

	CHEMICAL SUBSTANCE SUPPLY PROCEDURE	Release Date:	20.06.2024
		Revision Date/ No:	
		Document Code:	PR037

1. Purpose

This procedure has been prepared to ensure that all chemical substances used in the production or support activities of Obel Bolt Industry and Trade Inc. are procured, used, stored, and monitored in a manner that is safe for human health, the environment, and in compliance with legal obligations.

2. Scope

This procedure covers the entire process from procurement to disposal of all chemicals used at the facilities of Obel Civata Sanayi ve Ticaret A.Ş. It includes the responsibilities of the Purchasing, Environmental, Occupational Health and Safety (OHS), Administrative Affairs, and Quality departments.

3. Definitions

- **SDS (Safety Data Sheet):** Safety Data Sheet
- **CAS No:** A unique numerical identifier assigned to chemical substances
- **REACH:** European Union Chemicals Regulation
- **GADSL:** Global Automotive Declarable Substance List – list of substances prohibited or subject to mandatory reporting in the automotive sector
- **POP:** Persistent Organic Pollutants

4. Procedure Steps

4.1 SDS Procurement and Initial Evaluation

- Before placing a purchase request, the current and original SDS of the relevant chemical must be obtained from the supplier.
- CAS numbers on the SDS must be clearly stated together with their percentage composition. SDS documents containing unclear information or indicating components as “trade secret” are not accepted.
- SDS documents are reviewed by Occupational Health and Safety (OHS) and Environmental Engineers.

4.2 Compliance Check Based on CAS Number

- Chemical components are evaluated using the CASplorer table developed by Obel against:
 - REACH regulations,
 - the GADSL list,
 - the POP Regulation.
- Chemicals containing non-compliant, prohibited, or restricted substances are not included in the purchasing process.

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4.3 Supplier Declarations and Approvals

- During the purchasing process, suppliers may be requested to provide REACH, GADSL, and RoHS compliance declarations.
- For critical chemicals, submission of samples or test reports may be required.

4.4 Purchasing Approval

- Chemicals whose component analyses are found to be compliant are procured by the Purchasing Department following approval from the Environmental, Quality, and OHS departments.
- Supply approval must only be granted after all relevant approvals have been completed.

4.5 Pre-Use Information and PPE Supply

- Hazard statements (H-codes), exposure routes, and PPE recommendations stated in the SDS are analyzed by OHS specialists.
- Appropriate PPE (gloves, masks, goggles, etc.) is provided to personnel who will use the chemicals by the Administrative Affairs Department.
- Necessary training on chemical handling and PPE use is provided to personnel.

4.6 Storage and Inventory Tracking

- Chemicals must be stored in areas with adequate ventilation, appropriate shelving systems, and restricted access to unauthorized personnel.
- During storage, labels, hazard symbols, and warning signs must be clearly visible.
- Inventory tracking is conducted through the CANIAS ERP system. Material codes, stock status, and expiration dates are monitored within the system.

4.7 Revision and Audit

- All SDS documents are subject to a validity review at least once per year.
- Relevant departments are informed in case of changes in chemical composition or applicable legislation.
- Annual internal audits are conducted within the framework of this procedure.

5. Authorities and Responsibilities

Purchasing Department: Procurement of SDS, supplier correspondence, and verification of compliance documents.

OHS and Environmental Departments: Chemical compliance analysis, risk assessment, and determination of required PPE.

Quality Department: CAS control and regulatory compliance.

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Administrative Affairs: Provision of PPE and area supervision.

Warehouse Personnel: Implementation of storage and labeling rules.

6. Effective Date

This procedure becomes effective as of the date of publication.