

Simplified Instructions on completing the Conflict Minerals Reporting Template



An initiative of the EICC and GeSI

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Conflict Minerals Reporting Template (CMRT)

English

Revision 4.01a
August 6, 2015

[Link to Terms & Conditions](#)

The purpose of this document is to collect sourcing information on tin, tantalum, tungsten and gold used in products

Mandatory fields are noted with an asterisk (*). The information collected in this template should be updated annually. Any changes within the annual cycle should be provided to your customers

Company Information

Company Name (*):	
Declaration Scope or Class (*):	
Description of Scope:	
Company Unique ID:	
Company Unique ID Authority:	
Address:	
Contact Name (*):	
Email - Contact (*):	
Phone - Contact (*):	
Authorizer (*):	
Title - Authorizer:	
Email - Authorizer (*):	
Phone - Authorizer (*):	
Effective Date (*):	

Answer the following questions 1 - 7 based on the declaration scope indicated above

Step 1: Click this [link to open the CFSI form](#).
Select version 4 only. Version 3 or earlier will not be accepted.

Step 2: Complete all information highlighted in yellow above.
 See additional slides for guidance on how to complete the questions.

Incomplete mandatory fields will result in a **Failure**

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Mandatory fields are noted with an asterisk (*). The information collected in this template should be updated annually. Any changes within the annual cycle should be provided to your customers

Company Information

Company Name (*) :	
Declaration Scope or Class (*) :	<input type="text"/>
Description of Scope:	<input type="text"/> A. Company B. Product (or List of Products) C. User defined [Specify in 'Description of scope']

Step 2a: For “Declaration Scope or Class” selection:


If your declaration is at a parent company level use
“A: Company”.

Simplified Instructions on completing the Conflict Minerals Reporting Template

Company Information	
Company Name (*):	[Redacted]
Declaration Scope or Class (*):	B. Product (or List of Products) <input type="button" value="v"/>
Go to Product List tab to enter products this declaration applies to	<p>Click here to enter the products this declaration applies to</p>

Step 2b: If you choose “B: Product” please report for **ALL** products provided to Boeing on the Product List tab.

Completion required only if reporting level "Product (or List of Products)" selected on the 'Declaration' worksheet.

 [Click here to return to Declaration tab](#)

Manufacturer's Product Number (*)	Manufacturer's Product Name	Comments

This is the Product List tab

Simplified Instructions on completing the Conflict Minerals Reporting Template

Company Information

Company Name (*):

Declaration Scope or Class (*):

Description of Scope: (*)

C. User defined [Specify in 'Description of scope']



Step 2c:

Choose “C: User defined” if your declaration is at a divisional or subsidiary level. Please specify the scope to which this declaration is applicable in the “Description of Scope” section shown above. Provide a link to any clarifying information if necessary.

1) Is the 3TG intentionally added to your product? (*)

	Answer
Tantalum (*)	No
Tin (*)	No
Gold (*)	No
Tungsten (*)	No

Comments

2) Is the 3TG necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture? (*)

	Answer
Tantalum (*)	No
Tin (*)	No
Gold (*)	No
Tungsten (*)	No

Comments

3) Do any of the smelters in your supply chain source the 3TG from the covered countries?

	Answer
Tantalum	
Tin	
Gold	
Tungsten	

Comments

4) Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or other sources?

	Answer

Comments

Step 3a: Answer Question #1 & 2. Determine whether or not ANY of your products intentionally contain the 4 listed metals. If none of your products contain these minerals, select "No" from the drop down menu. Also, answer questions A through J (below) and return your survey to Boeing's group email box. **Please provide an explanation in the comments section for Questions 1 & 2 and A through J.** You are done.

This is an example of a **Passing** response

1) Is the 3TG intentionally added to your product? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

2) Is the 3TG necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

Step 3b: If you do not answer Questions #1 & 2, even though none of your products contain tantalum, tin, gold or tungsten, this is an example of a **Failure**

1) Is the 3TG intentionally added to your product? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)	Yes	
Gold (*)	Yes	
Tungsten (*)		

2) Is the 3TG necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)	Yes	
Gold (*)	Yes	

Step 3c: Answer Questions #1 & #2. If any of your products contain these minerals, select "Yes" from the drop down menu.

You must address all of the minerals or the response will **Fail**

Explain why the answer fits the category chosen.

1) Is the 3TG intentionally added to your product? (*)

	Answer	Comments
Tantalum (*)	Yes	
Tin (*)	Yes	
Gold (*)	Yes	
Tungsten (*)	Yes	

2) Is the 3TG necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture? (*)

	Answer	Comments
Tantalum (*)	Yes	
Tin (*)	Yes	
Gold (*)	Yes	
Tungsten (*)	Yes	

Answering all questions is a **Passing** response

3) Do any of the smelters in your supply chain source the 3TG from the covered countries? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

4) Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or scrap sources? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

5) Have you received data/information for each 3TG from all relevant suppliers? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

6) Have you identified all of the smelters supplying the 3TG to your supply chain? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

7) Has all applicable smelter information received by your company been reported in this declaration? (*)

Step 4a: For every “Yes” answer in either Question #1 or #2, you will need to complete the relevant questions (required answers are highlighted in yellow)
Drop down answers are: “yes”, “no” or “unknown”

3) Do any of the smelters in your supply chain source the 3TG from the covered countries? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

4) Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or scrap sources? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

5) Have you received data/information for each 3TG from all relevant suppliers? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten (*)		

6) Have you identified all of the smelters supplying the 3TG to your supply chain? (*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		

7) Has all applicable information been provided in this declaration?

Step 4b: If you are not directly buying metals from a smelter or refiner, you will need to contact your suppliers and request the same information from them. If you are in the process of collecting information from your supply base, a **Passing** response will be “unknown” until you receive your suppliers’ responses. Please explain in the Comments section.

Step 5: If you are able to obtain smelter information, you will need to complete the Smelter tab of this spreadsheet and determine if the smelter is part of the Conflict Free Smelter (CFS) program.

Smelters identified here may be contained on The Boeing Conflict Mineral Report

To begin:

Step 1. Select Metal in column B

Step 2. Select from dropdown in column C

Step 3. If dropdown selection is "Smelter Not Listed" complete columns D & E

Step 4. Enter all available smelter information in columns H thru P

Mandatory fields are noted with an asterisk (*).



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Metal (*)	Smelter Reference List (*)	Smelter Name (*)	Smelter Country (*)	Smelter Identification	Source of Smelter Identification Number	Smelter Street	Smelter City	Smelter Facility Location: State /	Smelter Contact Name

This is the smelter tab

Step 7: Please review Questions 1 & 2 as well as A through J. Also, provide an explanation in the comments section for Questions 1 & 2 and A through J, if required. If you have any questions please contact us at GRP.Boeing.Conflict.Minerals.Response:

BoeingCMR@boeing.com.

Thanks for completing the survey.

Additional References

Doing Business with Boeing (Regulatory Environment section):

<http://www.boeing.com/doing-business-with-boeing/regulatory-environment>

Conflict Free Sourcing Initiative: <http://www.conflictreesourcing.org/>

AIA: http://www.aia-aerospace.org/industry_issues/conflict_minerals/