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

This document is a reference translation of the original ver.(Japanese) into English.

Revision History

Revision number	date of issue	Revision details
1st ed.	Dec 26, 2022	-
2nd ed.	July 26, 2023	• Added revision history • Added illustration of how to configure folders when using the analysis tool • Modify wording

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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	-	✓

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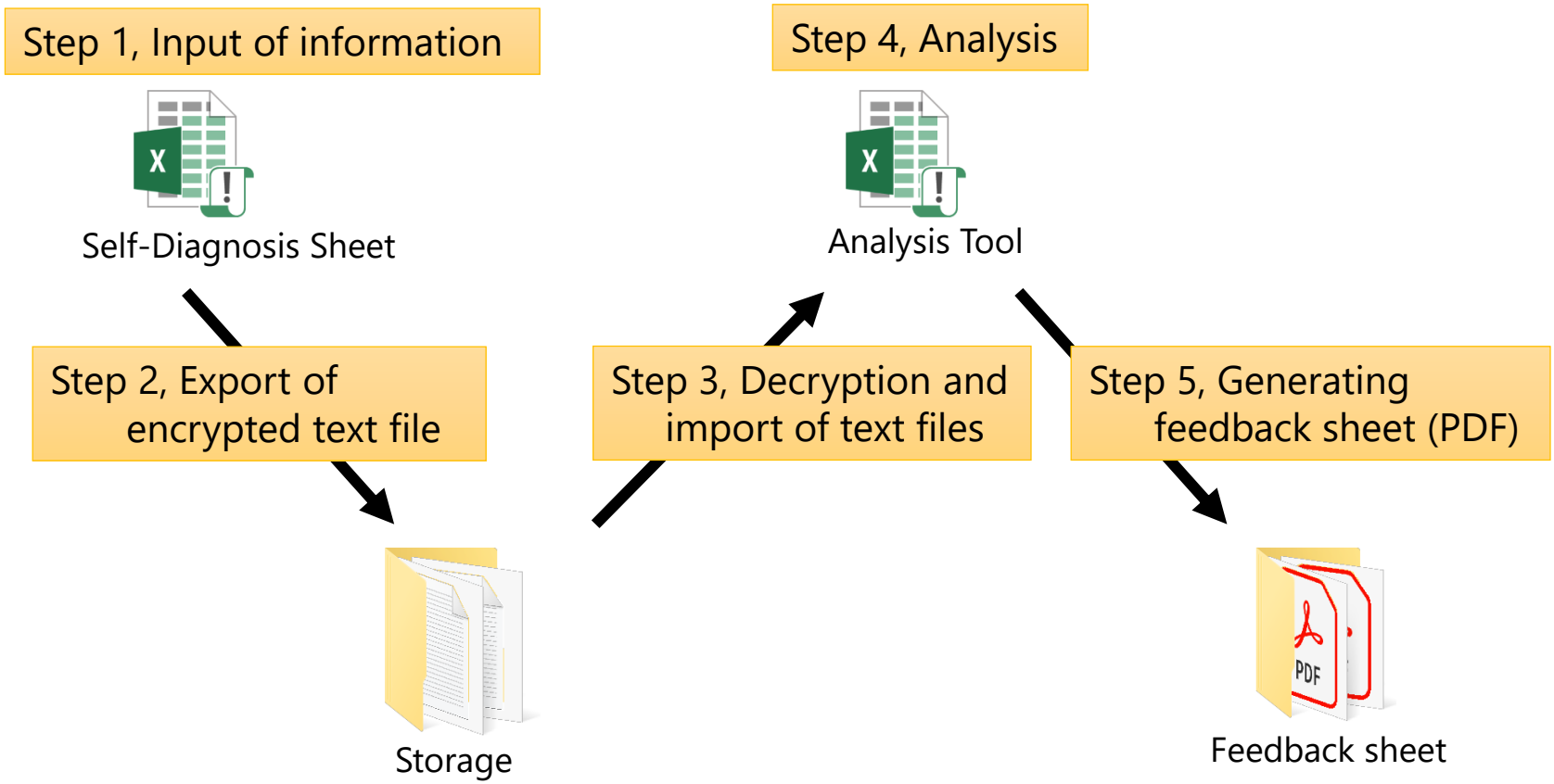
0, Overall composition

Overall flow and file relationship diagram



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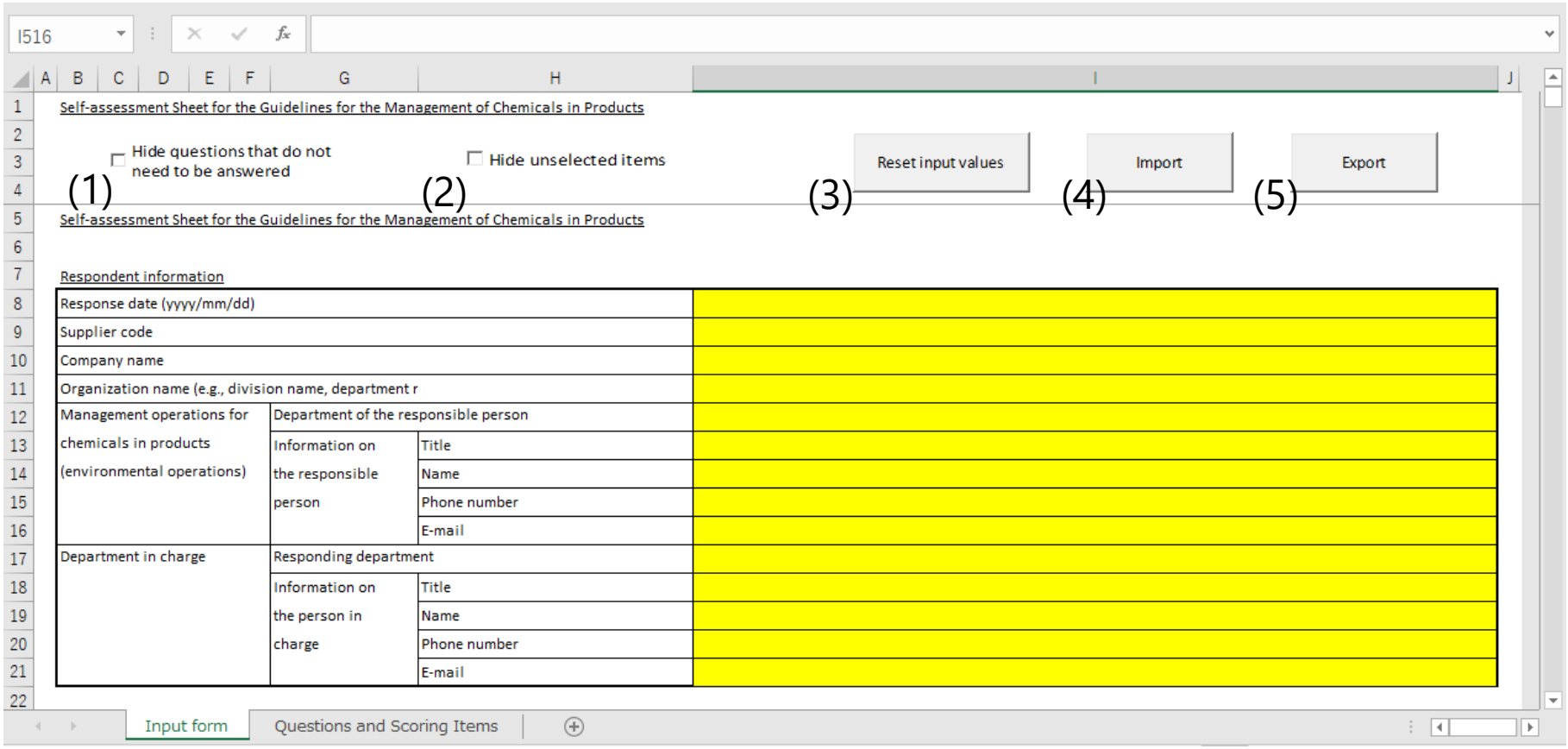
1, Outline of the Self-Diagnosis Sheet



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)

Reset input values (3)

Import (4)

Export (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	
		E-mail	
Department in charge	Responding department		
	Information on the person in charge	Title	
		Name	
		Phone number	
		E-mail	

Input form | Questions and Scoring Items

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

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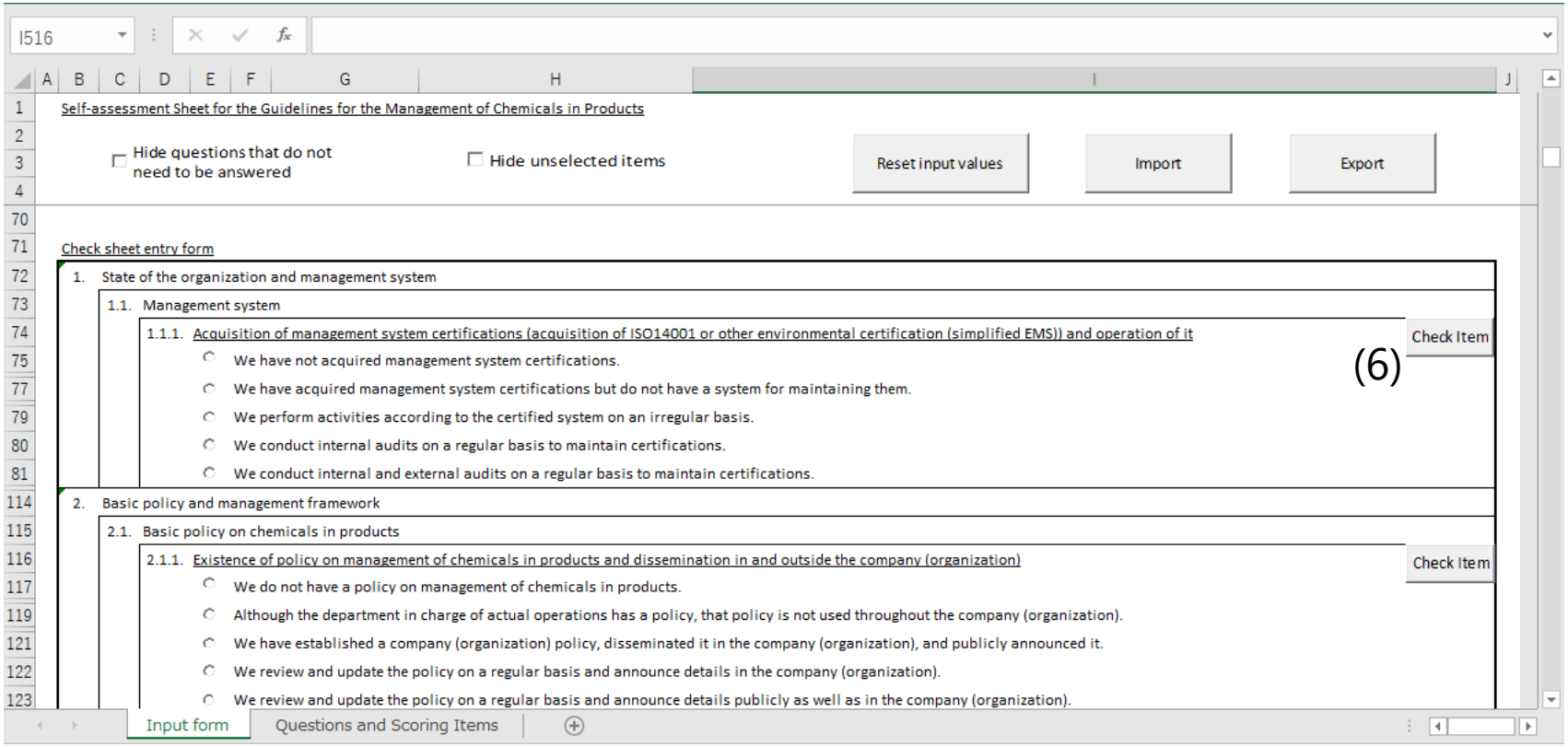
1, Outline of the Self-Diagnosis Sheet



Button (6) is explained on page 8

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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.

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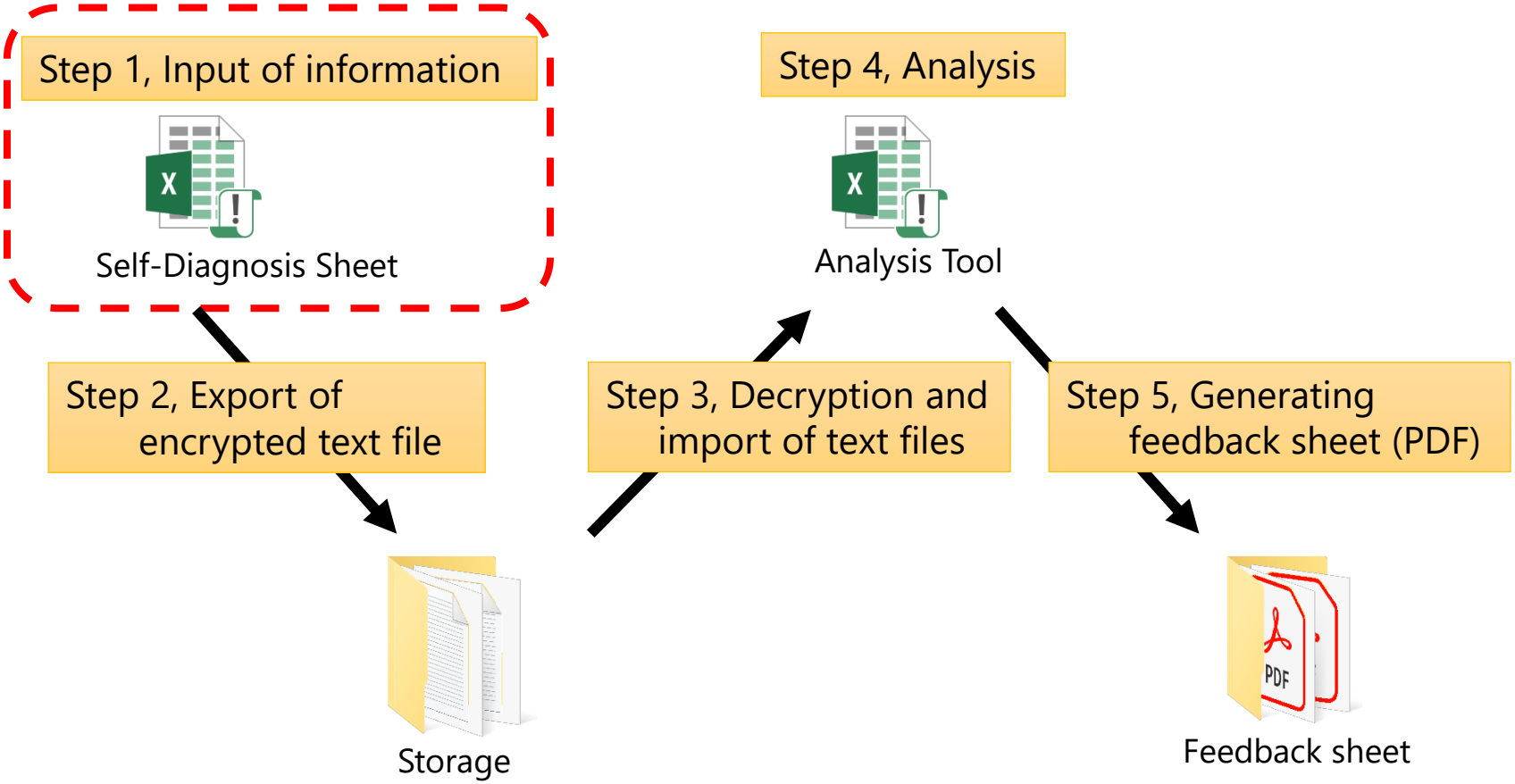
2, Input of information

Overall flow and file relationship diagram



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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

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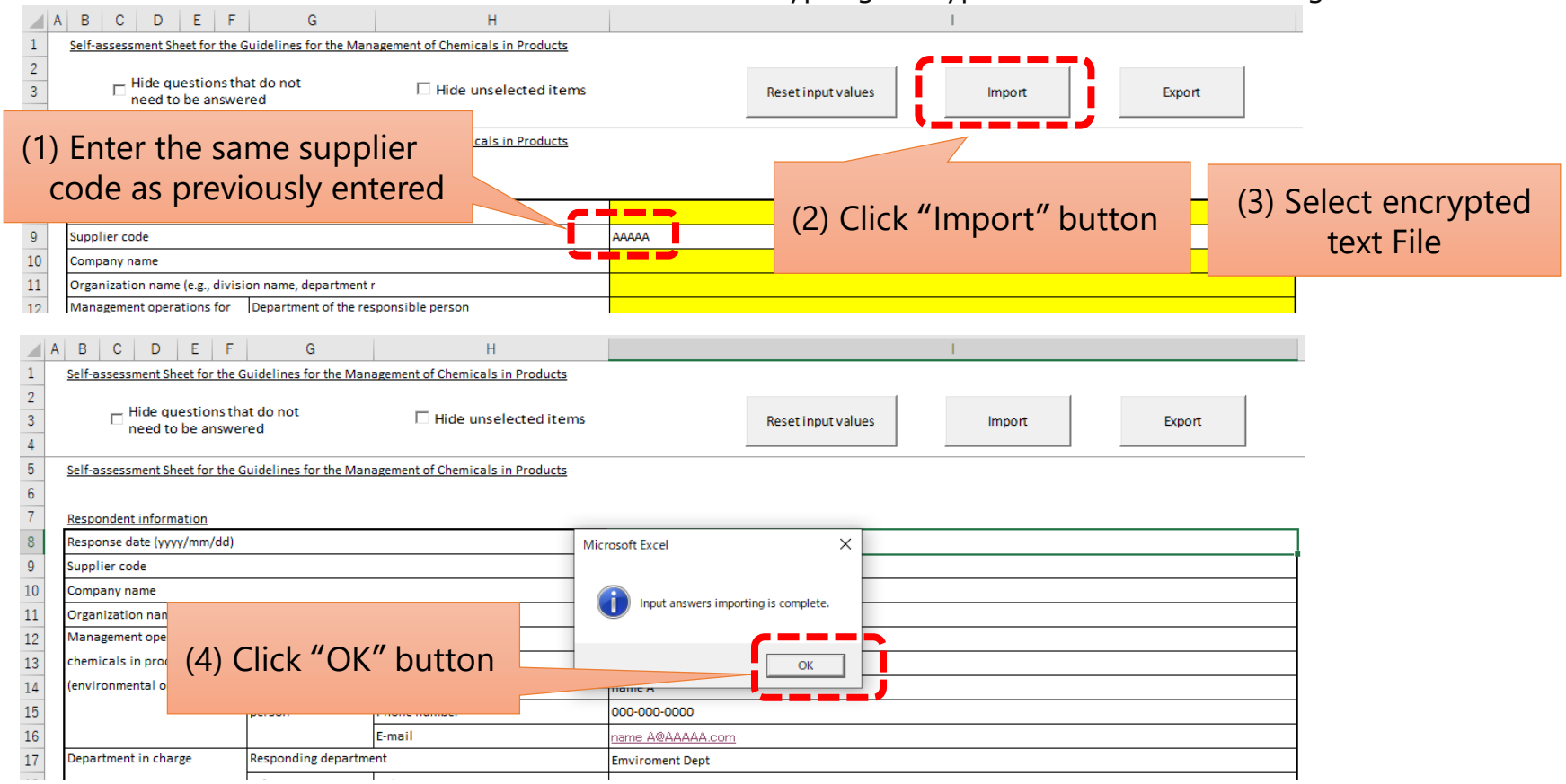
2, Input of information

Operating procedure: decrypt encrypted text file※ and import

※Decrypting encrypted data back to the original data.



(Notes.)

If you do not enter the supplier code, the text file cannot be read.

We recommend that you maintain a supplier code.

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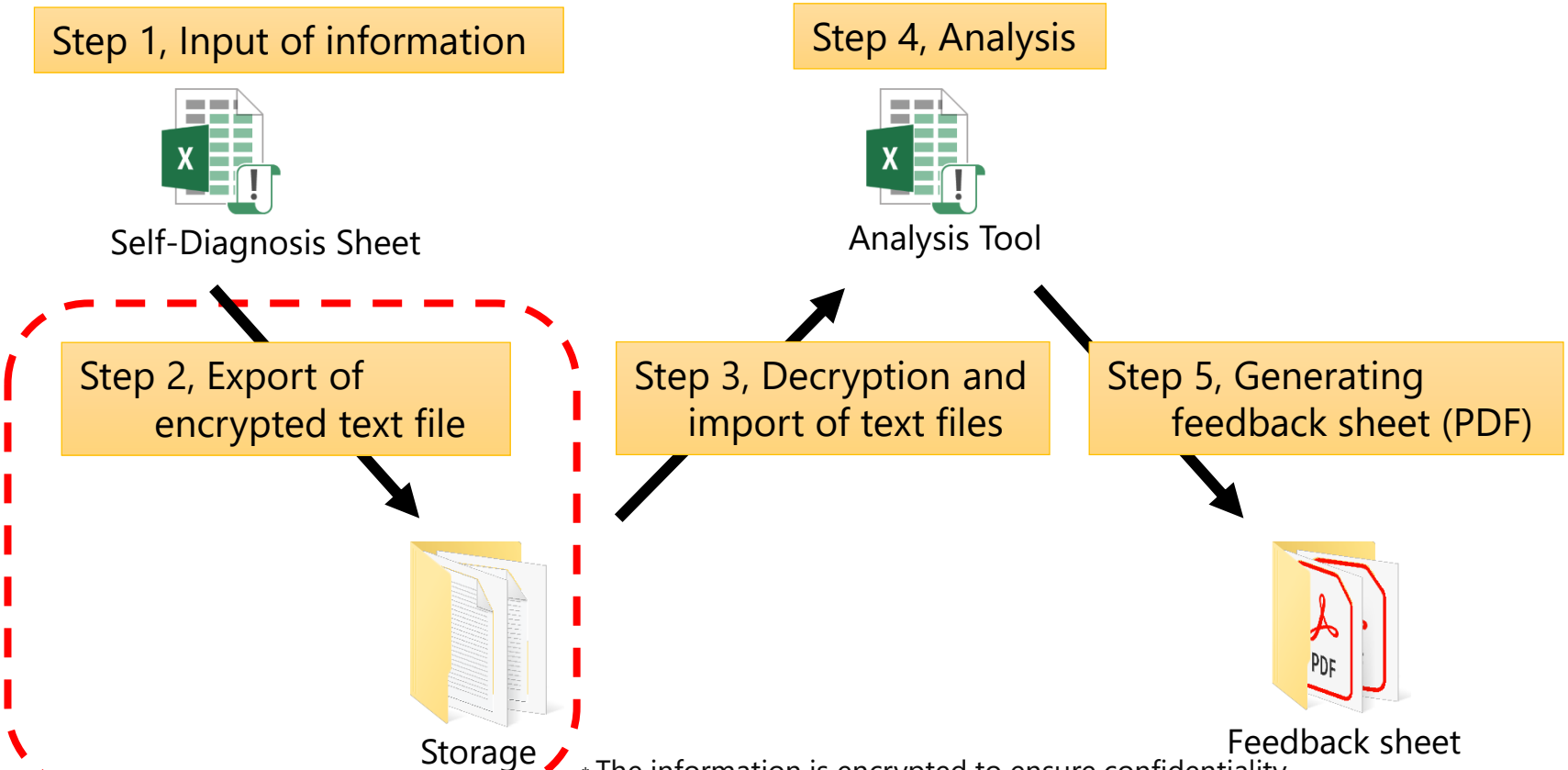
3, Export of encrypted text file

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.

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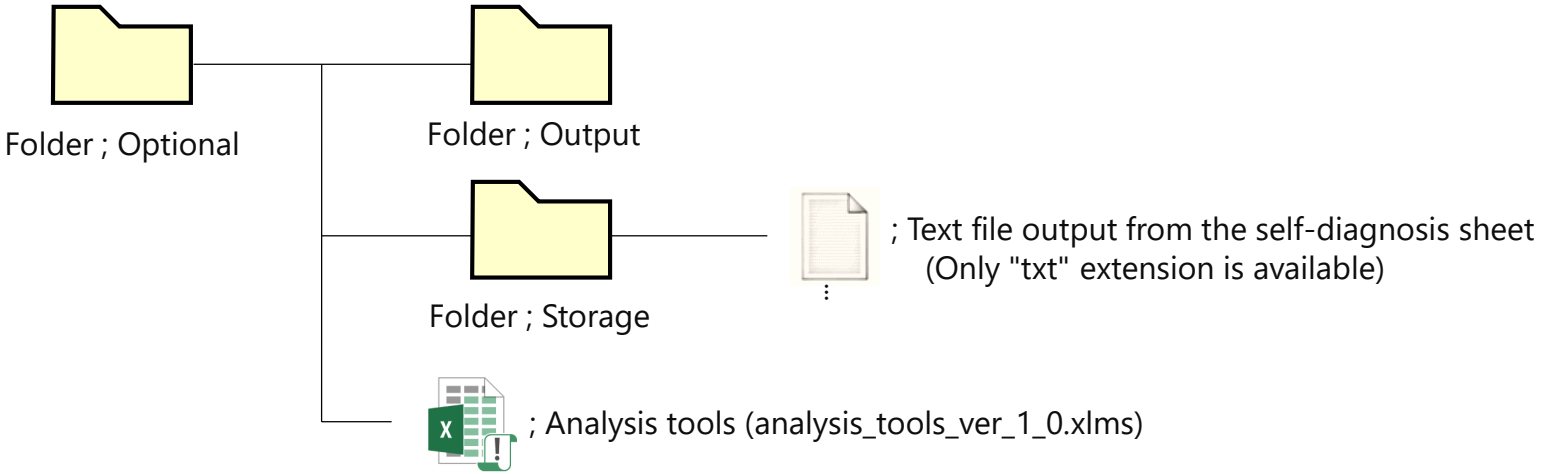
3, Export of encrypted text file

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.

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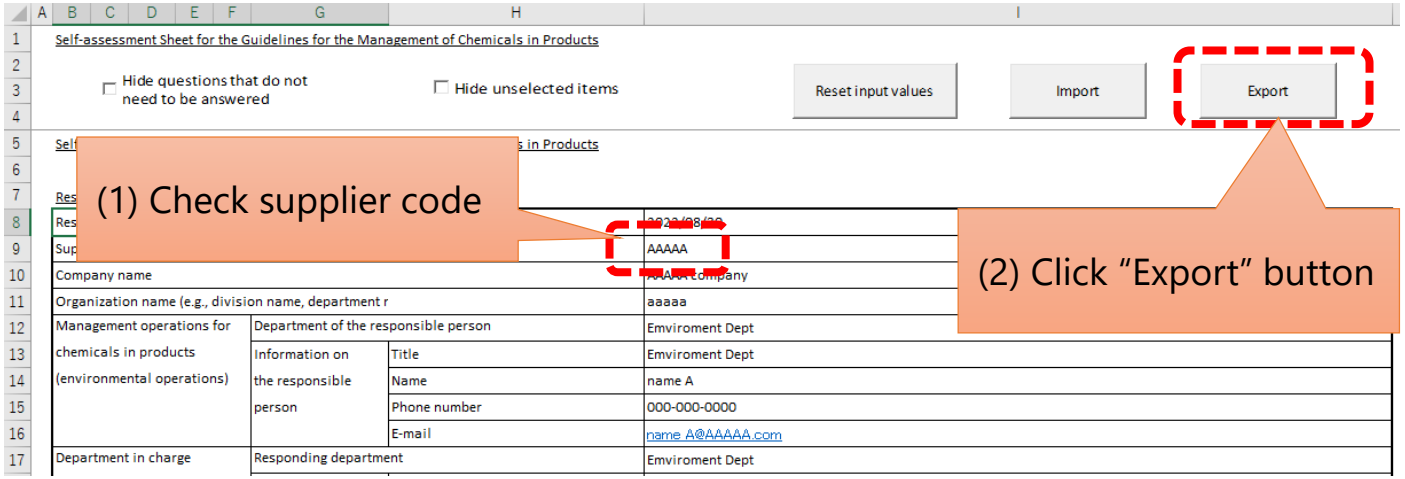
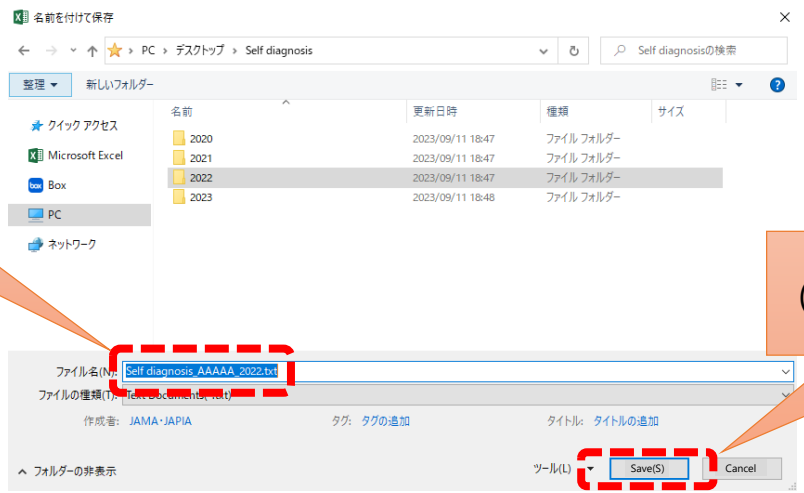
3, Export of encrypted text file

Operation Procedure 2 : Export an encrypted text file





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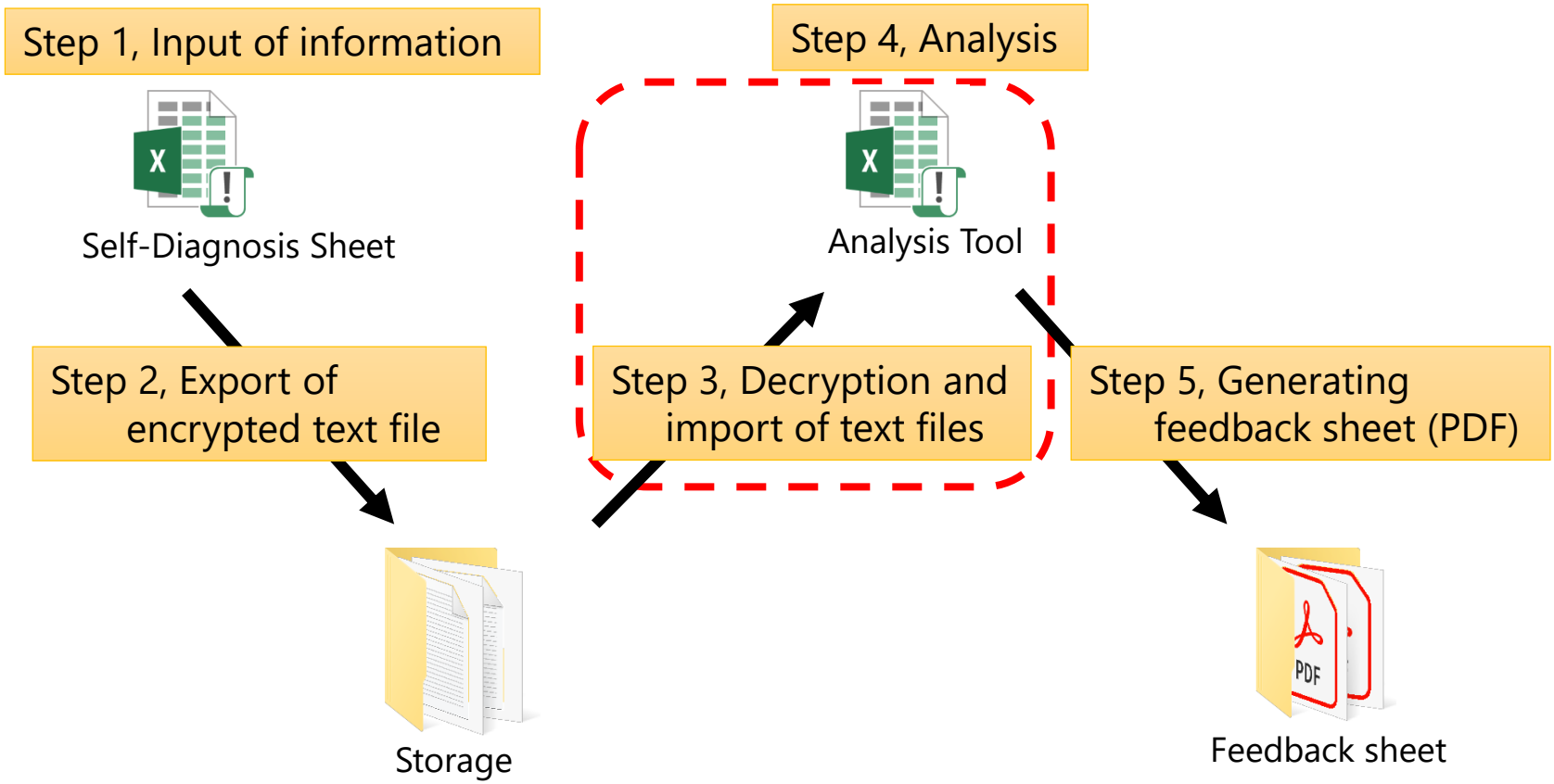
4, Decryption and import of text files

Overall flow and file relationship diagram



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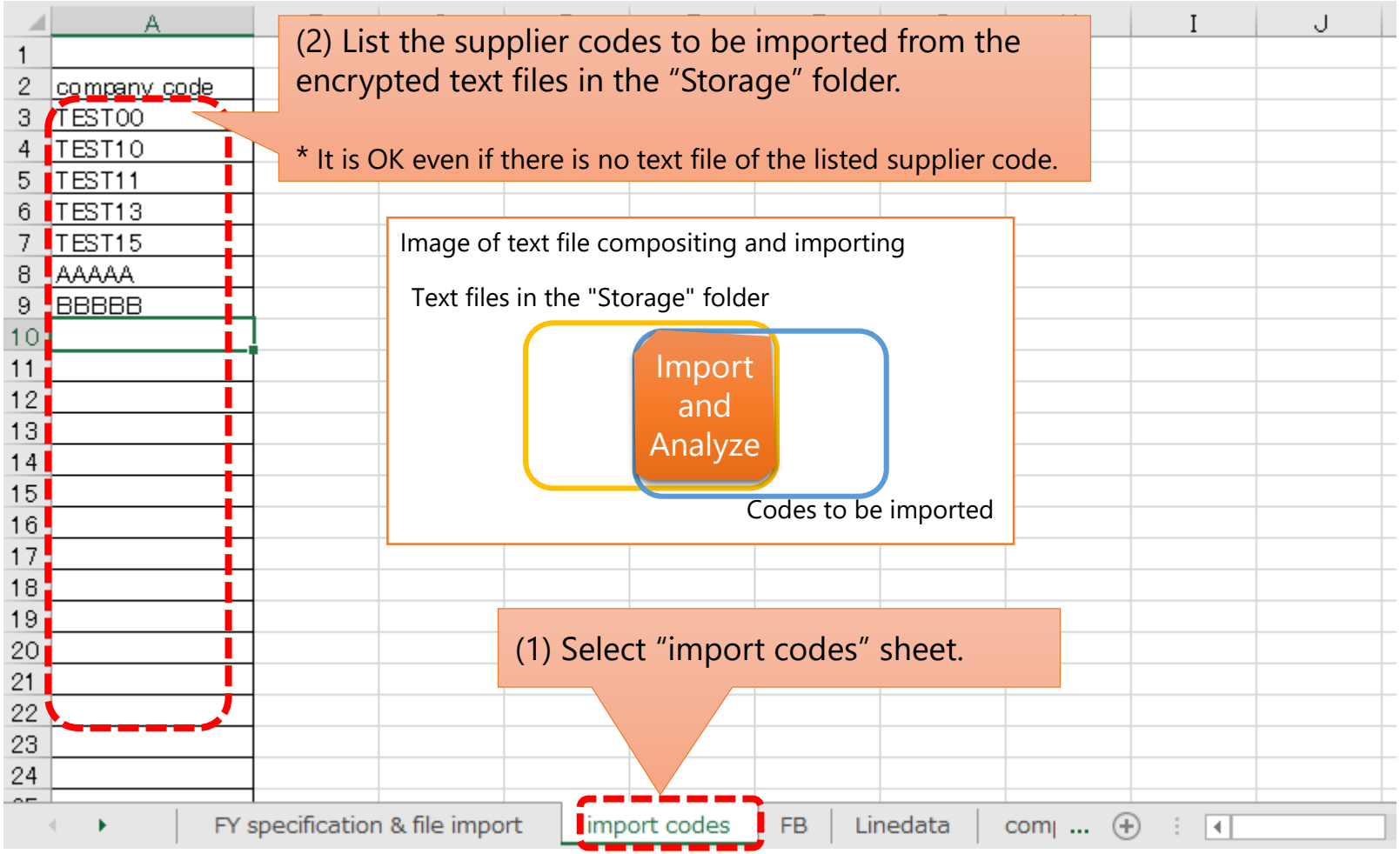
4, Decryption and import of text files

Operation Procedure 1 : Set of supplier codes to import



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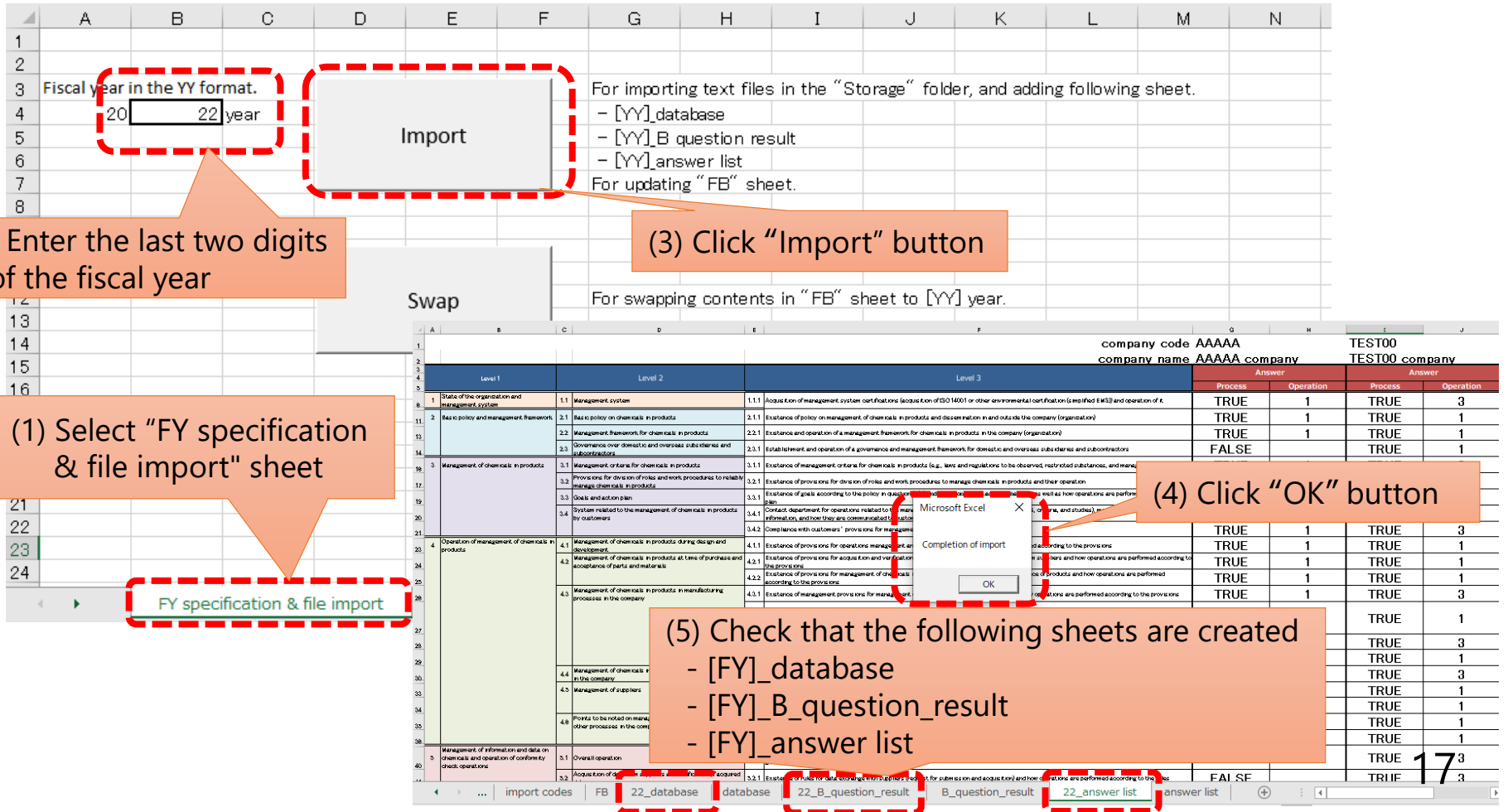
4, Decryption and import of text files

Operation Procedure 2 : Import text files



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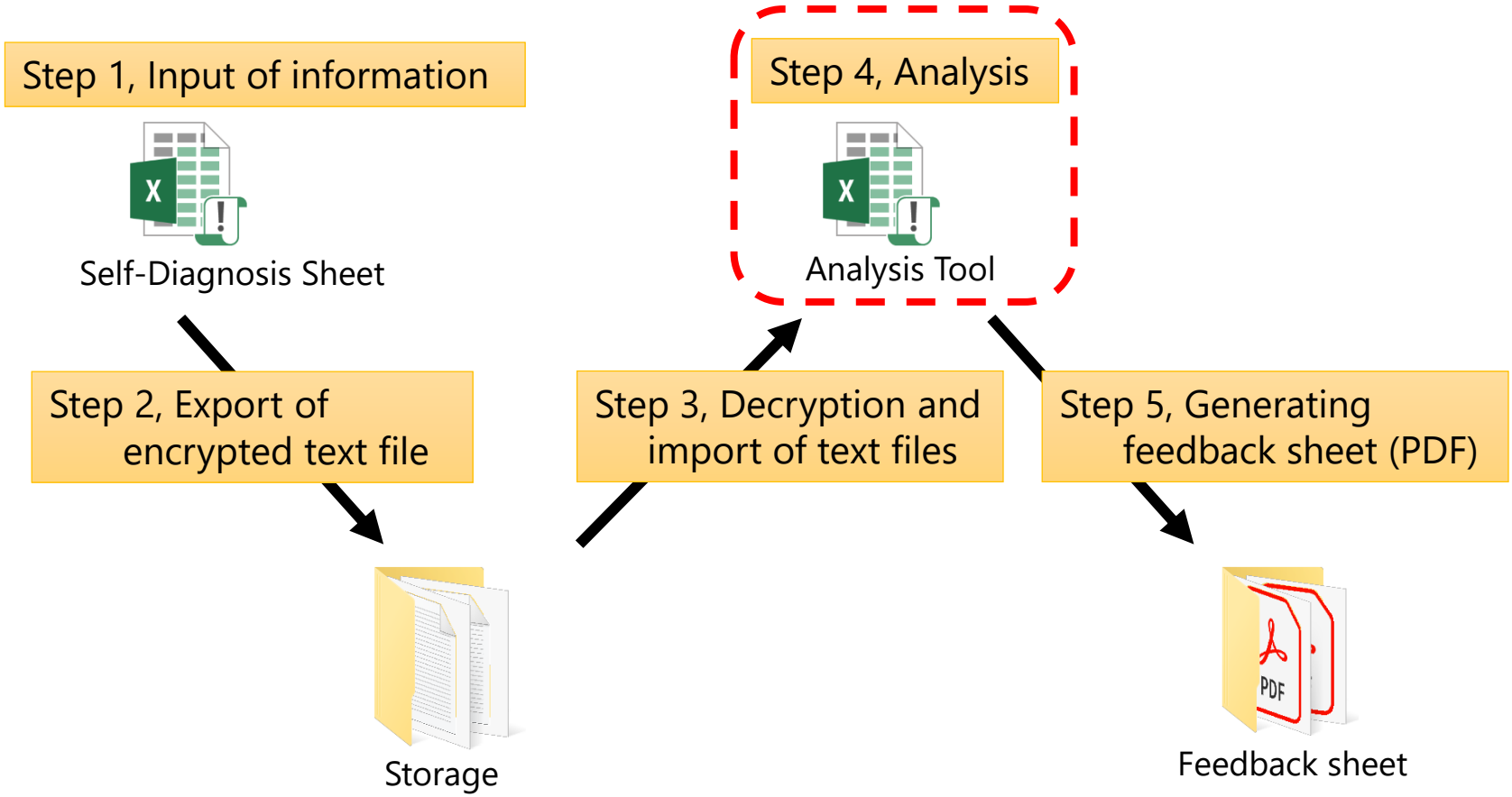
5, Analysis

Overall flow and file relationship diagram



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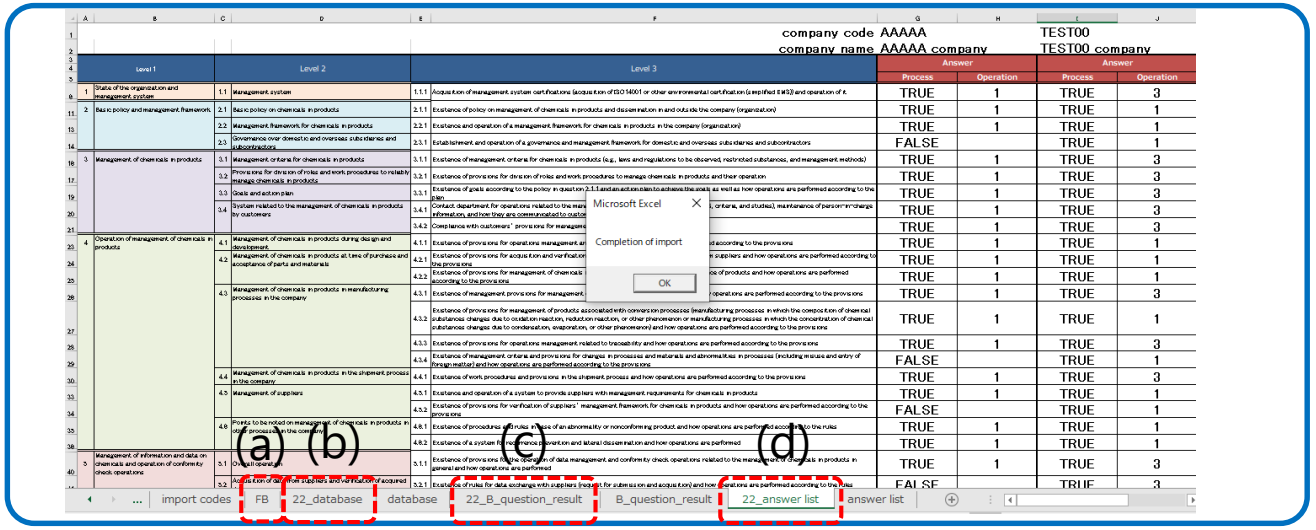
5, Analysis



Type of Analysis	Analyzable items (graphical representation)			
	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				✓

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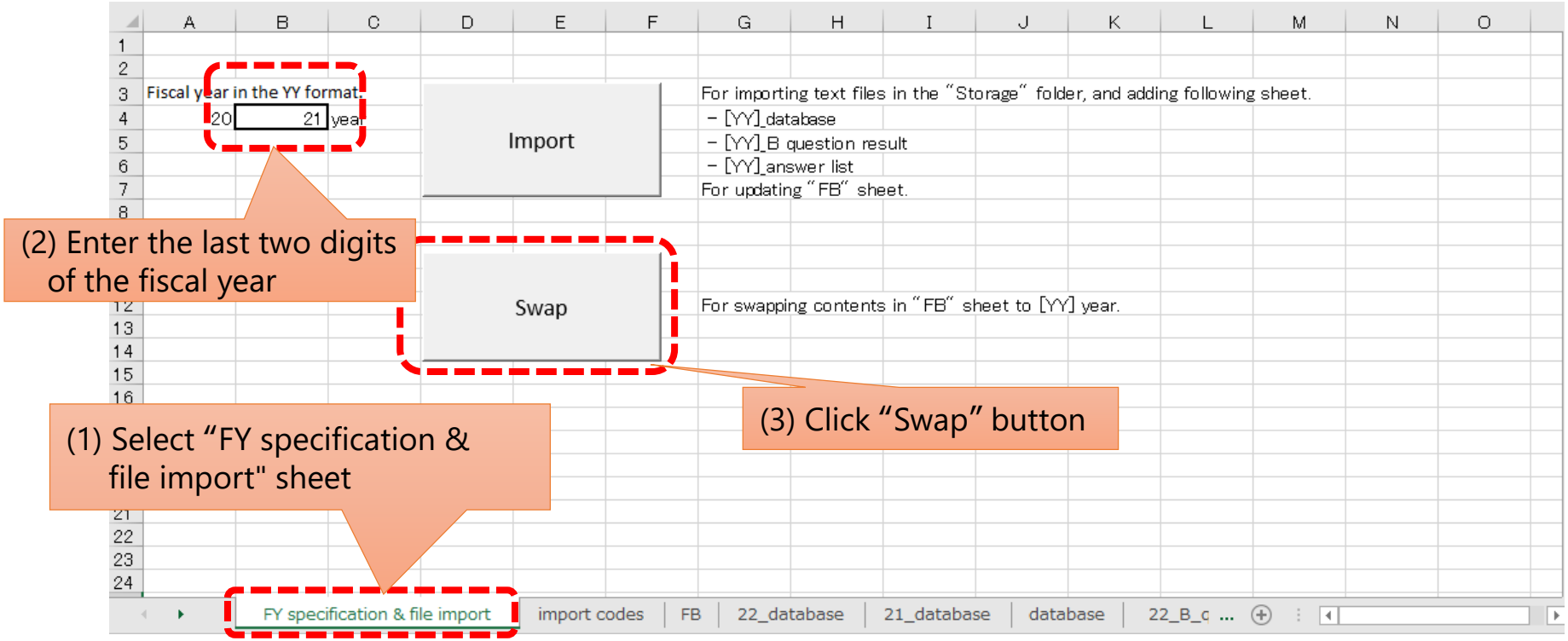
5, Analysis

Operation Procedure : Swap Fiscal Years



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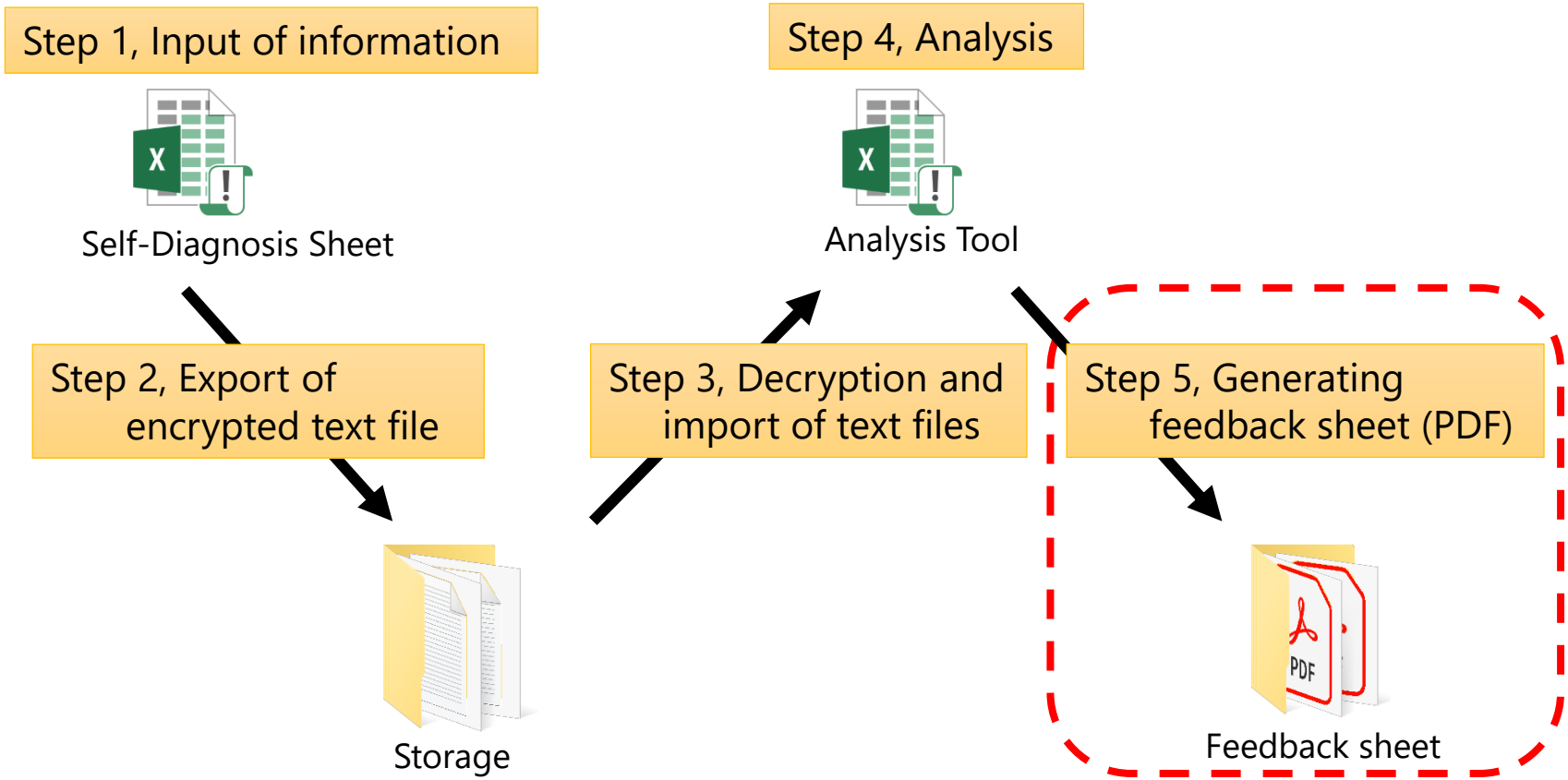
6, Generating feedback sheet (PDF)

Overall flow and file relationship diagram



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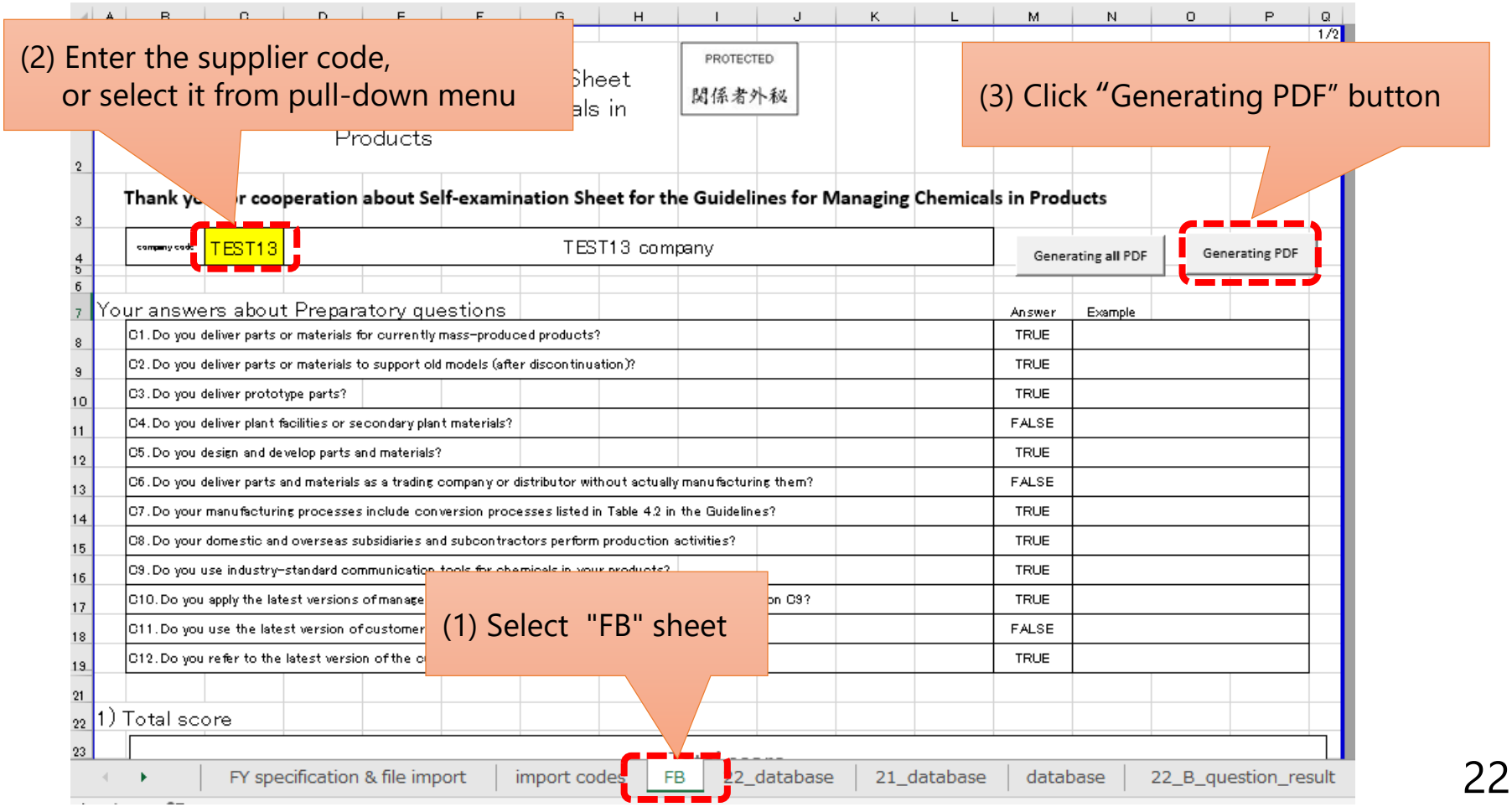
6, Generating feedback sheet (PDF)

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



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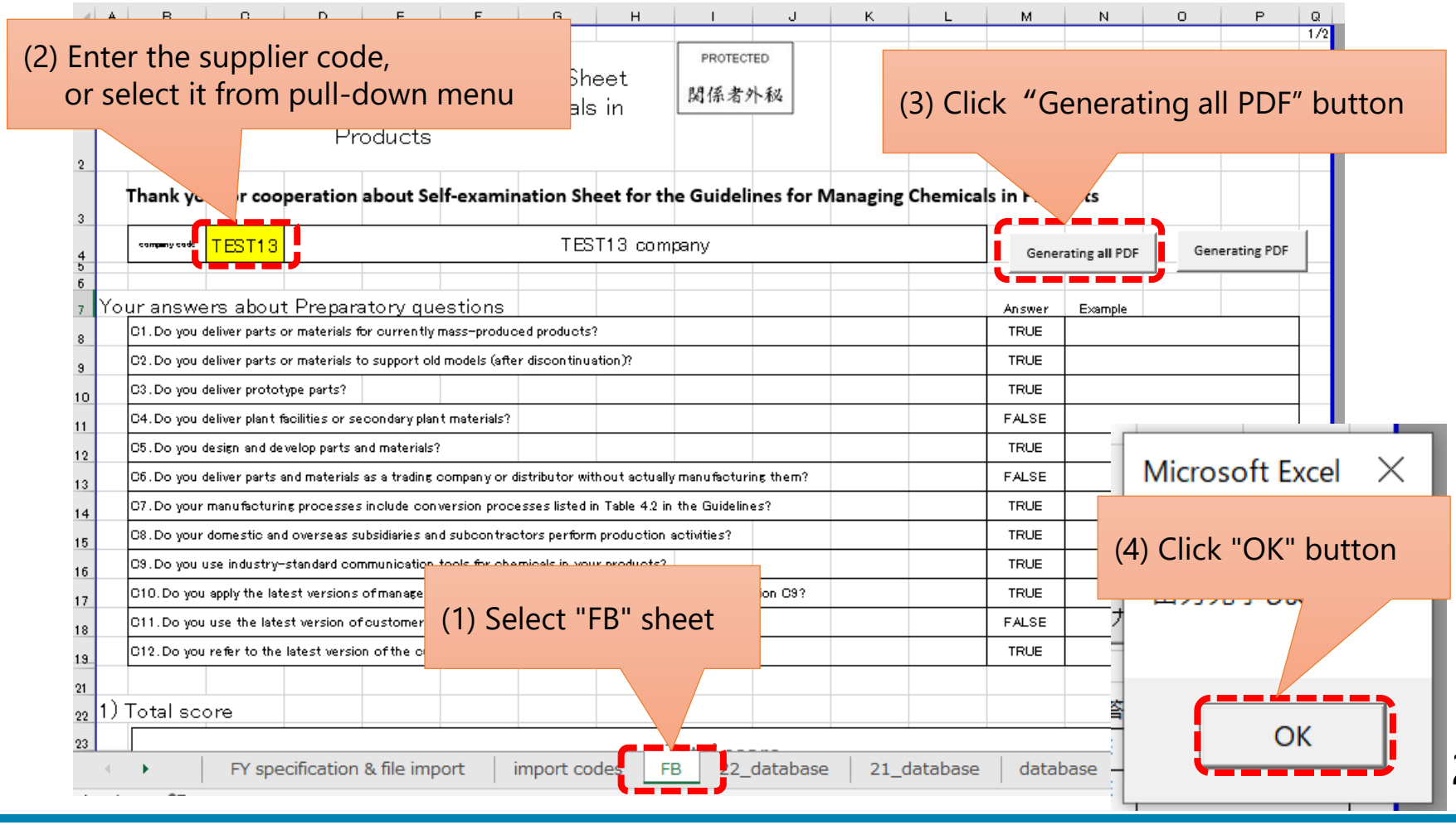
6, Generating feedback sheet (PDF)

Operation Procedure 2 : Output all companies' feedback sheets



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