The personal information provided by the applicant shall be used only for the purposes of JIS certification management,
correspondence with the applicant/JIS Licensee, and announcement of related services and public programs.

To: Gen. Mgr., JIS Certification Dept, JIC Quality Assurance Ltd. (JICQA)

Application date: / / (dd/mm/yyyy)

**Application Form for JIS Certification Audit (Overseas)**

We, the applicant, accept the terms of the “Memorandum of Understanding for the Application for JIS Certification Audit” on pages 4 and 5 in this application form, and apply for a JIS certification audit as shown below.

<Attention to the applicant>

🞄 Please refer to [1] “Required documents” and [2] “Application Form for JIS Certification Audit” entry guide, covering PP.6-7 of the “attached documents” of this application.

🞄 Please check the appropriate box(es), fill in the necessary information in the areas inside the bold frame, underlined, and in parentheses.

🞄 Our personnel in charge of preliminary survey will check up your application documents before the acceptance.

🞄 **Please prepare one application per division of certification.**

**1. Product for Certification** (If you need more space, attach additional sheets to describe details.)

|  |
| --- |
| a) Name of the industrial and mineral products or its processing technologies pertaining to the certification (JIS standard name) |
|  |
| b) JIS number, product shape, and type/grade related to certification (if the shapes differ by type/grade, please fill in details separately) |
|  |
| c) Division of certification | d) JIS Q 1001 Annex B Criteria of audit of quality control system. (Please select Criteria of audit.) |
|  | **□** Criteria of audit (A) **□** Criteria of audit (B) |
| e) Lot Certification (Quantity/volume of lot or batch) |
|  |

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| **2. Applicant (Company)** (If you need more space, attach additional sheets to describe details.) |
| Name of company |  |
| Name of Representative | Title: /Name: 　  |
| Address  |  |
| Tel/Fax | Tel; /Fax;  |
| Name of Responsible Person for application | Dept./Title: /Name: Signature, or name & seal |
| Address |  （□same as Applicant’s） |
| Tel/Fax/e-mail | Tel; 　　　　 /Fax;　　　　　　　　　　e-mail |

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| **3. Quality Control Manager** (Please assign a qualified person who satisfies the stipulation in Clause 1 of Article 2 of the Ministerial Ordinance concerning Certification of Conformity with Japanese Industrial Standards in accordance with the Industrial Standardization Law) |
| Name | Dept./Title: 　　　　　　 /Name: |
| Address |  |
| Tel/Fax/e-mail | Tel; 　　　　　　 /Fax;　　　　　　　　　　　 /e-mail  |
| Contact person (Please provide only if different from the quality control manager above) |  |
| Name  | Dept./Title: 　　　　　　 /Name: |
| Address |  |
| Tel/Fax/e-mail | Tel;　　　　　　　　　　　　　/Fax;　　　　　　　　　　　　/e-mail;  |

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| --- | --- |
| **For JICQA use:**JICQA will complete this section with the necessary information, and return the copy of this application, stamped to confirm receipt, to the applicant. | Receipt stamp by JIS Certification Dept. Gen. Mgr., |
|  |
| Certification Audit Team Leader | Gen. Mgr., JIS Certification Dept. | Date of acceptance | Application acceptance number |
|  | Signature | Date (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| **4. Preferred Period for Certification Program**  |  |
|  | [1] Initial Factory Audit |
|  | Audit by document only |  | Around (mm/yyyy) |  |
|  | On-site audit |  | Around (mm/yyyy) |  |
|  | [2] Initial product test |  | Around (mm/yyyy) |  |
|  | [3] Other requests | ( | ) |
| **5. Alternatives of Initial Product Test**  |
| **With the applicant’s understanding, product testing is conducted at JICQA’s subcontracted testing laboratory (hereinafter “JICQA Lab.”).** |
| **For those who request another way of the testing besides at JICQA Lab., the following alternatives are available (please** check the appropriate box of alternative(s) if you request it (for each**).** |
| □ Request for testing at Applicant’s own laboratory or at testing site, under witness of auditor from JICQA. (The testing must meet the relevant JIS Q 17025 requirements in terms of the necessary testing facilities and the testing personnel, etc.) |
| □Request for testing at a third-party laboratory, and utilizing the resulting data.(The third-party laboratory must have the capability that satisfies the relevant JIS Q 17025 requirements.) |
| □ Request for use of the certain testing data, without witness of auditor from JICQA, obtained at applicant’s own laboratory or at testing site.(The applicant’s own laboratory or testing site must have the capability that satisfies the relevant JIS Q 17025 requirements.) |
| **In either case, sampling for product test is performed by JICQA.**If you have any other requests regarding product testing, please use the space below.( ) |
| **6. Main Processes for Manufacturing / Exporting / Processing Products concerning Certification**  |
|  |
|  |
| **7. Relevant Factory and Business Establishment** (Please list all the factory/business establishment (Factory/Business) sites of industrial and mineral products/processing related to the certification (include the company name for each subcontracted factory). In case more space is necessary to list all of them, please attach separate sheets to include all the information.) |
| Name of Factory/Business: |  |
| The tasks done at the relevant Factory /Business (include all): |  |
|  |
| Address: |  |
|  |  |
| Tel/Fax: | Tel; | Fax; |
| **8. Total Number of Employees related to Applicant’s Product for Certification (Available employees)** employees |
| If you apply a work shift system, please fill in the information below.  |
|  | Regular day shift workers: employeesShift-workers: shift employees(The total number of employees working on a shift: persons) |

**9. Applicable Provision of the Industrial Standardization Law (for the Products overseas)**

(Please check the column of appropriate Provision below)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicable Provision for the Products overseas | Entitled business operators to the application for certification  | Relevant clause of the Industrial Standardization Law |  **Application ( check)** |
| [1] Manufacturer | Manufacturers of products for certification  | Clause 1 of Article 37 |  |
| [2] Exporter | Exporters (outside Japan) of products for certification | Clause 2 of Article 37 |  |
| [3] Processor | Processors of products using processing technologies for certification | Clause 3 of Article 37 |  |

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| **10. Relevant History, Situation, Status, etc.** |
|  |
| [1] Former JIS Certification History (before September 30, 2008) |
| Please fill in all the relevant sections. |
| □ | This application includes a JIS Standard product certified by former JIS Certification Scheme prior to September 30, 2008. |
|  | 🞄 JIS number with former JIS Certification ( ) |
|  | 🞄 Certified by former JIS Certification Scheme in month ( ) year ( ) |
| □ | This application includes a JIS Standard product certified by former JIS Certification Scheme, but the Certification subsequently was declined or expired prior to September 30, 2008. |
|  | 🞄 Certified by former JIS Certification Scheme in month ( ) year ( )🞄 Certification by former JIS Certification Scheme was declined or expired in month ( ) year ( )🞄 Reason(s) for declining/expiring of the Certification ( ) |
| □ | This application includes a JIS Standard product having never been certified by the former JIS Certification Scheme. |
|  | 🞄 JIS number of the relevant JIS Standard products( ) |
|  |  |
| [2] JIS certification status (for revised JIS Certification Scheme on October 1, 2005. Please fill in all the relevant sections.) |
| □ | This application includes a JIS product having not been certified since October 1, 2005. |
|  | 🞄 JIS number of the relevant JIS product ( ) |
| □ | This application includes a JIS product that had been certified but subsequently declined or expired since October 1, 2005. |
|  | 🞄 JIS number that had been certified but subsequently declined or expired ( ) |
|  | - Certified in month ( ) year ( ) |
|  | - Certification declined or expired in month ( ) year ( ) |
|  | - Reason(s) for declining/expiring certification ( ) |
| □ | This application includes current JIS-certified product. (for change of certification body to JICQA ) |
|  | 🞄 JIS number for current JIS-certified product ( ) |
|  | 🞄 JIS-certified in month ( ) year ( ) |
|  | 🞄 Name of current certification body ( ) |
|  | 🞄 Please provide the reason(s) for the change(s) ( ) |
| [3] JIS Q 9001 (ISO 9001) |
| □ | Currently registered at following certification/registration body ( ).  |
| □ | Plan to obtain certification/registration around month ( ) year ( ) |
| □ | No plan to obtain certification/registration. |
|  |

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| --- | --- |
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| Thank you for taking the time to fill out this application. |

**Please be sure to carefully read the reference materials attached below, in the subsequent pages.**🞄 **Memorandum of Understanding for the Application for JIS Certification Audit (PP. 4-5)**🞄 **Attached documents: Documents required for application, entry guides, and certification divisions, etc. (PP. 6-13)** |
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**Memorandum of Understanding for the Application for JIS Certification Audit**

**The Application shall be submitted after the Applicant confirms and agrees to the following terms.**

1. Submission of Application will indicate Applicant’s agreement to this “Memorandum of Understanding for the Application for JIS Certification Audit.”

2. The Applicant shall always comply with the relevant provisions of the Industrial Standardization Law and the Ministerial Ordinance Concerning Certification of Conformity with Japanese Industrial Standards (hereafter referred to as “governmental certification regulations”), criteria of JIS certification defined by JICQA, and other related provisions on JICQA’s audit and certification procedures.

3. The Application may be acceptable and limited for certification of “industrial and mineral products, processing technologies or product processed by technologies, or export product” (hereinafter referred to as “Products”) , within the limitation of the scope of the Japanese Industrial Standards (JIS) for which JICQA has been accredited as its registered certification body based on the Industrial Standardization Law. If an initial product test (hereafter referred as “product testing” unless specially noted) cannot be conducted due to the specification of the relevant industrial and mineral products or other factors such as performance of product testing facilities, its application may not be accepted.

4. The division and range of certification will be determined based on the criteria of JIS certification determined by JICQA, in coordination with the Applicant, corresponding to the details of the relevant Products.

5. The Applicant shall confirm and agree to an estimate that JICQA submits in advance upon a request from the Applicant, before submitting all the required documents listed in “[1] List of Required Documents” prescribed in Appendix of this document **(please refer to the details in the attached documents “pp. 6-13”)**.

6. JICQA, upon accepting the Application, assigns appropriate auditors, determines procedures and schedules of product testing, factory audit, and others in coordination with the Applicant, followed by a prompt execution of an initial factory audit and initial product test. Once JICQA processes the Application, the Applicant will receive an invoice for the application fee from JICQA. Please kindly remit the application fee payment to the bank account designated by JICQA by the date specified. Any bank transfer fees shall be borne by the Applicant. No refund will be made on the application fee unless fees are paid in excess or in error.

7. The name of the assigned auditor will be provided in advance in a Notification on the Organization of an Audit Team. If the Applicant wishes to refuse the assigned auditor, JICQA may be notified with a petition for disqualification within 14 days from the issuance date (printed date) of the above Notice. This may require adjustment of schedules, including audit.

8. JICQA’s estimate submitted in advance (estimated cost) is a projection based on a standard case. In case of later additions or modifications to the product testing and factory audit, the actual cost may differ from the estimate. If there are any revisions to applicable JIS standards before the completion of the certification agreement, changes such as additional required documents, factory audits, and product testing may be performed.

9. If the Applicant wishes to make any changes to the Application details after its submission thereof, the Applicant shall inform JICQA of the matter. Please provide details of the change(s) in a format prescribed separately by JICQA (Application Form for Changes Concerning Contents of Application for JIS Certification), which will be provided to the Applicant. JICQA may request additional documents such as the revised Document describing the Quality Control Implementation Condition, adjust the original audit schedules, and modify the details of product testing and factory audit pertaining to the change.

10. Similarly, if a JIS Standard concerned with the Application is revised before its decision of certification by JICQA (hereafter referred to as “certification decision”), JICQA may see fit to request additional documents such as Application Form for Changes Concerning Contents of Application for JIS Certification, and the Document describing the Quality Control Implementation Condition, to modify the original certification audit plan along with making changes or additions to product testing and factory audit pertaining to the JIS revision.

11. In the case of the preceding Article and Article 9, the original projection may differ in the areas of cost related to audit/product testing process, issuance date of Certificate, etc.

12. JICQA has the right to discontinue its audit activities, or cancel the Application once accepted when the Applicant requests a withdrawal of Application as stipulated in Article 22, and if it is found by JICQA that the Applicant falls under any of the following. On this occasion, the Applicant shall be charged the costs borne by JICQA that have been incurred up to the point of cancellation.

(1) In cases where it is learned that there is any false statement in the contents of Application, or the information provided at audit (including “Letter of Confirmation” and “the Document describing the Quality Management Implementation Condition”).

(2) In cases where the Applicant has been found to be continuing violating relevant laws and regulations or the content of Application.

(3) In cases when the Applicant has failed to clear liabilities including an Application fee speculated in Article 6 and others by the invoice date, and continues to fail fulfilling obligations following an advisory notice with a specific due date.

(4) In cases where the conduct by the Applicant has significantly tarnished the confidential relationship with JICQA.

(5) In cases where there is a legal claim or other dispute against the product for which certification is applied for, and the proceeding certification process is considered inappropriate.

13. For factory audit and product testing, JICQA’s auditor will visit the factory(ies) or business establishment(s), or subcontracted factories as necessary (hereafter collectively referred to as “factory” unless specially noted), and conduct the required audits. Before the certification decision, the auditor will confirm that the quality of Products is stable through the investigation of production records for at least six months (or at least one year, in the case of reviewing the license for the reason stipulated in JIS Q 1001:2020Articles 15 or 16, following the re-construction of its quality system).

14. In certain situations in processing and factory management status when parts of the manufacturing or processing (including testing/inspection, packaging, marking, and shipment) are done at a factory that is not the Applicant’s (subcontracted factory), the JICQA auditor may visit the relevant factory for factory audit and product testing. This provision is also applicable when another of the Applicant’s factories that differs from the main factory in the Application is partially used for manufacturing or processing.

15. At certification audit, the Applicant makes all the necessary preparations in advance to enable an entire JICQA audit, such as giving access to every site that JICQA determines necessary (including “factory” that are not the Applicant’s main ones , not the Applicant’s factory (subcontracted factory), and are of raw material manufacturer’s factory), document/records investigation, and interviews with personnel. The factories of the Applicant and of others (subcontracted factory) will make sure they do not interfere with the JICQA auditor’s Investigations, involving his/her visit, document/records investigation, and interviewing personnel.

16. The JIS conformity assessment plan will also specify where the product testing is conducted, or the testing laboratory (site). When the Applicant requests product testing at a laboratory other than JICQA Lab. or at Applicant’s own laboratory or testing site, and when the relevant laboratory or testing site is found thereafter that it does not have the capability to meet the relevant JIS Q 17025 requirements, JICQA may be unable to respond to the request.

17. If the Applicant wishes to utilize the results of product testing data, the applicant shall guarantee JICQA its lawful use. JICQA cannot be held liable for any direct or indirect damage resulting from any dispute or claim resulting from the utilization of the relevant product testing data.

18. The industrial and mineral products used for product testing (hereinafter referred to as “samples”) will be sampled in the required quantity by the JICQA. While JICQA carefully conducts product testing at a JICQA Lab. or a third-party laboratory designated by JICQA so as not to damage any sample or specimen derived from samples during storage, please inform JICQA in advance if there are any special storage conditions that need to be addressed. JICQA cannot be in any way held liable for any damage incurred in transit to a testing site of a testing laboratory after sampling.

19. The Applicant provides product testing samples free of charge if requested by JICQA. JICQA will not accept any appeals (sample recovery cost, etc.) nor bear any responsibility for “any disassembly of, loss, or damage to “samples” (including parts and test piece)” that may arise after the completion of testing.

20. All the expenses related to submitting documents and transporting “samples” are the sole responsibility of the applicant.

21. JICQA may request additional materials or “samples” after accepting the Application to evaluate conformity with the relevant JIS standard requirements. In this case, if the requested ones are not received within a specified period that JICQA deems reasonable, the accepted Application may be canceled. On this occasion, the Applicant shall be charged the costs borne by JICQA that have been incurred up to the point of cancellation.

22. The Applicant who wishes to withdraw the Application shall notify JICQA. Please complete and submit the form prescribed separately by JICQA (Application Form for Changes Concerning Contents of Application for JIS Certification), which will be provided to the applicant. On this occasion, the applicant shall be charged the costs borne by JICQA that have been incurred up to the point of cancellation.

23. JICQA, with the consent of the applicant, may delegate some of its product testing activities to a third-party laboratory (testing body) pertaining to JICQA’s certification of the “Products”.

24. JICQA shall use, only for certification activities, the information of the Application, of the Applicant and of others obtained through the certification (including information obtained from a third-party other than the Applicant, such as complainants or administrative authorities), and all the information concerning “Products” of the Applicant, and of their manufacturing, processing or export , and shall not disclose it to a third-party without the written consent of the Applicant or reasons justifiable by the request from administrative authorities based on related laws and regulations. This excludes information already disclosed by the Applicant at the time of Application, or information which has become publicly known or available without JICQA’s intent or negligence. The documents submitted during the time of Application for certification will not be returned to the Applicant.

25. JICQA, at a certification decision, does not carry out certification in a case where there is even one requirement for which an initial factory audit or initial product test was not able to confirm its conformity. However, if the Applicant notifies that it has corrected the inconformity within the period specified by JICQA, JICQA will conduct the necessary investigation to confirm the correction of the relevant inconformity.

26. In a case where JICQA has determined to grant Certification after the examination of the preceding Article, JICQA notifies its results to the Applicant, and concludes a “Certification Agreement” with the Applicant under Article 28, to issue a Certificate per division of certification designated in Article 4. If it is decided that the certification will not be granted, notification of the result and description of the basis of JICQA’s decision will be sent to the applicant.

27. The Applicant may make an objection related to the contents of the certification decision and other relevant terms listed under JICQA’s web page “Objections and Complaints concerning JIS Certification.” At the objection, please complete the form “Statement of Objection Appeals and Complaints” available on JICQA’s web page, and submit the form within 30 days from the date on which the reason was recognized. JICQA will respond within six months from the recognition date of receipt of the appeal.

28. In a case where JICQA has determined to grant Certification based on the result of the certification decision, a “Certification Agreement” (including its Supplemental Agreement) designated by JICQA concerning licensing of marking of JIS mark, etc. As the agreement is to be signed promptly, if a Certification Agreement cannot be concluded within a specified period that JICQA deems reasonable, the Application once accepted may be canceled. On this occasion, the Applicant shall be charged the costs borne by JICQA that have been incurred up to the point of cancellation.

29. Once a certification decision is made by JICQA, the Applicant will receive an invoice for the incurred fees indicated on the JICQA website certification fee schedule, except the Application fee. Please kindly remit the payment to the bank account designated by JICQA by the date specified. Any bank transfer fees shall be borne by the Applicant. No refund will be made on the Application fee paid unless fees are paid in excess or in error.

30. JICQA has the right to cancel all the certifications and terminate the Certification Agreement, if the Applicant has failed to clear liabilities including relevant fees and other charges by the invoice date after receiving an invoice prescribed in the preceding Article, and continues to fail fulfilling obligations following an advisory notice with a specific due date. On this occasion, the Applicant shall be charged all the costs borne by JICQA concerning the certification work that have been incurred up to the point of cancelation. The Applicant will also become liable for other obligations pertaining to the procedures for cancelation of certification, and termination of the agreement (Returning the Certificate, termination of advertisement related to the relevant Certification, etc.).

31. The provision in the preceding Article related to fulfilling the liabilities including the entire certification cost and others shall remain in effect after the termination of Certification Agreement, and the Applicant bears responsibility until all payments are complete.

32. Once the Certification Agreement is concluded, there will be a charge for certification maintenance surveillance and product testing cost for certification maintenance surveillance to maintain the Certification based on the Certification Agreement.

33. The Licensee shall bear the costs incurred after the Agreement is concluded if any inconformity is found with regards to the applicable standards, governmental certification regulations, criteria of JIS certification defined by JICQA, Certification Agreement, or contents of Certificate, to perform the necessary renovation, improvement, repair work, etc.. The Certificate remains the property of JICQA even after its issuance.

34. The Applicant will be responsible for any foreign tax and duties that may be imposed on the amount charged by JICQA. Therefore, JICQA requires the total invoiced amount to be paid in full when remitting payment.

35. Overseas, JICQA will conduct a factory audit and product testing in Japanese. Please make the necessary arrangements such as an interpreter. The Applicant bears all costs associated with interpreting and other services.

36. Following the conclusion of the Certification Agreement, the use and the legitimacy of all statements concerning the issued Certificate shall not deviate from the Certification Agreement and the scope of Certificate (public announcements or advertisements that are misleading, as if other industrial and mineral products, corporations, or individuals that are different from the Certified Product had obtained the Certification by JICQA). If such a fact becomes clear, JICQA will require discontinuation of such public announcements and advertisements. If the Licensee does not consent to the request, the Certification may be suspended or canceled. This also applies to the use of the issued Certificate or the Certification that may damage the reputation of JICQA.

37. The Licensee is expected to comply with all the relevant laws and regulations, including the Industrial Standardization Law.

38. JICQA is not responsible if conducting product testing, factory audits, or certificate issuance becomes difficult due to a natural disaster or force majeure.

39. If a matter or inquiry not prescribed above arises, the Applicant and JICQA will attempt to resolve the matter upon separate deliberation on the principle of good faith in accordance with Japanese laws, regulations, and customs.

**<Required documents for application, entry guides, and certification criteria>**

**[1] Required documents**

Please include all eight materials indicated below with the application.

1. **Application Form for JIS Certification Audit** (Please submit the original. After JICQA receives an application, a **copy** of the application will be returned to the applicant.)

2. **Letter of Confirmation** (JICQA will provide it separately before application)

3. **JIS Certification Questionnaire** (JICQA will provide it separately before application)

4. **Brochure of your company/corporation, relevant factory(ies) or business establishment(s)** (Q’ty: 1)

5. **Proof of qualification for the Quality Control Manager (Please provide documents that meet the requirements for qualification stipulated in Item 5-b (2) of Clause 1 of Article 2, of the Ministerial Ordinance Concerning Certification of Conformity with Japanese Industrial Standards)**

**6. Power of Attorney for the Representative (if the “Representative” is the one who has been authorized in your company/corporation for this Application)**

**7. A certificate of JIS Q 9001 (ISO 9001) certification/registration, recent audit report, and quality manual (one copy each)**

 **(When selecting the Criteria of audit (B) stipulated in the “Criteria of audit of quality control system” in**

**JIS Q 1001 Annex B)**

**8. The Document describing the Quality Control Implementation Condition (A)** or **Document describing the Quality Control Implementation Condition (B)** (Refer to [3] entry guide for “the Document describing the Quality Control Implementation Condition”)

**[2] “Application Form for JIS Certification Audit” entry guide**

As we request “Application Form for JIS Certification Audit” to be submitted with information necessary for JICQA’s certification process (including information to be presented in the Certificate), please note the points below and complete the form as accurately as possible.

Note1) If changes occur after application, please use the “Application Form for Changes Concerning Contents of Application for JIS Certification”, which will be enclosed with a “Notice on the Acceptance of the Application Form for JIS Certification Audit”.

Note2) In order to ensure the highest accuracy for the contents of the Certificate, JICQA will perform final confirmation at the end of the conformity evaluation even when there are no changes to the application details.

1. Product to Apply for Certification *(to be contained in the Certificate)*.

Please specify the designation and corresponding JIS Standard number(s) for the product (processing technology) for Certification based on [4] (JIS certification criteria and standard numbers)

2. Applicant and **Representative**

1) Company Name *(to be contained in the Certificate)*

Please supply an accurate official designation and letters.

2) Address

🞄 Please provide the official address.

🞄 Postcode is for contact use only, and will not be on the Certificate.

3. Quality Control Manager

🞄 JICQA, as a rule, will contact the Quality Control Manager.

🞄 If you wish to assign somebody who is not the Quality Control Manager as the contact person, please also fill in the section for contact person.

4. Preferred time frame for certification

🞄 Please specify a general time frame, month and year. Example: Approx. mm 20yy

5. Alternatives of Initial Product Test

|  |
| --- |
| 🞄 Product testing is generally conducted at a JICQA Lab. with the Applicant’s understanding; if you wish to use another facility besides JICQA Lab., please check the appropriate box. |

6. Main Processes for Manufacturing / Exporting / Processing Products concerning Certification

e.g. purchasing of steel ingot - forging - machining process - metal-plating - product assembly - inspection

 - marking - shipment

🞄 If it involves multiple manufacturing/processing or operating processes, please provide as much detail as possible.

7. Relevant Factory or Business Establishment *(to be contained in the Certificate)*

8. Total Number of Employees related to applicant’s Product for Certification (available employees)

🞄 For reference, please provide the number of employees in manufacturing/processing (operating) departments of the product for certification.

 Please include shift workers, operating executives/managers, and seasonal/temporary/subcontracted employees.

 The number of part-time employees is calculated in equivalent to full-time employees based on the hours they work (available employees)

🞄 Please fill in the number of shift workers by employment type (4-team 3-shift: ○○ persons etc.)

9. Applicable Provision of the Industrial Standardization Law (for the Products in overseas)

Please check the appropriate column of Provision for application.

10. Relevant History, Situation, Status, etc.

🞄 Please check the appropriate boxes so that JICQA can obtain information related to the initial factory audit and initial product test.

**[3] “Document describing the Quality Control Implementation Condition” entry guide**

Please submit the “Document describing the Quality Control Implementation Condition” with the “Application Form for JIS Certification Audit.”

Please prepare and include the Document describing the Quality Control Implementation Condition as it is required for accepting an Application Form for JIS Certification Audit and scheduling an audit plan.

< Document describing the Quality Control Implementation Condition >

The Document is categorized into A and B as indicated below.

🞄 Document describing the Quality Control Implementation Condition (A) (when the Criteria of audit (A) is selected).

🞄 Document describing the Quality Control Implementation Condition (B) (when the Criteria of audit (B) is selected).

Select one of the Criteria stipulated in the “Criteria of audit of quality control system” of JIS Q 1001 Annex B.

|  |
| --- |
| **1. Contents included in the Document describing the Quality Control Implementation Condition (A) (outline)**Detailed contents are available on the JICQA website under “JIS Certification” - “JIS Certification Menu” - “Certification procedures” - “Document describing the Quality Control Implementation Condition (A)” (Relevant company standards, control/management records, and testing/inspection records will be requested at the time of the factory audit.)1) a: Specific and systematic preparation of company standardsb: Appropriate provisions on inspection and storagec: Appropriate provisions on inspection and storage of raw materiald: Process control[1] Provisions on manufacturing and processing[2] Provisions on defective or rejected lot or abnormalities in the process, and preventive action to be taken[3] Provisions on working condition and environmente: Provisions on checks, inspections, calibration, and maintenance of manufacturing/processing facility and equipment, and inspection equipment and maintenance of equipment accuracy and performancef: Provisions on subcontract managementg: Provisions on complaint handlingh: Provisions on records2) a: Organizational implementation of quality control[1] Establishment of promotion and planned promotion of internal standardization and quality control[2] Determination of responsibility and authority for internal standardization and quality control[3] Planned implementation of education and training (including provision of guidance on subcontractors of processes)b: The assignment of the Quality Control Manager (stipulated in Clause2of Article 5, of B.1 of JIS Q 1001 Annex B)2. Organization chart of manufacturing or processing factory or business establishment (corporate-wide structure)Please provide names of the certified-product related section and department managers and the number of employees.3. Certified product manufacturing/processing process flow and relationship among each factory or business establishment🞄 Describe the process by main facility/technology; from material procurement/purchasing to shipment.🞄 If process/task is subcontracted (outsourced), specify the relevant processing/work segment and its subcontracted company name.🞄 Also, in a case where continuous service offers etc. are provided by a subcontractor in an Applicant’s factory or business establishment, provide the subcontracted company name, work description, and the number of workers of the relevant subcontractor.4. Layout chart of the main manufacturing/processing (operating) facilities for the relevant product5. Information on the operating status for relevant product🞄 Supply working type, working hours, days of operation, off-days of main facilities, holiday/night-shift6. Annual production of the relevant product7. Material concerning use and characteristics/properties of the relevant product for certification (product catalog, brochure, etc. If not already submitted)8. Applicable laws, ordinances, regulations, and agreement on manufacturing/processing the relevant product9. Other reference document/material for JIS certification and process thereof  |

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| **2. Contents included in the Document describing the Quality Management Implementation Condition (B) (outline)**Detailed contents are available on the JICQA website under “JIS Certification” - “JIS Certification of JICQA” - “JIS certification procedures” - “Document describing the Quality Control Implementation Condition (B)” (Relevant company standards, control/management records, and testing/inspection records will be requested at the time of the factory audit.) |

Note 1) Lack of the above-mentioned document/material, may negatively affect certification audit planning and implementation; in such a case, personnel of JICQA will adjust the schedule.

Note2) Auditors and personnel of JICQA strictly adhere to confidentiality obligations, and the submitted document/material shall be used for certification audit purposes only. If the Applicant wishes to have the submitted materials returned or destroyed after the completion of certification process, please notify JICQA.

Note 3) Personnel of JICQA will later confirm the direction to the Applicant’s office and factory or business establishment, including subcontractor based on the information provided.

(Continued on next page)

**[4] JIS certification criteria and standard number**

**Table 1: A Civil engineering and architecture (number of standards:** **20)**

| **Division of certification** | **Standard number** | **Standard title** |
| --- | --- | --- |
| **A-1** | A5011-1 | Slag aggregate for concrete ― Part 1: Blast furnace slag aggregate |
| **A-1** | A5011-2 | Slag aggregate for concrete ― Part 2: Ferronickel slag aggregate |
| **A-1** | A5011-3 | Slag aggregate for concrete ― Part 3: Copper slag aggregate |
| **A-1** | A5011-4 | Slag aggregate for concrete ― Part 4: Electric arc furnace oxidizing slag aggregate |
| **A-9** | A5505 | Metal laths |
| **A-4** | A5209 | Ceramic tiles |
| **A-2** | A5508 | Nails |
| **A-3** | A5513 | Gabions |
| **G-1** | A5523 | Weldable hot rolled steel sheet piles |
| **G-3** | A5525 | Steel pipe piles |
| **G-1** | A5526 | Steel H piles |
| **G-1** | A5528 | Hot rolled steel sheet piles |
| **G-3** | A5530 | Steel pipe sheet piles |
| **B-16** | A5540 | Turnbuckle for building |
| **B-16** | A5541 | Body of turnbuckle for building |
| **A-6** | A5705 | Polyvinyl chloride floorcoverings |
| **A-7** | A6008 | Roofing sheets of synthetic polymer |
| **R-1** | A6902 | Plastering lime |
| **A-8** | A6921 | Wallpaper and wallcoverings for decorative finish |
| **B-17** | A8652 | Metal panels for concrete form |

**Table 2: B Mechanical engineering (number of standards: 24)**

|  |  |  |
| --- | --- | --- |
| **Division of certification** | **Standard number** | **Standard title** |
| **B-1** | B1176 | Hexagon socket head cap screws |
| **B-1** | B1177 | Hexagon socket set screws |
| **B-2** | B1180 | Hexagon head bolts and hexagon head screws |
| **B-3** | B1181 | Hexagon nuts and hexagon thin nuts |
| **B-4** | B1186 | Sets of high strength hexagon bolt, hexagon nut and plain washers for friction grip joints |
| **B-18** | B1187 | Hexagon head screws with captive washer |
| **B-18** | B1188 | Cross recessed head screws with captive washer |
| **B-19** | B1189 | Hexagon flange bolts |
| **B-20** | B1190 | Hexagon nuts with flange |
| **B-21** | B1194 | Hexagon socket countersunk head screws |
| **B-5** | B1198 | Headed studs |
| **B-22** | B1200 | Hexagon weld nuts with flange |
| **B-23** | B1220 | Set of anchor bolt with rolled threads for structures |
| **B-6** | B1256 | Plain washers |
| **B-7** | B2220 | Steel pipe flanges |
| **B-8** | B2301 | Screwed type malleable cast iron pipe fittings |
| **B-9** | B4703 | Files |
| **B-10** | B4803 | Bandsaw blades for woodworking |
| **B-11** | B6911 | Process of normalizing and annealing of iron and steel |
| **B-12** | B6912 | Process of induction hardening and tempering of iron and steel |
| **B-13** | B6913 | Process of quenching and tempering of iron and steel |
| **B-14** | B6914 | Process of carburizing and carbonitriding, quenching and tempering of iron and steel |
| **B-15** | B8811 | Round slings for lifting purposes |
| **B-15** | B8818 | Webbing slings for lifting purposes |

**Table 3: E Railway engineering (number of standards: 6)**

|  |  |  |
| --- | --- | --- |
| **Division of certification** | **Standard number** | **Standard title** |
| **E-1** | E1101 | Flat bottom railway rails and special rails for switches and crossings of non-treated steel |
| **E-1** | E1102 | Fish plates for rails |
| **E-1** | E1103 | Light rails |
| **E-1** | E1104 | Fish plates for light rails |
| **E-2** | E1107 | Steel bolts and nuts for fish-plates and fastenings |
| **E-3** | E1108 | Rail spikes |

**Table 4: G Ferrous materials and metallurgy (number of standards:122)**

| **Division of certification** | **Standard number** | **Standard title** |
| --- | --- | --- |
| **G-6** | G2301 | Ferromanganese |
| **G-6** | G2304 | Silicon-Manganese |
| **G-1** | G3101 | Rolled steels for general structure |
| **G-1** | G3103 | Carbon steel and molybdenum alloy steel plates for boilers and pressure vessels |
| **G-1** | G3105 | Steel bars for chains |
| **G-1** | G3106 | Rolled steels for welded structure |
| **G-1** | G3108 | Rolled carbon steel for cold-finished steel bars |
| **G-4** | G3109 | Steel bars for prestressed concrete |
| **G-4** | G3112 | Steel bars for concrete reinforcement |
| **G-2** | G3113 | Hot-rolled steel plate, sheet and strip for automobile structural uses |
| **G-1** | G3114 | Hot-rolled atmospheric corrosion resisting steels for welded structure |
| **G-4** | G3117 | Rerolled steel bars for concrete reinforcement |
| **G-4** | G3123 | Cold finished carbon and alloy steel bars |
| **G-1** | G3125 | Superior atmospheric corrosion resisting rolled steels |
| **G-1** | G3128 | High yield strength steel plates for welded structure |
| **G-1** | G3129 | High tensile strength steel for tower structural purposes |
| **G-2** | G3131 | Hot-rolled mild steel plates, sheet and strip |
| **G-2** | G3132 | Hot-rolled carbon steel strip for pipes and tubes |
| **G-1** | G3136 | Rolled steels for building structure |
| **G-4** | G3137 | Small diameter steel bars for prestressed concrete |
| **G-1** | G3138 | Rolled steel bars for building structure |
| **G-1** | G3140 | Higher yield strength steel plates for bridges |
| **G-2** | G3141 | Cold-reduced carbon steel sheet and strip |
| **G-2** | G3302 | Hot-dip zinc-coated steel sheet and strip |
| **G-7** | G3303 | Tinplate and blackplate |
| **G-2** | G3311 | Cold rolled special steel strip |
| **G-2** | G3312 | Prepainted hot-dip zinc-coated steel sheet and strip |
| **G-2** | G3314 | Hot-dip aluminium-coated steel sheet and strip |
| **G-7** | G3315 | Chromium coated tin free steel |
| **G-2** | G3317 | Hot-dip zinc-5% aluminium alloy-coated steel sheet and strip |
| **G-2** | G3318 | Prepainted hot-dip zinc―5% aluminium alloy-coated steel sheet and strip |
| **G-2** | G3321 | Hot-dip 55% aluminium-zinc alloy-coated steel sheet and strip |
| **G-2** | G3322 | Prepainted hot-dip 55% aluminium―zinc alloy-coated steel sheet and strip |
| **G-2** | G3323 | Hot-dip zinc-aluminium-magnesium alloy-coated steel sheet and strip |
| **G-1** | G3350 | Light gauge steel sections for general structure |
| **G-30** | G3351 | Expanded metals |
| **G-31** | G3353 | Welded light gauge steel H sections for general structure |
| **G-3** | G3441 | Alloy steel tubes for machine purposes |
| **G-3** | G3444 | Carbon steel tubes for general structure |
| **G-3** | G3445 | Carbon steel tubes for machine structure |
| **G-3** | G3446 | Stainless steel tubes for machine and structural purposes |
| **G-3** | G3447 | Stainless steel sanitary pipes |
| **G-3** | G3448 | Light gauge stainless steel tubes for ordinary piping |
| **G-3** | G3452 | Carbon steel pipes for ordinary piping |
| **G-3** | G3454 | Carbon steel tubes for pressure service |
| **G-3** | G3455 | Carbon steel pipes for high-pressure service |
| **G-3** | G3456 | Carbon steel pipes for high-temperature service |
| **G-3** | G3457 | Arc welded carbon steel pipes |
| **G-3** | G3458 | Alloy steel pipes |
| **G-3** | G3459 | Stainless steel pipes |
| **G-3** | G3460 | Steel tubes for low-temperature service |
| **G-3** | G3461 | Carbon steel boiler and heat exchanger tubes |
| **G-3** | G3462 | Alloy steel tubes for boiler and heat exchanger |
| **G-3** | G3463 | Stainless steel boiler and heat exchanger tubes |
| **G-3** | G3464 | Steel heat exchanger tubes for low-temperature service |
| **G-3** | G3466 | Carbon steel square and rectangular tubes for general structure |
| **G-3** | G3467 | Steel tubes for fired heater |
| **G-3** | G3468 | Large-diameter welded stainless steel pipes |
| **G-3** | G3472 | Electric resistance welded carbon steel tubes for automobile |
| **G-3** | G3474 | High-strength steel tubes for steel tower |
| **G-3** | G3475 | Carbon steel tubes for building structure |
| **G-3** | G3477-1 | Polyethylene coated steel pipes-Part1: External 3 layer extruded polyethylene coated steel pipes |
| **G-3** | G3477-2 | Polyethylene coated steel pipes-Part1: External extruded polyethylene coated steel pipes |
| **G-3** | G3478 | Carbon steel tubes for general machine structural purposes |
| **G-3** | G3479 | Steel tubes for machine structural with specified hardenability bands |
| **G-4** | G3502 | Piano wire rods |
| **G-9** | G3503 | Wire rods for core wire of covered electrode |
| **G-4** | G3504 | Wire rods for bridge cable |
| **G-4** | G3505 | Low carbon steel wire rods |
| **G-4** | G3506 | High carbon steel wire rods |
| **G-4** | G3507-1 | Carbon steels for cold heading ― Part 1: Wire rods |
| **G-27** | G3507-2 | Carbon steels for cold heading ― Part 2: Wires |
| **G-13** | G3521 | Hard drawn steel wires |
| **G-12** | G3522 | Piano wires |
| **G-8** | G3525 | Wire ropes |
| **G-14** | G3532 | Low carbon steel wires |
| **G-14** | G3533 | Barbed wires |
| **G-19** | G3536 | Steel wires and strands for prestressed concrete |
| **G-20** | G3537 | Zinc-coated steel wire strands |
| **G-19** | G3538 | Hard drawn steel wire for prestressed concrete |
| **G-22** | G3542 | Precoated color zinc-coated steel wires |
| **G-32** | G3543 | Steel wire coated with colored plastics |
| **G-14** | G3544 | Hot-dip aluminium-coated steel wires |
| **G-8** | G3546 | Wire ropes with profile wires |
| **G-14** | G3547 | Zinc-coated low carbon steel wires |
| **G-25** | G3548 | Zinc-coated steel wires |
| **G-33** | G3549 | Wire ropes for structure |
| **G-33** | G3550 | Stainless steel wire ropes for structure |
| **G-23** | G3551 | Welded steel wire and bar fabrics |
| **G-24** | G3552 | Chain link wire netting |
| **G-24** | G3553 | Crimped wire cloth |
| **G-24** | G3554 | Hexagonal wire netting |
| **G-28** | G3557 | Stainless steel wire ropes for general purposes |
| **G-14** | G3558 | Twisted low carbon square steel wires |
| **G-23** | G3559 | Welded wiremesh using twisted low carbon square steel wires |
| **G-1** | G4051 | Carbon steels for machine structural use |
| **G-1** | G4052 | Structural steels with specified hardenability bands |
| **G-1** | G4053 | Low-alloyed steels for machine structural use |
| **G-15** | G4303 | Stainless steel bars |
| **G-16** | G4304 | Hot-rolled stainless steel plate, sheet and strip |
| **G-16** | G4305 | Cold-rolled stainless steel plate, sheet and strip |
| **G-17** | G4308 | Stainless steel wire rods |
| **G-18** | G4309 | Stainless steel wires |
| **G-21** | G4311 | Heat-resisting steel bars and wire rods |
| **G-21** | G4312 | Heat-resisting steel plate, sheet and strip |
| **G-34** | G4313 | Cold rolled stainless steel strip for springs |
| **G-18** | G4314 | Stainless steel wires for springs |
| **G-18** | G4315 | Stainless steel wires for cold heading and cold forging |
| **G-35** | G4316 | Stainless steel wire rods for welding |
| **G-15** | G4318 | Cold finished stainless steel bars |
| **G-36** | G4321 | Stainless steel for building structure |
| **G-37** | G4322 | Stainless steel bars for concrete reinforcement |
| **G-11** | G4401 | Carbon tool steels |
| **G-11** | G4403 | High speed tool steels |
| **G-11** | G4404 | Alloy tool steels |
| **G-5** | G4801 | Spring steels |
| **G-4** | G4804 | Free-cutting steels |
| **G-11** | G4805 | High carbon chromium bearing steels |
| **G-3** | G4903 | Seamless nickel-chromium-iron alloy pipes |
| **G-3** | G4904 | Seamless nickel-chromium-iron alloy heat exchanger tubes |
| **G-26** | G5502 | Spheroidal graphite iron castings |
| **G-29** | G5526 | Ductile iron pipes |

**Table 5: H Nonferrous materials and metallurgy (number of standards: 31)**

| **Division of certification** | **Standard number** | **Standard title** |
| --- | --- | --- |
| **H-10** | H2103 | Secondary aluminium ingots |
| **H-11** | H2118 | Aluminium alloy ingots for die castings |
| **H-16** | H2123 | Copper billets and cakes |
| **H-5** | H2202 | Copper alloy ingots for castings |
| **H-13** | H2211 | Aluminium alloy ingots for castings |
| **H-1** | H3100 | Copper and copper alloy sheets, plates and strips |
| **H-1** | H3110 | Phosphor bronze and nickel silver sheets, plates and strips |
| **H-1** | H3130 | Copper beryllium alloy, copper titanium alloy, phosphor bronze, copper-nickel-tin alloy and nickel silver sheets, plates and strips for springs |
| **H-1** | H3140 | Copper bus bars |
| **H-1** | H3250 | Copper and copper alloy rods and bars |
| **H-1** | H3260 | Copper and copper alloy wires |
| **H-1** | H3270 | Copper beryllium alloy, phosphor bronze and nickel silver rods, bars and wires |
| **H-1** | H3300 | Copper and copper alloy seamless pipes and tubes |
| **H-1** | H3320 | Copper and copper alloy welded pipes and tubes |
| **H-6** | H3330 | Plastic covered copper tubes |
| **H-8** | H3401 | Pipe fittings of copper and copper alloys |
| **H-1** | H3510 | Oxygen free copper sheets, plates, strips, seamless pipes and tubes, rods, bars and wires for electron devices |
| **H-2** | H4000 | Aluminium and aluminium alloy sheets, strips and plates |
| **H-7** | H4040 | Aluminium and aluminium alloy rods, bars and wires |
| **H-7** | H4080 | Aluminium and aluminium alloys extruded tubes and cold-drawn tubes |
| **H-7** | H4100 | Aluminium and aluminium alloy extruded shape |
| **H-3** | H4160 | Aluminium and aluminium alloy foils |
| **H-3** | H4170 | High purity aluminium foils |
| **H-12** | H4301 | Lead sheets and plates and hard lead sheets and plates |
| **H-12** | H4303 | DM lead sheets and plates |
| **H-12** | H4311 | Lead and lead alloy tubes for common industries |
| **H-15** | H5302 | Aluminium alloy die castings |
| **H-9** | H8601 | Anodic oxide coatings on aluminium and aluminium alloys |
| **H-14** | H8602 | Combined coatings of anodic oxide and organic coatings on aluminium and aluminium alloys |
| **H-4** | H8641 | Hot dip galvanized coatings |
| **H-4** | H8643 | Hot-dip zinc-aluminium alloy galvanized coatings |

**Table 6: R Ceramics (number of standards: 1)**

|  |  |  |
| --- | --- | --- |
| **Division of certification** | **Standard number** | **Standard title** |
| **R-1** | R9001 | Industrial lime |

**Table 7: Z Others (Number of standards: 16)**

|  |  |  |
| --- | --- | --- |
| **Division of certification** | **Standard number** | **Standard title** |
| **Z-1** | Z1600 | Open head steel drums |
| **Z-1** | Z1601 | Tight head steel drums |
| **Z-2** | Z1602 | 18 liter metal cans |
| **Z-3** | Z1604 | Plugs and flanges for steel drums |
| **Z-4** | Z3211 | Covered electrodes for mild steel, high tensile strength steel and low temperature service steel |
| **Z-4** | Z3221 | Stainless steel covered electrodes |
| **Z-4** | Z3223 | Covered electrodes for molybdenum steel and chromium molybdenum steel |
| **Z-5** | Z3232 | Aluminium and aluminium alloy welding rods and wires |
| **Z-4** | Z3251 | Covered electrodes for hardfacing |
| **Z-5** | Z3312 | Solid wires for MAG and MIG welding of mild steel, high strength steel and low temperature service steel |
| **Z-6** | Z3313 | Flux cored wires for gas shielded and self-shielded metal arc welding of mild steel, high strength steel and low temperature service steel |
| **Z-5** | Z3321 | Stainless steel rods, wires and strip electrodes for welding |
| **Z-6** | Z3323 | Stainless steel flux cored wires and rods for arc welding |
| **Z-7** | Z3351 | Solid wires for submerged arc welding of carbon steel and low alloy steel |
| **Z-7** | Z3352 | Fluxes for submerged arc welding and electroslag welding |
| **Z-8** | Z3353 | Electroslag welding wires and fluxes for mild steel and high strength steel |