



Conflict Minerals Reporting Training

**Module 2: How to Complete A
Conflict Minerals Reporting Template (CMRT)**

July 2015

Conflict Minerals Training Modules

Module 1

- Background on the Conflict Minerals legislation
- Overview of reporting expectations
- Timeline & Actions Required

Intended Audience

- Suppliers unfamiliar with conflict minerals reporting requirements

**Today's
topic**

Module 2

- Instructions for completing the Conflict Minerals Reporting Template (CMRT)
- Methods for CMRT submission

Intended Audience

- Person responsible for annual conflict minerals reporting to Ford

**The Focus Of This Presentation Is Module 2;
Module 1 Training Available At: <https://fsp.portal.covisint.com>**

Module Purpose And Agenda

Desired Outcome:

- Understand Ford's expectations of its suppliers on how to complete a high quality Conflict Minerals Reporting Template (CMRT), including examples of common errors

Agenda	Slide
Conflict Minerals Reporting Template Overview	4
Review of CMRT Tabs and Sections	5 – 14
CMRT Submittal Methods To Ford	15 – 17
Additional Resources	18

Conflict Minerals Reporting Template



1

Language Options

Chinese
English
Japanese
Korean
French
Portuguese
German
Spanish
Italian

2

Company Information

- Company Name
- Address
- Contact Person
- Email and Telephone

3

Tin, Tungsten, Tantalum and Gold (3TG) Questions

4

Company Sourcing Policy Information

Note:

- Yellow sections are required fields
- Grey fields do not need to be completed

Revision

Instructions

Definitions

Declaration

Smelter List

Checker

Product List


Smelter Reference List



5

Smelter List

CMRT: Language

 <p>An initiative of the EICC and GeSI</p>		<p>Conflict Minerals Reporting Template (CMRT)</p>	
<p>Select Language Preference Here: 请选择你的语言: 사용할 언어를 선택하십시오: 表示言語をここから選択してください: Sélectionner la langue préférée ici: Seleccione Preferència de idioma Aquí: Wählen sie hier die Sprache: Selecciona el lenguaje de preferencia aquí: Selezionare la lingua di preferenza qui:</p>		<p>English</p>	<div style="border: 2px solid black; padding: 10px; display: inline-block;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <div style="margin-left: 10px;"> <p>Language Options</p> </div> </div>

Revision 4.0
April 30, 2015
[Link to Terms & Conditions](#)

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

General Guidelines:

- **Select the language of your choice for completing template questions**
 - Options: Chinese, Japanese, Korean, French, Portuguese, German, Spanish, Italian
- **Change language selection to English prior to submitting**
- **Complete “Company Information” and all “Comment” fields in English**

Common Errors:

- Writing company information in a language other than English
- Writing comments in a language other than English

CMRT: Company Information

Company Information

2

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 (*):

Common Errors:

- Listing more than one name or email in a contact field
- Entering special characters in a contact field, like "/" or ","
- Forgetting to change the "Effective Date" in updated submissions
- Leaving required fields blank (or yellow)

General Guidelines:

- **Choose "Declaration Scope or Class"**
 - *Preferred:* User-defined - includes only supplier responses for parts sent to Ford in 2015
 - Company level - includes supplier responses for *all* parts sent to *all* customers
- **Use GSDB code as "Company Unique ID" on CMRT to Ford**
- **"Contact" vs. "Authorizer"**
 - Ford will use "Contact" information to send feedback and further instructions

CMRT: Questions 1 And 2

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

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

3

Tin, Tungsten, Tantalum and Gold Questions

Answer Options:

- Yes
- No

General Guidelines:

- Responses must match International Material Data System (IMDS) reports submitted to Ford
- Answers to Questions 1 and 2 should be the same
- Ford expects "Yes" if 3TG is intentionally added *anywhere* in your supply chain

Common Errors:

- Not checking Ford IMDS parts reports for in-scope metal(s)
- Answering "No" but providing no comment for in-scope metal
- Answering "Yes" for Question 1 and "No" for Question 2

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

Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

Answer Options:

- Yes
- No
- Unknown

General Guidelines:

- **No penalty for answering “Yes” or “Unknown” to Question 3**
 - If you answer “Yes,” include the “Location (Country) of Mine(s)” from your suppliers on your Smelter List for all smelters sourcing from the DRC or surrounding countries.

[illegible]

Common Error:

- Answer “Yes” or “No” to Question 3 for a metal without including smelters or refiners on the Smelter List for that metal

CMRT: Question 4

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

Tantalum (*)
Tin (*)
Gold (*)
Tungsten (*)

Answer

3

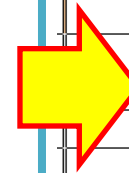
Tin, Tungsten, Tantalum and Gold Questions

Answer Options:

- Yes
- No
- Unknown

General Guidelines:

- **Answer “Yes” *only* if *all* sources of the particular metal use exclusively recycled or scrap material**
 - If you are able to identify the smelters of the recycled metals, list them on the smelter tab and complete columns N, O, and P of the smelter tab (if known)



N	O	P
Name of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Location (Country) of Mine(s) or if recycled or scrap sourced, enter "recycled" or "scrap"	Does 100% of the smelter's feedstock originate from recycled or scrap sources?

Declaration
Smelter List
Checker
Product List

CMRT: Question 5

3 Tin, Tungsten, Tantalum and Gold Questions

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

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

Answer options:

- Yes, 100%
- No, but greater than 75%
- No, but greater than 50%
- No, but greater than 25%
- No, but less than 25%
- None

General Guidelines:

- **Ford suppliers must survey their suppliers to obtain the information necessary to complete the CMRT (including names of 3TG smelters)**
 - Ford monitors year-over-year improvement in supplier response rate
 - Supplier responses are INCOMPLETE until all Question 5 answers for all in-scope metals are “Yes, 100%”

Common Error:

- Answer “Yes, 100%” without including smelters or refiners on the Smelter List for that metal

CMRT: Question 6

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

	Tantalum (*)
	Tin (*)
	Gold (*)
	Tungsten (*)

Answer

3

Tin, Tungsten, Tantalum and Gold Questions

Answer options:

- Yes
- No

General Guidelines:

- **Ford expects all relevant suppliers to submit a complete smelter list**

- If you have been unable to identify ALL of the 3TG smelters in your supply chain, respond “No” to question 6 and continue working to obtain the required information
- Supplier responses are INCOMPLETE until all Question 6 answers are “Yes” for all metals

Common Error:

- Answer “Yes, 100%” without including smelters or refiners on the Smelter List for that metal

CMRT: Question 7

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

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

3

Tin, Tungsten, Tantalum and Gold Questions

Answer options:

- Yes
- No

General Guidelines:

- If any smelter information received by your company has been excluded from this declaration, the appropriate response to Question 7 is “No”
- Ford expects suppliers to use the “Comment” field to explain the reason(s) for non-inclusion
 - Example: some suppliers choose to only report “known” or “validated” smelters from the Smelter Reference List tab in the CMRT

CMRT: Company Level Questions A-J

Answer the Following Questions at a Company Level

Question

A. Do you have a policy in place that addresses conflict minerals sourcing? (*)

B. Is your conflict minerals sourcing policy publicly available on your website? (Note – If yes, the user must specify the URL in the comment field.) (*)

C. Do you require your direct suppliers to be DRC conflict-free? (*)

D. Do you require your direct suppliers to source the 3TG from smelters whose due diligence practices have been validated by an independent third party audit program? (*)

E. Have you implemented due diligence measures for conflict-free sourcing? (*)

F. Do you collect conflict minerals due diligence information from your suppliers which is in conformance with the IPC-1755 Conflict Minerals Data Exchange standard [e.g., the CFSI Conflict Minerals Reporting Template]? (*)

4

Company Sourcing
Policy Information

Common Errors:

- Leaving fields blank
- Forgetting required comments, even if Questions A-J are complete

General Guidelines:

- **Complete all questions in this section**
 - Answers are required
- **Note that certain questions require comments**
 - Use “Checker” tab to determine if responses are complete

Instructions

Definitions

Declaration

Smelter List

Checker

Product List

Smelter Reference List

CMRT: Smelter List

Declaration **Smelter List** Checker Product List

5

Smelter List

General Guidelines:

- **Consolidate the smelter lists received from your suppliers, then eliminate all duplicates *prior* to entering data on the smelter tab**
- **Check smelter list against the “Smelter Reference List” tab for identified smelters and refiners**
- **Smelter List Data Entry**
 - Follow instructions at the top of “Smelter List” tab
 - Once a metal and smelter is selected from the drop down menu (column B & C), the remaining fields will auto populate
 - If a smelter in your base is not listed, select “Smelter not listed” from the drop down menu in column B and manually add the smelter details

Common Errors:

- Smelter list begins in any row other than row 5
- Mandatory fields (smelter name, country and metal) are blank
- Entering same smelter information in multiple rows
- Smelter listed does not process selected metal

CMRT Submittal Methods To Ford

Two acceptable options:

1. iPoint Conflict Minerals Platform (iPCMP)

- Preferred method for submissions to Ford
- Consolidate all supplier responses and smelter lists
- Send CMRTs to your customers (including Ford)
 - Basic License required (FREE!)
- Request and collect CMRTs from your suppliers
 - Premium or Premium Plus License required (depending on the number of suppliers you are contacting)
- License options and more information available at website:
 - <http://www.conflict-minerals.com/>
- Send your iPCMP account number to cmineral@ford.com



CMRT Submittal Methods To Ford

Two acceptable options:

2. Email directly to Ford

- CMRT can be submitted by emailing spreadsheet file (*.xls or *.xlsx file format only) to cmineral@ford.com
- All email correspondence with Ford should contain a Subject Line ending with your company's unique GSDB code using this format "GSDB: XXXX"
- Example:

To: cmineral@ford.com
From: Supplier@ABCD.com
Subject: Ford CMRT Submission **GSDB: ABCD**



Submission Expectations

For 2015, Ford will accept:

- **CMRT version 4.0 and above only**
 - <http://www.conflictreesourcing.org/conflict-minerals-reporting-template/>

Deadlines:

- **Report due by September 30, 2015**
- **Updates/resubmissions due by January 15, 2016**



**Common CMRT Mistakes Can Result In An Incomplete Report;
Correct These Errors To Ensure Ford Receives A Complete CMRT**

Additional Resources

- **Conflict-Free Sourcing Initiative (CFSI)**
 - [Conflict Minerals Reporting Template \(CMRT\)](#)
 - [Training Materials Page](#)
 - [Compliant Smelters List](#)
 - [Active Smelters List](#) (in process to become “compliant”)
- **Automotive Industry Action Group (AIAG)**
 - [Conflict Minerals Page](#)
 - [Conflict Minerals Microsite](#)
 - [Technical Guidance for responding to CMRTs](#)
- **[iPoint Conflict Minerals Platform Training](#)**

A PDF Of This Slide Deck Is Available For Download At
<https://fsp.portal.covisint.com>

- Thank you for participating in Ford's conflict minerals training series
- Contact cmineral@ford.com with questions