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1 目的/ Purpose

確保本公司產品、包裝材料、生產製程、原物料管理作業等過程，對危害環境之物質使用及管理皆符合公司的環安政策及客戶對於環境危害物質之要求。

The produce is ensure the company's products, packaging materials, production processes, raw material management etc., and management of environmentally hazardous substances are accord with the company's environmental safety policy and customer requirements for hazardous substances.

2 適用範圍/ Scope

公司的客戶、法規與利害相關團體之禁用/限用物質要求，相關產品零組件原材料、包裝材之供應商。

The produce is include the company's customers, regulations and stakeholder group that require banned/restricted material and related product's component raw materials, packaging material suppliers.

3 參考資料/ References

3.1 供應商管理程序_2-PC-001。

Supplier Management Procedure_2-PC-001

3.2 原物料樣品承認評估程序_2-QA-013。

New Material Evaluation and Approval Procedure_2-QA-013

3.3 品質系統矯正措施程序_2-QA-010。

Quality System Corrective Action Procedure_2-QA-010

3.4 客戶抱怨處理程序_2-MS-004。

Customer Complaint Handling Procedure_2-MS-004

3.5 不合格品管理程序_2-QA-009。

Non-conforming Product Management Procedure_2-QA-009

3.6 內部稽核管理程序_2-QA-007。

Internal Audit Management Procedure_2-QA-007

3.7 客戶文件審閱管理作業指導書_3-0A-QADC-003。

Customer document review management standard_3-0A-QADC-003

3.8 新產品開發管制程序_2-RD-001。

New Product Design and Development Control Procedure_2-RD-001


3.9 XRF 作業管理規範_3-0A-QAGP-001。

XRF Management Specification_3-0A-QAGP-001

3.10 XRF 設備操作規範_3-0A-QAGP-002。

XRF Operation Specification_3-0A-QAGP-002

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3.11 記錄管制程序_2-QA-002。

Record Control Procedure_2-QA-002

4 定義/ Definition

4.1 RoHS : (Restriction of Hazardous Substances Directive) 2002/95/EC 是歐洲聯盟在 2003 年 2 月所通過的一項環保指令（但並非法律），於 2006 年 7 月 1 日起生效，主要針對產品成分及在製造上的工程製程標準。歐盟於 2015 年 6 月 4 日正式公告 RoHS（recast）指令（2011/65/EU）禁用物質清單（Annex II）新增四項鄰苯二甲酸酯類物質。

RoHS : (Restriction of Hazardous Substances Directive) 2002/95/EC is an environmental directive (but not a law) adopted by the European Union in February 2003 and effective July 1, 2006 that mainly for product ingredients and engineering process standards in manufacturing. The EU officially announced the RoHS (recast) directive (2011/65/EU) on June 4, 2015 increase four phthalate esters to the banned substances in list (Annex II).

4.2 REACH : (Registration, Evaluation, Authorization, and Restriction of Chemicals) 是歐洲聯盟關於進入歐盟市場的所有化學品強制要求註冊、評估和許可並實施安全監控的法律，於 2007 年 6 月 1 日生效，歐洲化學品管理局負責管理。

REACH : (Registration, Evaluation, Authorization, and Restriction of Chemicals) is the European Union's law on the mandatory registration, evaluation and licensing of all chemicals entering the EU market and the implementation of safety controls entered into force on June 1, 2007, and is managed by the European Chemicals Agency.

4.3 PPW : (Packaging and Packaging Waste) 包裝及包裝廢棄物指令，主要限制包裝材中不得含有 4 項重金屬物質。

PPW : (Packaging and Packaging Waste) is the packaging and packaging waste directive mainly restricts the packaging materials from containing 4 heavy metal substances.

4.4 Halogen Free : 無鹵素，IEC(國際電工協會) IEC 61249-2-21 規範要求溴、氯化物之含量。

IEC (International Electrotechnical Commission) IEC 61249-2-21 specification requires bromine and chloride content.

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- 4.5 Conflict Minerals：衝突礦物，2010 年，美國政府通過「陶德-法蘭克華爾街改革與消費者保護法（Dodd-Frank Wall Street Reform and Consumer Protection Act）」要求在美企業確認及揭露衝突礦物來源是否含有從剛果(Democratic Republic of the Congo)及鄰近地區挖掘，並向美國證交會(U.S. Securities and Exchange Commission, SEC)申報。

Conflict Minerals：In 2010, the US government passed the Dodd-Frank Wall Street Reform and Consumer Protection Act Require US companies to identify and disclose whether conflict mineral sources contain Democratic Republic of the Congo and mining in nearby areas and filed with the U.S. Securities and Exchange Commission (SEC).

- 4.6 SDS：(Safety Data Sheet)安全資料表，又稱為化學物質的身分證，記載著化學物質的成分、危害種類、應變措施等重要的安全衛生資料，亦同時提供成分分析的依據。
SDS：(Safety Data Sheet) SDS is also as the chemical identity card, contains important safety and health information such as chemical composition, hazard type, and contingency measures and also provides the component analysis.


5 權責/ Responsibilities

- 5.1 產品開發/需求單位：新產品開發進行「新產品開發管制程序」(2-RD-001)設計規劃時，需傳達公司綠色產品要求，原材料供應商需提供有害物質資料(6.5.3)，以符合華信光電「有害物質管制清單」(6.3)。

Product Development / Demand Unit：New product development 「New Product Design and Development Control Procedure」(2-RD-001) when designing the plan, it is necessary to convey the company's green product requirements, and the raw material supplier is required to provide hazardous substance information (6.5.3) to comply with Arima Lasers Hazardous Substance Control List (6.3).

- 5.2 採購單位：採購單位負責原物料的採購管制、供應商的管理及溝通和客戶的相關要求傳達給供應商，並要求供應商配合要求。

Purchasing unit：The purchasing unit is responsible for the procurement control of the raw materials, the management and communication of the suppliers, and the relevant requirements of the customers, which are communicated to the suppliers and require the suppliers to meet the requirements.

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5.3 業務單位：負責確實傳達客戶訊息及回覆客戶要求。

Sales Unit : Responsible for communicating customer information and responding to customer requests.

5.4 品保單位 Quality Assurance Unit

5.4.1 不定期更新瞭解國際有害物質法規。

To updates the international hazardous substances regulations irregularly.

5.4.2 產品定期委外檢測，或不定期依客戶需求委外檢測。

Regular do third party test or according customer requirements irregularly.

5.4.3 支援業務部對客戶關於產品檢測之要求回覆，並出具相關證明文件。

To Supporting Business Department to respond the customer's request for product testing and issue relevant evidence documents.

5.4.4 審核樣品承認的新原物料是否符合客戶及華信光電「有害物質管制清單」(6.3)。

Check whether the new raw materials recognized in line with the customer and Arima Lasers "Hazardous Substance Control List" (6.3).

5.5 資材單位 Materials Unit

5.5.1 儲存和管理原材料、成品。

It's to storage and management of raw materials and final products.

6 內容/ Content

6.1 管制範圍：成品、半成品、原物料及包裝材料均屬之，可分為下列幾項，


Control scope : Include final products, semi-finished products, raw materials and packaging materials that classify as following,

6.1.1 直接材料：產品製造中直接使用的主要材料。(如 Cap、Heat sink、Gold wire、PCBA 等)。

Direct material : The main material used directly in the manufacture of the product.

6.1.2 間接材料(副資材)：生產過程中使用的材料且不會殘留於成品上，只作反應、蝕刻、測試、冷卻...等材料(如：清洗液、化學溶劑)。

Indirect materials (sub-materials) : Materials used in the production process will not remain on the finished product, only materials such as reaction, etching, testing, cooling, etc. (such as cleaning solution, chemical solvent).

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6.1.3 包裝材料：主要於保護成品出貨之材料。

Packaging materials : materials mainly used to protect finished product shipments.

6.1.4 高風險材料：塑膠類材料(非金屬/電子類)、直接材料。

High-risk materials : plastic materials (non-metal/electronic), direct materials.

6.2 資訊傳達 Information transfer

6.2.1 業務單位接收客戶要求訊息，將相關訊息傳達品保單位，後續將客戶文件依「客戶文件審閱管理作業指導書」(3-0A-QADC-003)傳達相關單位人員。

When sales unit receives the customer requirements will pass relevant information to QA unit and following the 「Customer document review management standard」(3-0A-QADC-003) to transfer information to relevant person.


6.2.2 教育訓練：為因應客戶及法規的變化，並將資訊傳達公司內部相關作業人員，不定期實施有害物質訓練。

Training in order to adapt international directive change and customer information shall be throwing the hazardous substances training to relevant person irregularly.

6.3 有害物質管制清單 Hazardous Substance Control List

6.3.1 直接材料 Direct materials

管制項目 Item	物質 Substances	限值(ppm) Threshold	法規依據 Directive
RoHS	鉛 (Pb)	<1000	Directive 2011/65/EU (recast)
	鎘 (Cd)	<100	
	汞 (Hg)	<1000	
	六價鉻(Cr+6)	<1000	
	多溴聯苯 (PBB)	<1000	
	多溴聯苯醚 (PBDE)	<1000	
	鄰苯二甲酸丁酯苯甲酯 (BBP)	<1000	2015/863/EU Amending Directive 2011/65/EU Annex II
	鄰苯二甲酸二丁酯 (DBP)	<1000	
	鄰苯二甲酸二異丁酯 (DIBP)	<1000	
	鄰苯二甲酸二(2-乙基己基)酯 (DEHP)	<1000	
衝突礦物 Conflict Minerals	金(Au)、鎢(W)、鉭(Ta)、錫(Sn)	不使用 Do no use	Dodd-Frank Wall Street Reform and Consumer Protection Act

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管制項目 Item	物質 Substances	限值(ppm) Threshold	法規依據 Directive
REACH	Substance of SVHC list	<1000	Regulation (EC) No 1907/2006 ANNEX-XIV
	REACH Restriction list	Conditions of restriction on the Regulation Annex XVII	Regulation (EC) No 1907/2006 ANNEX-XVII

6.3.2 包裝材料 Packaging materials

管制項目 Item	物質 Substances	限值(ppm) Threshold	法規依據 Directive
包裝材料 Packaging materials	鉛+鎘+汞+六價鉻 Pb+Cd+Hg+ Cr+6	<100	包材與包材廢棄物指令 (Directive 94/62/EC) Directive of Packaging and Packaging Waste

6.3.3 每年送測 LD 和 Module 產品檢測 RoHS 和 REACH(SVHC) 以確認成品是否製造過程污染。

Annual inspection of LD and Module products is detecting RoHS and REACH (SVHC) to confirm whether the final product is contaminated during process.

6.3.4 原材料若含衝突礦物，QA 專責人員需通知供應商簽署「不使用衝突礦物聲明」(4-QA-026-002)和填寫 Conflict Minerals Reporting Template(CMRT)。

If the raw material involve Conflict Minerals, QA person shall be request that supplier to sign the「Declaration of Non-use Conflict Minerals」(4-QA-026-002) and fill out Conflict Minerals Reporting Template(CMRT).

6.3.5 SVHC List 檢測項目，依照 ECHA 官方網頁上面的內容為準則，詳細資訊連結官方網頁：<http://echa.europa.eu/web/guest/candidate-list-table>，依官網最新的 SVHC list 物質為主。


The SVHC test item shall according to ECHA web that new detail information please connect as following web site：

<http://echa.europa.eu/web/guest/candidate-list-table>

6.4 採購管制 Procurement Control

6.4.1 負責將「綠色產品環保規範」(3-0A-QADC-005)的要求給新供應商須知，並請供應商填寫「不使用有害物質保證書」(4-QA-026-001)用印後回傳。

Purchasing unit will to be inform the 「Green product environmental standards」(3-0A-QADC-005) to supplier and fill out, stamp and e-mail the 「Certificate of Non-use for Hazardous Substances」(4-QA-026-001).

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6.4.2 負責溝通及協調材料供應商，因應本程序書所需實施的措施或計劃。

Purchasing unit has responsible for communicating and coordinating material suppliers, measures or plans required implementing the procedures.

6.5 設計管制 Design control

6.5.1 工程/研發人員在設計階段進行零組件、原材料、包裝材選定時，物料承認單位必須符合本程序辦理。

When the ENG/R&D person has select components, raw materials and packaging materials at the design stage, the material approval unit must to comply with this procedure.


6.5.2 所有的新材料需依照「樣品承認評估程序」(2-QA-013)申請材料承認，承認時需補齊 6.5.3 相關資料，尚未完成評估之原物料不可用於量產產品上。

All the new material should be according 「New Material Evaluation and Approval Procedure」(2-QA-013) to apply and Completion of 6.5.3 related data if the material data undone that can't be use on the product.

6.5.3 第一次送樣/交貨及材料變更時，工程/研發人員應要求供應商提供下列資料。

When first time to deliver the sample or product material change, ENG/R&D person should be ask supplier to provide data as following.

材料類別 category	供應商應檢附資料 supplier should provide data	說明 distribution
直接材料 Direct material 包裝材料 Packaging material	1. 不使用有害物質保證書 Declaration of Non-use Conflict Minerals	新供應商時需簽回保證書 需使用公司大小印章 若無小章者,需由負責人簽名 A new supplier is need to sign a guarantee and use companies seal, authorized signatory's seal or signature(s)
	2. RoHS 檢測報告(一年內報告) RoHS test report (within one year)	歐盟 RoHS 限用物質項目檢測 EU RoHS restrict item test
	3. SDS (安全資料表) Safety Data Sheet	可用材質成份表替代 Replace use material component
金屬類直接材料 Metal direct material	不使用衝突礦物聲明書和 CMRT report Declaration of Non-use Conflict Minerals and CMRT report	金屬類(含金、鎢、鉭、錫) Metal(Au)、(W)、(Ta)、(Sn)

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- 6.5.3.1 供應商應指派有合約或法令授權之相關人員完成本公司所給予之「不含環境有害物質保證文件」所有資料內容，並蓋上公司印鑑（國外供應商若無印鑑可由代表人簽名）。

All relevant personnel authorized by contract or decree shall complete all the contents of the "Certificate of Non-use for Hazardous Substances Document" given by the company and stamp the company seal (foreign suppliers may be signed by the representative if they do not have a seal).

- 6.5.3.2 新的物料承認時，RoHS 的檢測報告只接受由第三公正單位一年內檢測報告為有效報告(通過 ISO17025 認證合格實驗室，如:SGS、Intertek、TUV..等)。

When new material requests throw approval process, only accept third party RoHS test report (passed ISO17025 accredited laboratory, SGS, Intertek, TUV and so on...)


- 6.5.3.3 供應商需附上安全資料表（SDS），以利物質資料的追查，若無法提供 SDS 時，可提供材質成份表代替。

Suppliers were required to attach a Safety Data Sheet (SDS) to facilitate the tracking of material information. If the SDS is not providing, can replace use a material composition sheet.

- 6.5.3.4 若本公司客戶另有其他要求，經溝通後供應商有義務配合施行。
If there are other requirements from Arima Lasers' customer, the supplier is obliged to cooperate with the implementation after communication.

- 6.5.4 針對車用材料及高風險材料，每年須更新供應商的 RoHS 第三公正單位檢測報告。

For the automotive materials and high-risk materials, the supplier's RoHS third party test report shall be updated annually.

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6.6 工程變更管制 Engineer change control

6.6.1 已進行量產的零組件、原材料、包裝材料或供應商有變更時，研發/工程單位應主動告知並請供應商提供 6.5.3 所需資料，並經過 QA 專責人員審核後，方能依據變更內容，進行工程變更。


When there are any changes in the components, raw materials, packaging materials or suppliers that have been mass-produced, the R&D/ENG unit should take the initiative to inform and ask the supplier to provide the 6.5.3 data, then the data review by QA special personnel that the changes can be implementing.

6.6.2 供應商變更材料成份或材料時，供應商應主動告知華信，華信接收人員確認後，填寫「供應商工程變更通知單」(4-RD-002-017)，並通知內部執行後續作業。
When changes material components from supplier, supplier shall be initiative to inform Arima Lasers receive person fill out 「Supplier Engineering Change Notice」(4-RD-002-017) and inform inside to follow-up event.

6.7 進料管制：材料承認後，材料於第一次進料時，需使用 XRF 儀器(操作方法請參照「XRF 設備操作規範」(3-0A-QAGP-002)進行抽測作業，並依據「XRF 作業管理規範」(3-0A-QAGP-001)作判定，合格才能允收；不合格則依據 6.9 不合格管制作業處置。
Incoming control : After sample approve the material first time incoming need to use XRF sampling test (reference 「XRF Operation Specification」(3-0A-QAGP-002)) and judge result according the 「XRF Management Specification」(3-0A-QAGP-001), if nonconforming material should disposal follow 6.9 nonconforming control.

6.8 製程污染風險評估：每年由生產單位將各個站別的產線設備/模治工具/副資材資料填寫於「製程有害物質污染評估表」(4-QA-026-003)。完成初步資料填寫後，生產單位人員會同品保單位人員進行製程有害物質污染風險評估。風險評估等級和改善措施如下表所示。

Process pollution risk assessment : the production unit will fill out the 「Production Hazardous Substance Pollution Assessment」(4-QA-026-003) every year. After the completion of the preliminary information, the production unit personnel will conduct a risk assessment of the hazardous substances in the process with the personnel of the quality assurance unit. The risk assessment level and improvement measures are following.

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風險等級 Risk level	改善措施 Improvements
3：高風險 High risk	訂定改善管制項目 Made Improvement control item
2：低風險 Low risk	制定相關管制標準或作業方法 Made control standard or SOP
1：暫無風險 No risk	暫不須管控 No need to control


6.9 不合格管制作業 Nonconforming control

- 6.9.1 產品委外或 XRF 檢測發現不符合 6.3「有害物質管制清單」要求時，應立刻傳達予相關單位(品保/生產單位/採購 or 業務)知悉，立即隔離及清查該產品 or 庫存品移至不合格區，將有害物質不合格品隔離標識依「XRF 作業管理規範」(3-0A-QAGP-001)作業。再次送檢測確認庫存品和成品的有害物質含量，以釐清範圍防止影響擴大。

When the product outsourcing or XRF test finds the product does not meet the requirements of 6.3 Hazardous Substance Control List limits it should be immediately communicated to the relevant unit (Quality/Production Unit/Purchasing or Business) to know and immediately isolate and inspect the product or inventory. Move to the non-conforming area, and separate the non-conforming product of hazardous substances according to the 「XRF Management Specification」 (3-0A-QAGP-001). The test is again sent to confirm the hazardous substances in the inventory and finished products to clarify the scope to prevent the impact from expanding

- 6.9.2 待確認不合格成品已經流至客戶端，業務立即與客戶端連繫告知以防止客戶端風險擴大，等待進一步處理與調查，依「客戶抱怨處理程序」(2-MS-004)調查原因，必要時由管理代表召集相關人員召開會議並查明原因，擬定矯正措施及進行效果確認。

The nonconforming product has been flown to the customer, and the business immediately communicates with the customer to prevent the customer from expanding the risk, waiting for further processing and investigation, according to the 「Customer Complaint Handling Procedure」 (2-MS-004). The reason is that if necessary, the management representative will convene relevant personnel to convene a meeting and find out the reasons, formulate corrective measures and confirm the effect.

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- 6.9.3 客戶端發現不合格品：無退貨-「客戶抱怨處理程序」(2-MS-004)；退貨-「不合格品管理程序」(2-QA-009)，改善對策及矯正措施必須得到客戶認可才可導入及處理。

Customer found nonconforming product disposal have 2 ways that the product not be return have to according the 「Customer Complaint Handling Procedure」 (2-MS-004) or the product be return have to according the 「Non-conforming Product Management Procedure」(2-QA-009), the disposal improvement measures and corrective measures must be only after being approved by the customer to implement.


- 6.10 內部稽核作業與品質管理系統一併進行，並於管理審查會議中進行相關事宜檢討，如有缺失應依「內部稽核管理程序」(2-QA-007) 進行矯正。

The internal auditing operation is carried out together with the quality management system, and relevant matters are reviewed in the management review meeting. If there is any defect, it should be corrected according to the “Internal Audit Management Procedure” (2-QA-007).

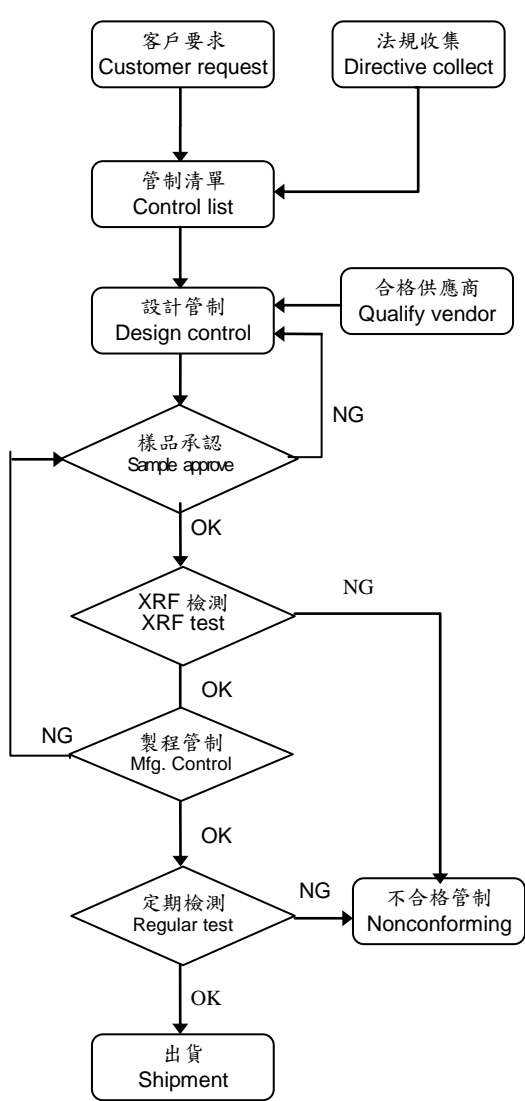
- 6.11 出貨管制：出貨外箱有標示 RoHS，若客戶有其他標示要求時，依客戶要求處置。
Shipment control：shipment carton have mark RoHS compliant, if customers have other indicates will be follow customers requested.


- 6.12 有害物質檢測報告電子檔保管於文管中心備查，保存年限依「記錄管制程序」(2-QA-002) 辦理。

The electronic Hazardous Substance Testing Report file shall be kept in the Document Control Center for reference. The storage period shall be according with the 「Record Control Procedure」 (2-QA-002).

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7 流程圖 Flow chart

權責單位 Duty unit	作業流程 Work flow	相關作業/表單 Relevant work/ form
業務單位 Sales unit 品保單位 QA unit 品保單位 QA unit 採購單位 Purchasing unit 工程/研發單位 ENG/R&D 工程/研發單位 ENG/R&D 品保單位 QA unit 品保單位 QA unit 製造單位 Mfg. unit 安環單位 ESH unit 品保單位 QA unit 資材單位 Material management unit 品保單位 QA unit	 <pre> graph TD CR[客戶要求 Customer request] --> CL[管制清單 Control list] DC[法規收集 Directive collect] --> CL CL --> DCN[設計管制 Design control] QV[合格供應商 Qualify vendor] --> DCN DCN --> SA{樣品承認 Sample approve} SA -- NG --> DCN SA -- OK --> XRF{XRF 檢測 XRF test} XRF -- NG --> NCM[不合格管制 Nonconforming] XRF -- OK --> MC{製程管制 Mfg. Control} MC -- NG --> SA MC -- OK --> RT{定期檢測 Regular test} RT -- NG --> NCM RT -- OK --> SH[出貨 Shipment] </pre>	6.2 資訊傳達 Information transfer 國際法規收集 International directive collect 6.3 有害物質管制清單 Hazardous Substance Control List 6.4 採購管制 Purchasing control 6.5 設計管制 design control 6.5 設計管制 design control 2-QA-013 原物料樣品承認評估程序 New Material Evaluation and Approval Procedure 6.7 進料管制 incoming control 3-0A-QAGP-001 XRF 設備操作規範 XRF Operation Specification 6.8 製程污染風險評估 Production Hazardous Substance Pollution Assessment 6.3.1 成品定期檢測 regular test 6.9 不合格管制作業 Nonconforming control 6.11 出貨管制 Shipment control

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8 表單/附件/ Form/Annex

8.1 不使用有害物質保證書_4-QA-026-001。

Declaration of Non-use Conflict Minerals_4-QA-026-001

8.2 不使用衝突礦物聲明書_4-QA-026-002。


Declaration of Non-use Conflict Minerals_4-QA-026-002

8.3 製程有害物質污染評估表_4-QA-026-003。

Production Hazardous Substance Pollution Assessment Form_4-QA-026-003

8.4 供應商工程變更通知單_4-RD-002-017。

Supplier Engineering Change Notice_4-RD-002-017

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文件修訂履歷 Document modification history

版本 Ver.	撰寫人 Initiated by	發行日期 Issued date	修訂內容 Reason of modification
6	陳美如	2018/08/27	<p>依 ECRN-001451 修改</p> <p>新增 3.9~3.11 相關程序文件</p> <p>新增 6.1.4 高風險材料：塑膠類材料(非金屬/電子類) 直接材料。</p> <p>增加敘述 6.5.4..車用材料...,每年須更新供應商的 RoHS 第三公正單位檢測報告。</p> <p>修改 6.7 進料管制：材料承認後，材料於第一次進料時，需使用 XRF 儀器(操作方法請參照「XRF 設備操作規範」(3-0A-QAGP-002) 進行抽測作業，並依據「XRF 作業管理規範」(3-0A-QAGP-001) 作判定，合格才能允收；不合格則依據 6.9 不合格管制作業處置。</p> <p>修改 6.9.1 不合格品隔離標識依「XRF 作業管理規範」(3-0A-QAGP-001) 作業。</p> <p>修改 6.12 保存年限依「記錄管制程序」(2-QA-002) 辦理。</p>
7	陳美如	2019/04/11	<p>依據 ECRN-001804 增加英文敘述。</p> <p>According to ECRN-001804 add the English statement in the procedure.</p>