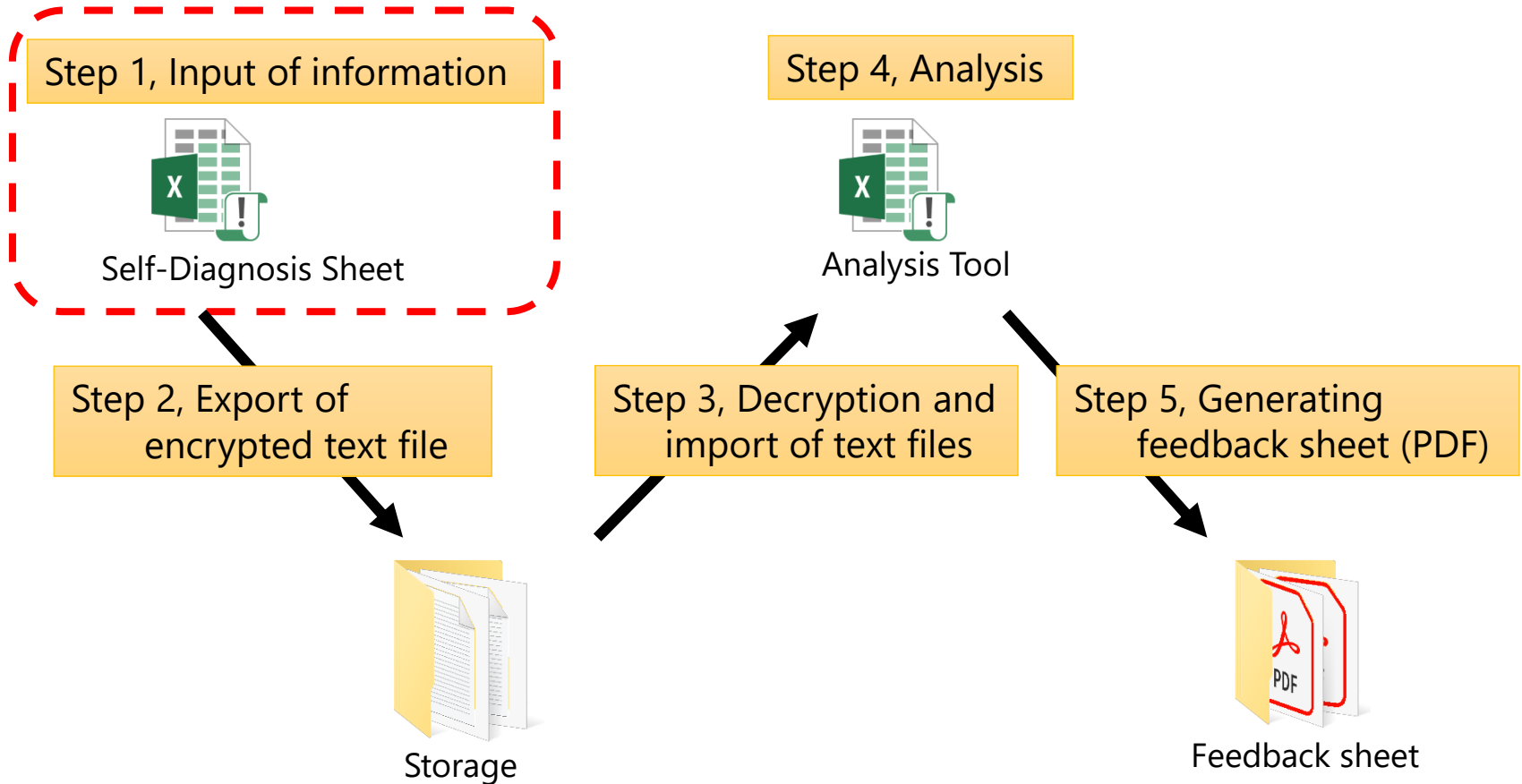
# 1, Outline of the Self-Diagnosis Sheet

Number	checkbox / button	Feature	Recommended Use
(1)	Hide questions that do not need to be answered	Shows or hides questions that do not require an answer.	Check this box if you want to display only the questions that require answers. EXAMPLE. You want to display more items on one screen.
(2)	Hide unselected items	Only selected responses will be displayed.	This eliminates unnecessary display, so you can save yourself the trouble of scrolling when proceeding with your answer.
(3)	Reset input values	Erase all input values in a batch.	Press the button to clear all entries. To modify individual questions, please select other choices.
(4)	Import	Loads previously entered data.	By entering the same supplier code as in the past, the respondent's information can be re-entered automatically.
(5)	Export	Export .txt data for submission.	Use when submitting data to customers.
(6)	Check Item	Displays explanations of the questions.	Please also review the guidelines in conjunction with the chapter of the guidelines as they are indicated.



## 2, Input of information

### Overall flow and file relationship diagram



## 2, Input of information

### Item Description

Item	Number of questions	Contents	Input method
Respondent information	14	Response date / Supplier code / Company name / Organization name / Department / Information on the responsible person / Information on the person in charge	Text input
Preparatory questions	12	Questions regarding delivered products/transaction details/business form/management status * The number of questions on the check sheet entry form varies depending on the answers.	Radio button selection (Text input)
Check sheet entry form	35	Select the existence of a system and implementation status (up to 5 levels) * Items that require an answer will be changed according to the answers to the preparatory questions	Radio button selection
Free-form comment	2	For individual company communication, Absorb opinions about the tool	Text input

## 2, Input of information

### Operating procedure: decrypt encrypted text file<sup>※</sup> and import

<sup>※</sup>Decrypting encrypted data back to the original data.

Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products

Hide questions that do not need to be answered  Hide unselected items

Reset input values **Import** Export

Supplier code: AAAAA

Company name

Organization name (e.g., division name, department)

Management operations for: Department of the responsible person

Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products

Hide questions that do not need to be answered  Hide unselected items

Reset input values Import Export

Respondent information

Response date (yyyy/mm/dd)

Supplier code

Company name

Organization name

Management operations for chemicals in products (environmental)

Person

Phone number

E-mail

Department in charge

Responding department

Microsoft Excel

Input answers importing is complete.

OK

name: A@AAAAA.com

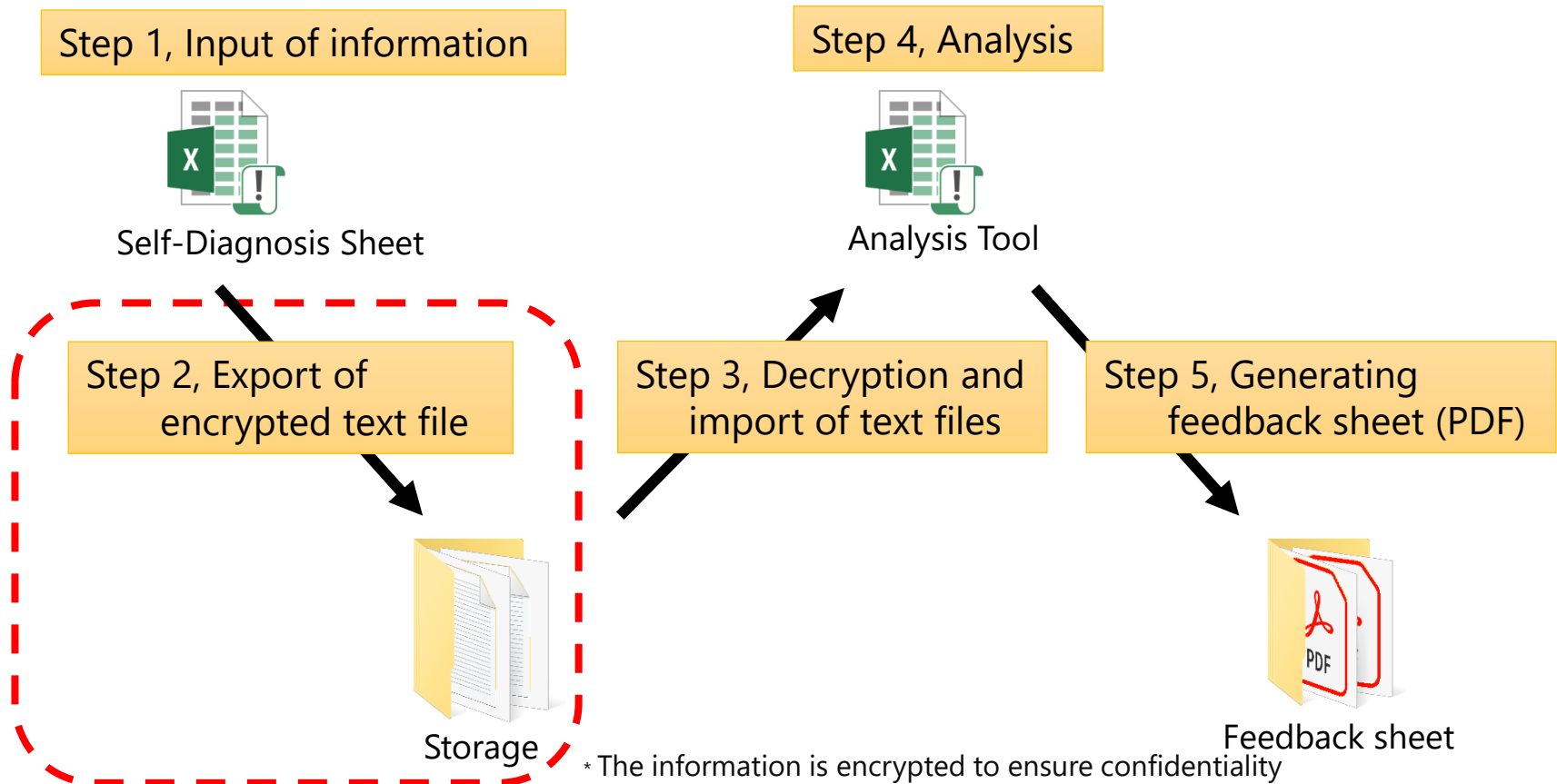
Emviroment Dept

(Notes.)

If you do not enter the supplier code, the text file cannot be read.  
We recommend that you maintain a supplier code.

# 3, Export of encrypted text file

## Overall flow and file relationship diagram



\* The information is encrypted to ensure confidentiality when transmitted to the submitting party. The file is converted to a text file to reduce file size.

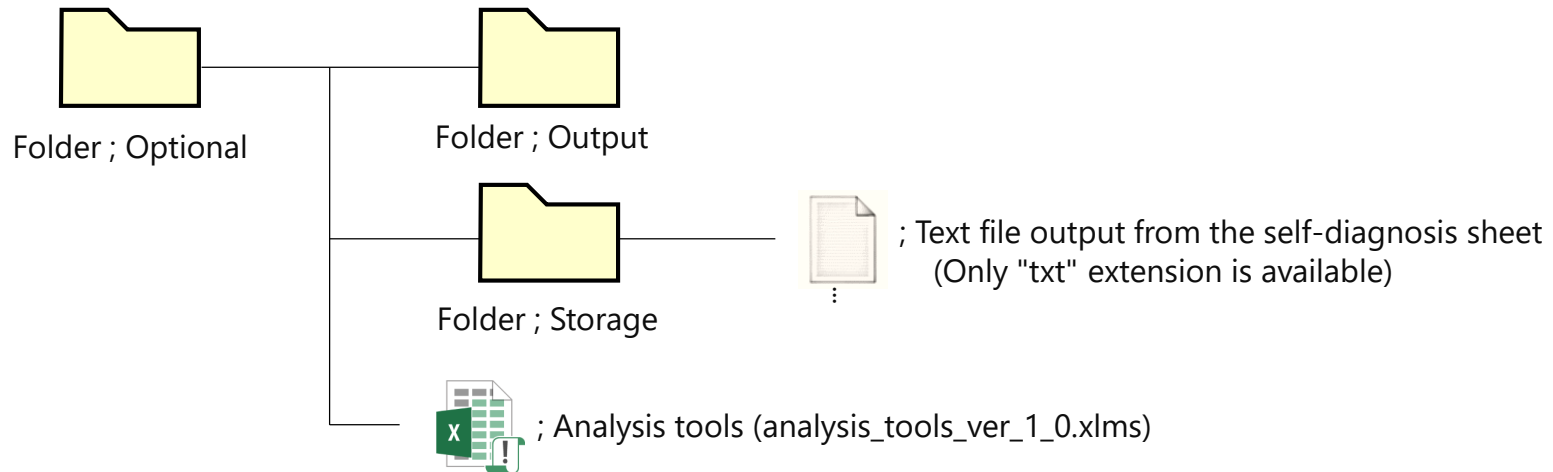
# 3, Export of encrypted text file

## Operation Procedure 1 : Preparation (Creation of "Storage" folder and "Output" folder)

The "Storage" and "Output" folders should be created in the same folder as the analysis tool on the PC (see Fig. 1).

If you save the text file output from the self-diagnosis sheet in the "Storage" folder, results can be imported by following the procedure on p. 13 and beyond in the Analysis Tool.

Fig. 1 Folder Structure



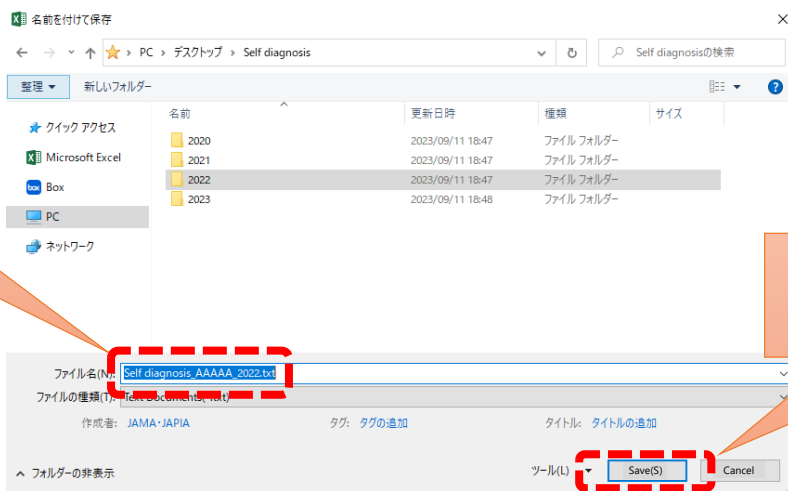
(Notes.)

The system will not work properly with folder structures other than that above.  
Also, please create a folder in your PC, as it will not work properly in the cloud.

# 3, Export of encrypted text file

## Operation Procedure 2 : Export an encrypted text file

A	B	C	D	E	F	G	H	I
1	Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products							
2								
3	<input type="checkbox"/> Hide questions that do not need to be answered		<input type="checkbox"/> Hide unselected items		Reset input values		Import	
4								
5	Self-assessment Sheet for the Guidelines for the Management of Chemicals in Products							
6								
7	(1) Check supplier code							
8	Responsible person	2023/08/20						(2) Click "Export" button
9	Supplier code	AAAAA						
10	Company name	XXXXXX company						
11	Organization name (e.g., division name, department)	aaaaa						
12	Management operations for chemicals in products (environmental operations)	Department of the responsible person		Emviroment Dept				
13	Information on the responsible person	Title		Emviroment Dept				
14		Name		name A				
15		Phone number		000-000-0000				
16		E-mail		name_A@AAAAA.com				
17	Department in charge	Responding department		Emviroment Dept				

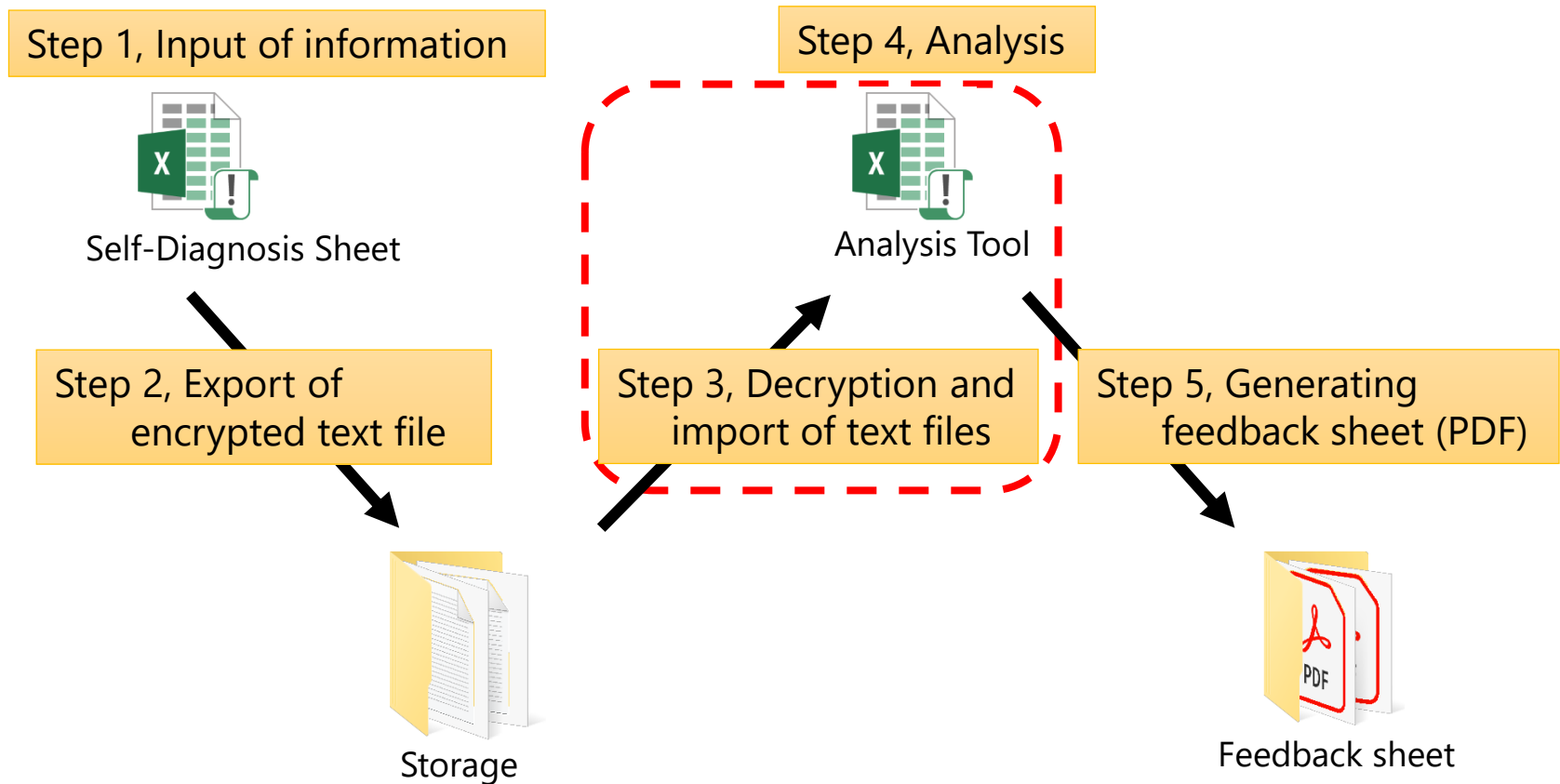


(3) Enter file name

(4) Click "Save" button

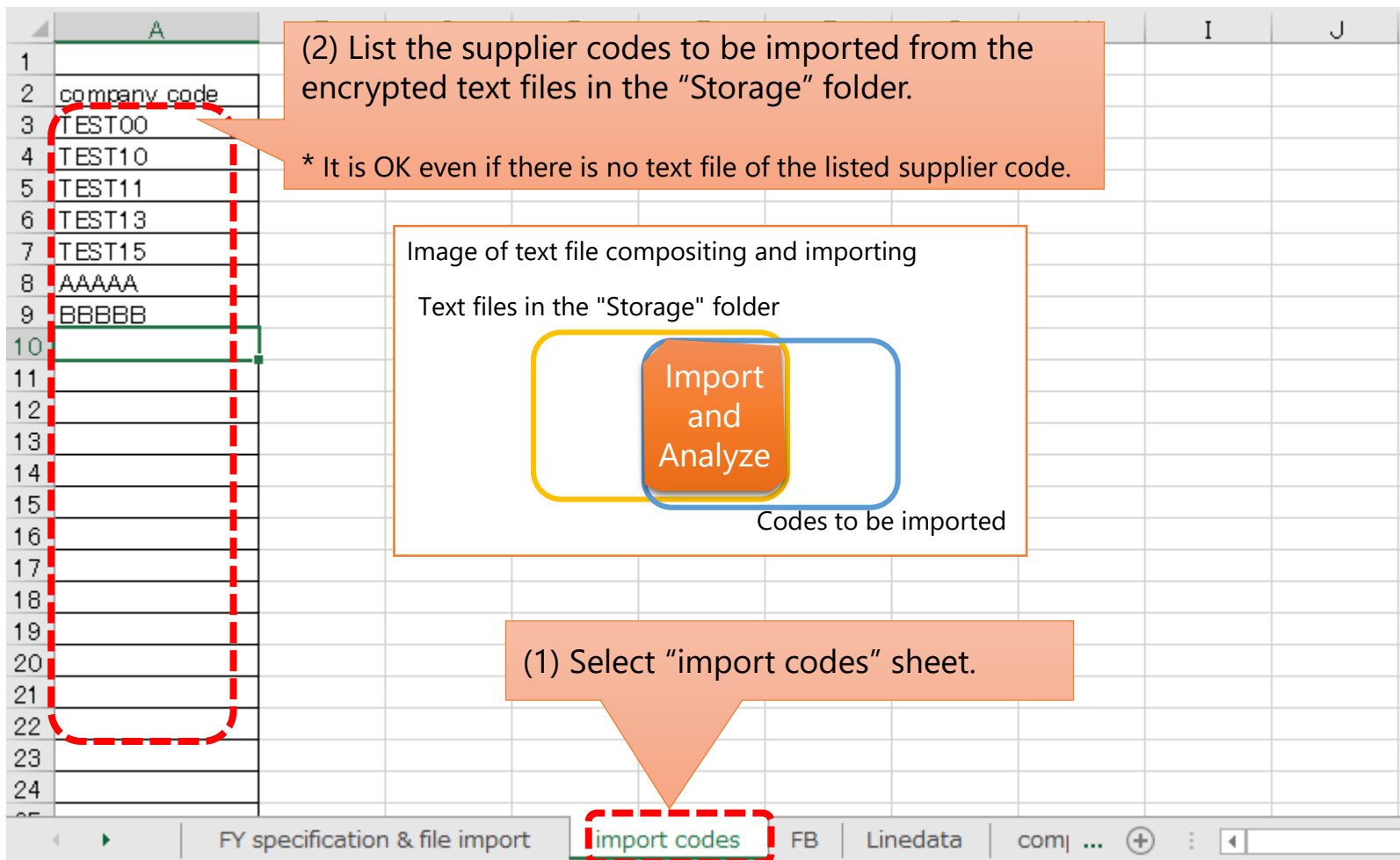
# 4, Decryption and import of text files

## Overall flow and file relationship diagram



# 4, Decryption and import of text files

## Operation Procedure 1 : Set of supplier codes to import



(2) List the supplier codes to be imported from the encrypted text files in the "Storage" folder.

\* It is OK even if there is no text file of the listed supplier code.

Image of text file composing and importing

Text files in the "Storage" folder

Import and Analyze

Codes to be imported

(1) Select "import codes" sheet.

	A	I	J
1			
2	company code		
3	TEST00		
4	TEST10		
5	TEST11		
6	TEST13		
7	TEST15		
8	AAAAA		
9	BBBBB		
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

FY specification & file import | **import codes** | FB | Linedata | com | ...



# 4, Decryption and import of text files

## Operation Procedure 2 : Import text files

Fiscal year in the YY format.

20  22 year

**Import**

For importing text files in the "Storage" folder, and adding following sheet.

- [YY]\_database
- [YY]\_B question result
- [YY]\_answer list

For updating "FB" sheet.

(2) Enter the last two digits of the fiscal year

(3) Click "Import" button

Swap

For swapping contents in "FB" sheet to [YY] year.

(1) Select "FY specification & file import" sheet

FY specification & file import

(4) Click "OK" button

(5) Check that the following sheets are created

- [FY]\_database
- [FY]\_B\_question\_result
- [FY]\_answer list

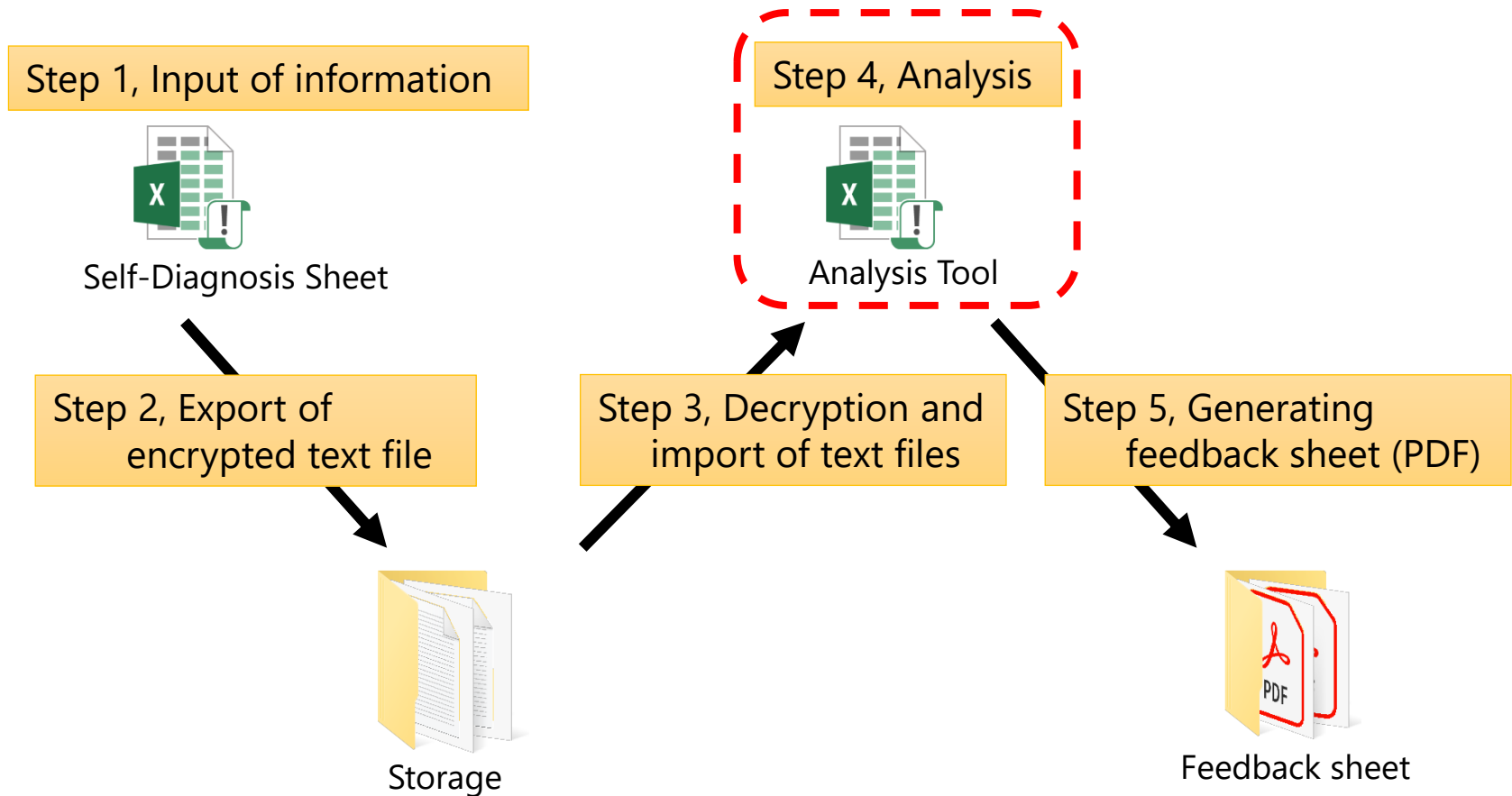
		company code AAAAA		TEST00	
		company name AAAAA company		TEST00 company	
		Answer		Answer	
		Process	Operation	Process	Operation
1	1.1.1	TRUE	1	TRUE	3
2	2.1.1	TRUE	1	TRUE	1
3	2.2.1	TRUE	1	TRUE	1
4	2.3.1	FALSE	1	TRUE	1
5	3.1.1	TRUE	1	TRUE	3
6	3.2.1	TRUE	1	TRUE	1
7	3.3.1	TRUE	1	TRUE	1
8	3.4.1	TRUE	1	TRUE	1
9	3.4.2	TRUE	1	TRUE	1
10	4.1.1	TRUE	1	TRUE	3
11	4.2.1	TRUE	1	TRUE	1
12	4.2.2	TRUE	1	TRUE	1
13	4.3.1	TRUE	1	TRUE	3
14				TRUE	1
15				TRUE	3
16				TRUE	1
17				TRUE	1
18				TRUE	3
19				TRUE	1
20				TRUE	1
21				TRUE	1
22				TRUE	1
23				TRUE	1
24				TRUE	3

Microsoft Excel X  
Completion of import  
OK

import codes | FB | 22\_database | database | 22\_B\_question\_result | B\_question\_result | 22\_answer\_list | answer list

# 5, Analysis

## Overall flow and file relationship diagram



# 5, Analysis

Level 1	Level 2	Level 3	Process	Answer	Operation	Process	Answer	Operation
1	1.1	1.1.1	TRUE	1	TRUE	3		
2	2.1	2.1.1	TRUE	1	TRUE	1		
3	3.1	3.1.1	TRUE	1	TRUE	3		
4	4.1	4.1.1	TRUE	1	TRUE	1		
5	5.1	5.1.1	TRUE	1	TRUE	3		
6	6.1	6.1.1	TRUE	1	TRUE	3		
7	7.1	7.1.1	TRUE	1	TRUE	3		
8	8.1	8.1.1	TRUE	1	TRUE	3		
9	9.1	9.1.1	TRUE	1	TRUE	3		
10	10.1	10.1.1	TRUE	1	TRUE	3		
11	11.1	11.1.1	TRUE	1	TRUE	3		
12	12.1	12.1.1	TRUE	1	TRUE	3		
13	13.1	13.1.1	TRUE	1	TRUE	3		
14	14.1	14.1.1	TRUE	1	TRUE	3		
15	15.1	15.1.1	TRUE	1	TRUE	3		
16	16.1	16.1.1	TRUE	1	TRUE	3		
17	17.1	17.1.1	TRUE	1	TRUE	3		
18	18.1	18.1.1	TRUE	1	TRUE	3		
19	19.1	19.1.1	TRUE	1	TRUE	3		
20	20.1	20.1.1	TRUE	1	TRUE	3		
21	21.1	21.1.1	TRUE	1	TRUE	3		
22	22.1	22.1.1	TRUE	1	TRUE	3		
23	23.1	23.1.1	TRUE	1	TRUE	3		
24	24.1	24.1.1	TRUE	1	TRUE	3		
25	25.1	25.1.1	TRUE	1	TRUE	3		
26	26.1	26.1.1	TRUE	1	TRUE	3		
27	27.1	27.1.1	TRUE	1	TRUE	3		
28	28.1	28.1.1	TRUE	1	TRUE	3		
29	29.1	29.1.1	TRUE	1	TRUE	3		
30	30.1	30.1.1	TRUE	1	TRUE	3		
31	31.1	31.1.1	TRUE	1	TRUE	3		
32	32.1	32.1.1	TRUE	1	TRUE	3		
33	33.1	33.1.1	TRUE	1	TRUE	3		
34	34.1	34.1.1	TRUE	1	TRUE	3		
35	35.1	35.1.1	TRUE	1	TRUE	3		
36	36.1	36.1.1	TRUE	1	TRUE	3		
37	37.1	37.1.1	TRUE	1	TRUE	3		
38	38.1	38.1.1	TRUE	1	TRUE	3		
39	39.1	39.1.1	TRUE	1	TRUE	3		
40	40.1	40.1.1	TRUE	1	TRUE	3		
41	41.1	41.1.1	TRUE	1	TRUE	3		
42	42.1	42.1.1	TRUE	1	TRUE	3		
43	43.1	43.1.1	TRUE	1	TRUE	3		
44	44.1	44.1.1	TRUE	1	TRUE	3		
45	45.1	45.1.1	TRUE	1	TRUE	3		
46	46.1	46.1.1	TRUE	1	TRUE	3		
47	47.1	47.1.1	TRUE	1	TRUE	3		
48	48.1	48.1.1	TRUE	1	TRUE	3		
49	49.1	49.1.1	TRUE	1	TRUE	3		
50	50.1	50.1.1	TRUE	1	TRUE	3		
51	51.1	51.1.1	TRUE	1	TRUE	3		
52	52.1	52.1.1	TRUE	1	TRUE	3		

## Analyzable items (graphical representation)

Type of Analysis	Each company		All captured data	
	Preparatory questions	Questions	Preparatory questions	Questions
Self-diagnosis sheet.xlsm	✓	✓		
(a) "FB" sheet	✓	✓		
(b) "[FY]_database" sheet				✓ (numerical values)
(c) "[FY]_B question_result" sheet			✓	
(d) "[FY]_answer list" sheet				✓

# 5, Analysis

## Operation Procedure : Swap Fiscal Years

Fiscal year in the YY format.

20  year

**Import**

For importing text files in the "Storage" folder, and adding following sheet.  
 - [YY]\_database  
 - [YY]\_B question result  
 - [YY]\_answer list  
 For updating "FB" sheet.

**Swap**

For swapping contents in "FB" sheet to [YY] year.

**(1) Select "FY specification & file import" sheet**

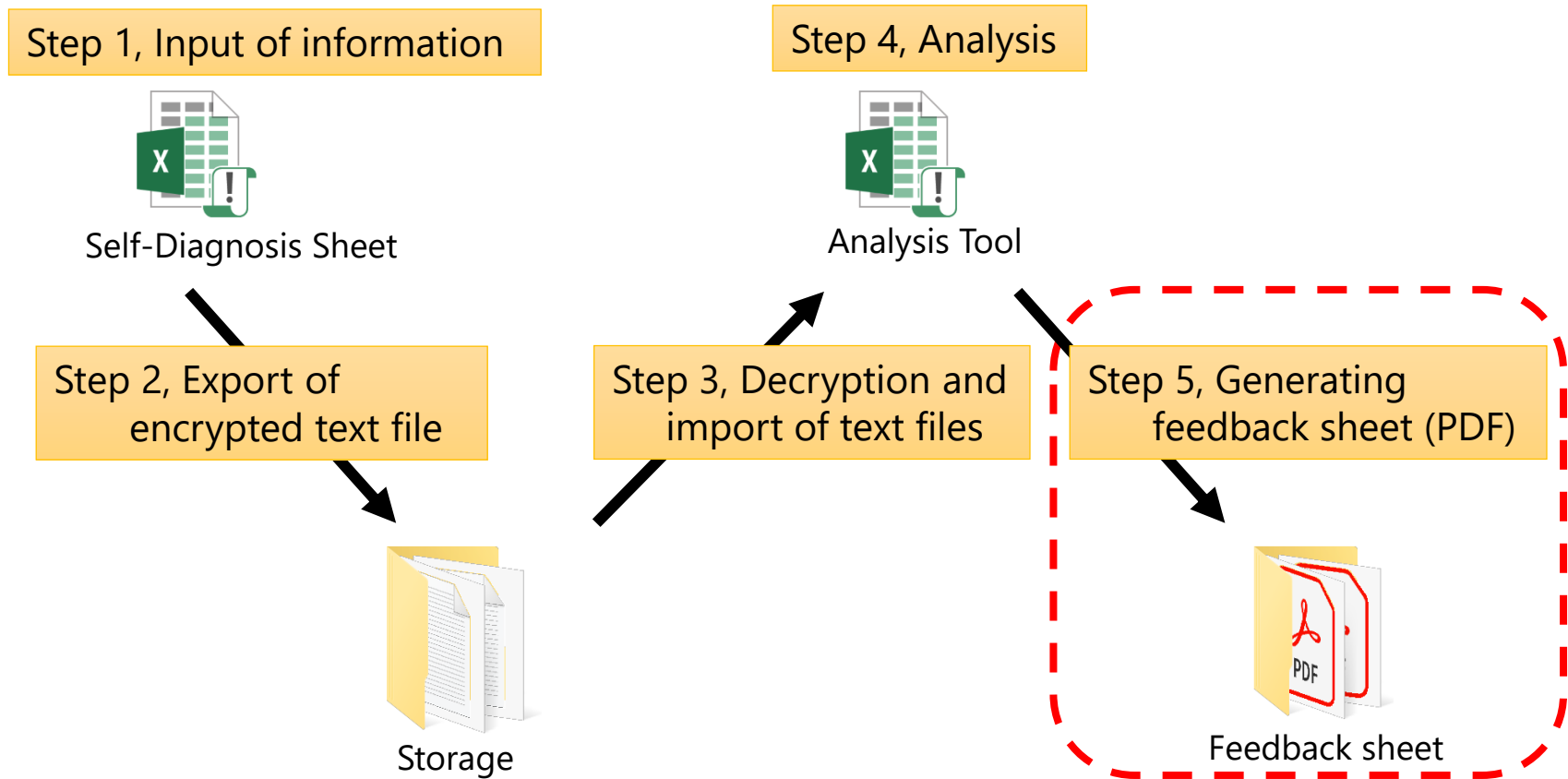
**(2) Enter the last two digits of the fiscal year**

**(3) Click "Swap" button**

FY specification & file import | import codes | FB | 22\_database | 21\_database | database | 22\_B\_c ...

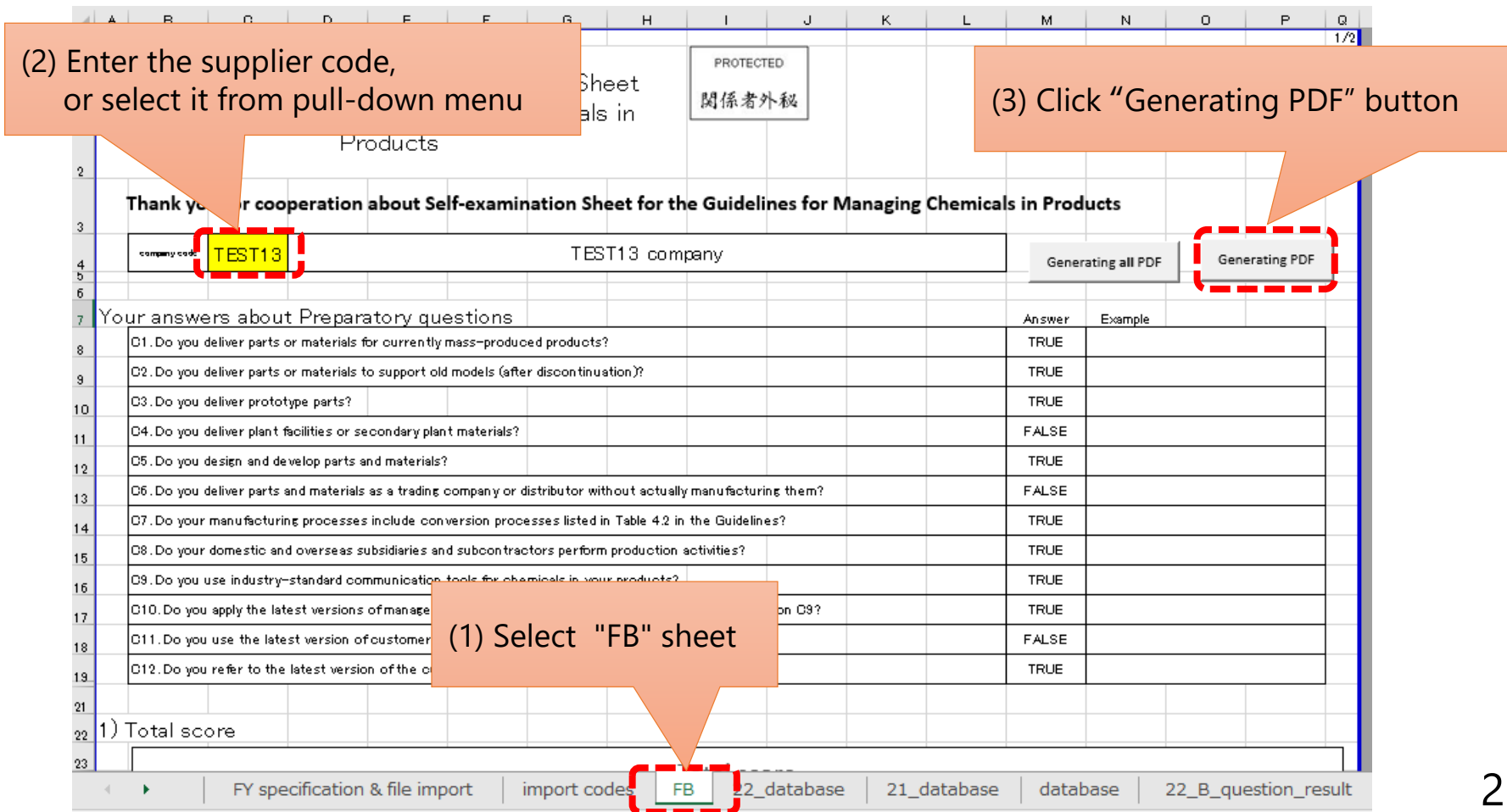
# 6, Generating feedback sheet (PDF)

## Overall flow and file relationship diagram



# 6, Generating feedback sheet (PDF)

## Operation Procedure 1 : Output each individual company's feedback sheet



(2) Enter the supplier code, or select it from pull-down menu

(3) Click "Generating PDF" button

(1) Select "FB" sheet

Thank you for cooperation about Self-examination Sheet for the Guidelines for Managing Chemicals in Products

company code: **TEST13** TEST13 company

Generating all PDF Generating PDF

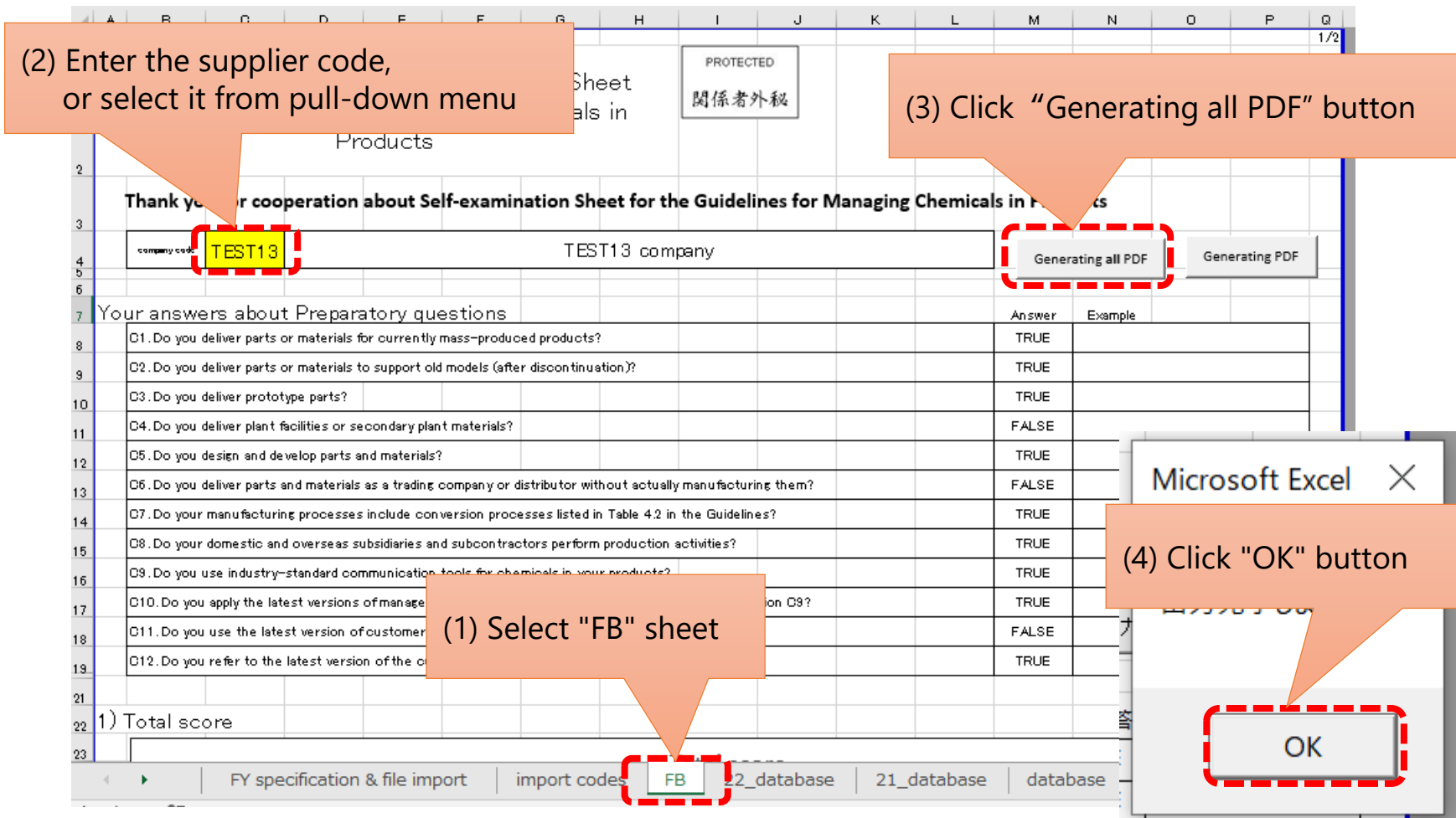
Your answers about Preparatory questions		Answer	Example
Q1. Do you deliver parts or materials for currently mass-produced products?		TRUE	
Q2. Do you deliver parts or materials to support old models (after discontinuation)?		TRUE	
Q3. Do you deliver prototype parts?		TRUE	
Q4. Do you deliver plant facilities or secondary plant materials?		FALSE	
Q5. Do you design and develop parts and materials?		TRUE	
Q6. Do you deliver parts and materials as a trading company or distributor without actually manufacturing them?		FALSE	
Q7. Do your manufacturing processes include conversion processes listed in Table 4.2 in the Guidelines?		TRUE	
Q8. Do your domestic and overseas subsidiaries and subcontractors perform production activities?		TRUE	
Q9. Do you use industry-standard communication tools for chemicals in your products?		TRUE	
Q10. Do you apply the latest versions of management systems for chemicals in your products?		TRUE	
Q11. Do you use the latest version of customer information systems?		FALSE	
Q12. Do you refer to the latest version of the company's environmental policy?		TRUE	

1) Total score

FY specification & file import | import codes | **FB** | 22\_database | 21\_database | database | 22\_B\_question\_result

# 6, Generating feedback sheet (PDF)

## Operation Procedure 2 : Output all companies' feedback sheets



(1) Select "FB" sheet

(2) Enter the supplier code, or select it from pull-down menu

(3) Click "Generating all PDF" button

(4) Click "OK" button

Thank you for cooperation about Self-examination Sheet for the Guidelines for Managing Chemicals in Products		Answer	Example
Q1. Do you deliver parts or materials for currently mass-produced products?		TRUE	
Q2. Do you deliver parts or materials to support old models (after discontinuation)?		TRUE	
Q3. Do you deliver prototype parts?		TRUE	
Q4. Do you deliver plant facilities or secondary plant materials?		FALSE	
Q5. Do you design and develop parts and materials?		TRUE	
Q6. Do you deliver parts and materials as a trading company or distributor without actually manufacturing them?		FALSE	
Q7. Do your manufacturing processes include conversion processes listed in Table 4.2 in the Guidelines?		TRUE	
Q8. Do your domestic and overseas subsidiaries and subcontractors perform production activities?		TRUE	
Q9. Do you use industry-standard communication tools for chemicals in your products?		TRUE	
Q10. Do you apply the latest versions of management systems?		TRUE	
Q11. Do you use the latest version of customer information system?		FALSE	
Q12. Do you refer to the latest version of the company's environmental policy?		TRUE	