[Appended Table 2]

Guidelines for Self-diagnosis regarding Environmental Management System

No.	Item	Guideline for self-diagnosis (Accepted level to answer "yes")
1	Environmental policy	There is a document that the top management's thought about environmental conservation is written and it is developed to employees. To develop it to employees, post on wall, or then can see it through intranet or talking about it at morning assembly. Furthermore, post on company web-site is better. Also develop it to suppliers, tell them about environmental policy at a meeting or through the web-site.
2	Organization	To promote environmental conservation activities, who and what is going to do, and promoter responsible are determined, and that contents are written in a document such as organization charts, etc. Operating several approaches by oneself could be okay. Also, operating several promote responsible by oneself could be okay.
3	Plan	What to approach to environmental conservation is determined confirm the progress status, and plans to achieve the goal are formulated.
4	Operation management	Promote the activities and confirmed the progress based on the formulated plans. If finding a delay, we analyze the causes, take actions to recover the delay, and review the plan if necessary.
5	Education	Develop necessary information to employee to promote environmental conservation activities. Also provide education for necessary knowledge by training for new employees, for people got promotion, or morning assembly, etc.
6	Preparation and actions in case of emergency	Assuming environmental accidents such as oil leakage, water leakage due to equipment damage caused by fire, earth quake, etc. and set the procedures for emergency. Better to conducted drills in accordance with the procedures.
7	Review by the top management	Report the progress and results of environmental conservation activity plans to the top management, received instructions for improvements from them, and incorporated the instructions into future plans.