

APPLICATION FOR CERTIFICATION OF JIS MARKING

 Date　dd/ mmm /yyyy

To: President Hiroshi Watanabe

Japan Testing Center for Construction Materials

 Name of Applicant

 Address

 Title and name of representative

 Signature

As I wish to obtain certification of the following JIS marking under Paragraph 1 of Article 37\*\* of the Industrial Standardization Law, I hereby submit an application with separate documents attached.

|  |  |  |
| --- | --- | --- |
| 1. Designated the industrial and mineral product(s) for which certification is

applied | Number, title ofJapanese Industrial Standards | Number of JIS : JIS　 X　XXXXTitle of JIS : 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　  |
| Division of Japanese Industrial Standards  | xxxxxxxx(Describe according to Factory audit manual for products certification by JTCCM ( individual )) |
| 1. Factory or work yard

seeking certification | Name | xxxxxxxxxxxxxxxxxx |
| Address (Zip code) | Nihonbashi Core-Building 5F2-8-4 Nihonbashi-Horidomecho,Chuo-ku, Tokyo, 103-0012 Japan |
| Telephone Number | TEL：+xx-xxx-xxx-xxxx　　 |
| FAX Number | FAX：+xx-xxx-xxx-xxxx |
| Lump together Audit of Factory or work yard or Testing and Inspection department | Name, Address and Telephone Number | \*Fill out when it is different from (2). For the same, fill out "N/A" or delete this field. |
| (4)The quality control manager  | Name |  |
| Name of title and Division |  |
|  | TEL |  |
|  | FAX |  |
|  | E-mail |  |
|  | Address  | \*\*omissible when the same as (2) |
| (3)The quality control system  | [ ] 　Criterion A　[ ] 　Criterion B　 |
| [ ]  ISO9001registration certificate ( Name of Audit Registration body and Registration Number)[ ]  JIS Registered certification ( Name of Registered certification body and Registration Number) |
| (5)Implementation of initial product test | [ ]  a) Test by the Registered certification body（include the contract Laboratory with the Registered certification body）.[ ]  b) Implementation by the testing personnel of the applicant at the testing laboratory of the applicant in the presence of the registered certification body.[ ]  c) Utilization of data of test performed in the third-party testing body. |
| \*\*\*(　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　） |

\* In case of utilizing the site expect a) to do a part of product test, fill out the test items. This matter should be coordinate with JTCCM.

\*\*: The underlined sections should be changed according to what you are applying for certification.

Overseas manufacturers: Article 37(1) of the Act.

Overseas exporters: Article 37, paragraph 2 of the Act

Overseas processors: Article 37, paragraph 3 of the Act.

For exporters from abroad, the manufacturing plant must be described in the” Lump together Audit of Factory or work yard or Testing and Inspection department”. The manufacturing plant is also subject to audit.

For overseas processors, the following JIS.

JIS H 8601

JIS H 8602

JIS H 8641

JIS H 8643

The quality control implementation condition

The quality control implementation condition

[ ]  Criterion(A)　　[ ]  Criterion(B)

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[Please fill out based on the real situation.]

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3. Layout of the factory or work yard
4. The organization chart of the entire enterprise (If there are multiple plants)
5. The company's organizational structure (including the positioning of quality control manager) and the number of employees of the factory or work yard

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\* When you fill out “the quality control implementation condition” (especially Form1 to7 and Form A/B), please refer to the company standards(regulations) regarding Maintenance of the company standards. And attach a list of the company standards.

#  The Matters related to the factory or work yard pertaining to the designated the industrial and mineral products for which certification is applied.

1. History of the factory or work yard seeking certification

In order to clarify the history of production, please fill out concerning listed below since establishment.

-History of the capital

-To build or to move factory or work yard

-To start manufacture mainly product

-To introduce or to addition main machine/ facilities etc.

-JIS Mark Certified, Registration of ISO 9001, ISO14001, etc.

＜ex＞

Jun 1990 Start of ○○ products and sells (Capital: 100 thousand dollar)

Feb 2010 JIS Mark Certified 　　certification number ：○○○○○○

Sep 2015 Additional manufacturing facilities

1. Directions to the plant from the nearest station or airport

Please describe directions to the plant from the nearest station or airport.

1. Layout of the factory or work yard

Please describe layout of the factory or work yard, and add the cardinal direction.

1. The organization chart of the entire enterprise (If there are multiple plants)

If there are multiple plants, please describe the organization chart in order to clarify which section has quality control responsibility and which section is charge of inspection.

1. The company's organizational structure (including the positioning of quality control manager) and the number of employees of the factory or work yard

Please describe the company's organizational structure including the positioning of quality control manager.

1. The factory's organizational structure

-On the organizational structure, please illustrate concretely from factory manager to staff. And fill out the number of staff in each section. Also fill out contact person who in charge of this apply.

-To clarify employment position of the quality control manager (QCM) on the structure.

-If you have headquarter and a factory, describe the relationship between the head quarter and the factory.

-If you have several factories, describe whole company’s organizational structure.

-If you make several kinds of industrial and mineral products, describe all sections concerning about this application.

＜ex＞

SECTION A

SECTION B

Quality Control

Manager



QC Committee

PLANT Mg

|  |  |
| --- | --- |
| Contact Person(Name): | XXXX XXXXX |
| TEL: | +XX-XXXX-XXXXX |
| FAX： | +XX-XXXX-XXXXX |
| E-mail： | xxxxxxxx@xxxxxx.xx.xx |

1. The number of employees of the factory or work yard

＜ex＞Head office :XX, Branch office: XX, A factory :XX, B factory :XX, Total :XXX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff position | Clerical staff  | Technical staff | Transportation | Total |
| Producing | Quality control | Inspection |
| The number of employees | ○ | △ | ◇ | ▽ | □ | ○○ |

(As of dd/ mmm /yyyy)

# The matters about designated the industrial and mineral products for which certification is applied.

1. Scope of Certification of the industrial and mineral products (type, grade and name of products etc.)

-Describe the division of certification, classification, name of products, type specified by the applicant. Only describing products or type in this clause will be included the scope of JIS mark certification.

＜ex＞

Classification of Products

|  |  |  |
| --- | --- | --- |
| Division of Certification | Classification | Name of products |
|  |  |  |
|  |  |
|  |  |  |
|  |  |  |
|  |  |

1. Monthly production of designated the industrial and mineral products during the past six months by factory or work yard seeking certification for the commodity

- Fill out Monthly production during the past six months. You can add the quantity of Mass production prototype.

-Please fill out other products related to designate the industrial and mineral products except the scope of JIS mark certification.

＜ex＞

（Unit：○○)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division of Certification | Classification | MM/YY1stMonth | MM/YY2ndMonth  | MM/YY3rdMonth | MM/YY4thMonth | MM/YY5thMonth  | MM/YY6thMonth  | total |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| (Out the scope of JIS mark certification) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. An epitome of manufacturing process of the designated the industrial and mineral products for which certification is applied

- Regarding the applied industrial and mineral products, describe each procedure from receipt of raw materials to shipment of the industrial and mineral products.

-Basically to use JIS Z 8206 (Graphical Symbols for process Chart).

|  |
| --- |
| 　＜ex＞symbol of process |
|  | Operation, processing |
|  | Operation and inspection |
|  | Flow of process |
|  | accumulate |
|  | Inspection between processand test |
|  | Omission of process |

# The matters on quality control system

3.1 Maintenance of the company standards

1. Production condition of technique in accordance with the company standards

(i) The matters on the quality, inspection and storage of the industrial and mineral products　(Form 1)

|  |
| --- |
| Number of JIS and title : JIS      　     　　　Title of JIS　（　　　　　　　　　　　　　　　） |
| Specified items in JIS | Quality | \* | Inspection methods of quality | \* | \* Information concerning quality control (Review records) |
| ＜ex＞1.Classification |  |  |  | － |  |
| 2.Quality |  |  |  |  |  |
| 3.XXXXX |  |  |  |  |  |
| 4.Marking |  |  |  | － |  |
| 5.Storage methods of products |  |  |  | － |  |
| 《Reference company standards》 | \* Evaluation：a b c |

Please do NOT fill out the column marked \*

(ii) The matters on the quality, inspection and storage of the raw materials (Form 2)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of raw materials(Name of manufactures) | Quality of raw materials | \* | Test and Inspection methods | \* | Storage methods | \* | \* Information concerning quality control (Review records) |
|  |  |  |  |  |  |  |  |
| 《Reference company standards》 | \* Evaluation: ：a b c  |

Please do NOT fill out the column marked \*

(iii) The matters on the control items and its control method, quality characteristics and its inspection method, and operation method of each process (Form 3)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Process | Control item and/or quality characteristic | \* | Control method and operation method, or inspection method | \* | \* Information concerning quality control (Review records) |
|  |  |  |  |  |  |
| 《Reference company standards》 | \*Evaluation ：a b c |

Please do NOT fill out the column marked \*

(iv) The matters on the control items of the manufacturing facility or processing facility (Form 4)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of main manufacturing facility (type and brand) | Unit | Nominal capacity (Capacity, precision, etc.) | \* | Facility management | \* Information concerning quality control (Review records) |
| Positions and item of check or inspection  | Cycle of check or inspection | \* |
|  |  |  |  |  |  |  |  |
| 《Reference company standards》 | \*Evaluation：a b c |

Please do NOT fill out the column marked \*

(v) The matters on the control items of the test and inspection equipment (Form 5)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of main test and inspection equipment（type and brand） | Unit | Nominal capability (Capacity,Precision, etc) | \* | Equipment management | \* Information concerning quality control (Review records) |
| Positions and item of check , inspection calibration or, maintenance  | Cycle of check, inspection, calibration or, maintenance  | \* |
|  |  |  |  |  |  |  |  |
| 《Reference company standards》 | \* Evaluation：a b c |

Please do NOT fill out the column marked \*

(vi) The matters on the subcontract management (Form 6)

|  |  |  |
| --- | --- | --- |
| Outsourcing items | Subcontract management | \* Information concerning quality control (Review records) |
| Outsourcing items(Process name, test and inspection items, and facility name) | subcontractor（Name and Address） | Selectioncriteria | Content of outsourcingProcedure of outsourcing | Frequency or rate of outsourcing (%) |
|  |  |  |  |  |  |
| 《Reference company standards》 | \*Evaluation：a b c |

Please do NOT fill out the column marked \*

(vii) The matters on complaint handling (Form7)

|  |  |
| --- | --- |
| complaint handling | \*Status of handling |
| ＜draw the flow chart of the complaint handling＞ | In this column, draw the flow chart of the complaint handling (diagram of the complaint handling system) prescribed in the company standards. And describe the improvement procedure when the matter leading to complaints shall be made. |  |
| 《Reference company standards》 |  |

Please do NOT fill out the column marked \*

1. Review of the company standards and notification to the employees

See Form A/B.

Please fill out do Form A/B

3.2 Outline concerning marking of JIS Mark, etc. and supplementary information

(viii) The matters on marking of JIS Mark, etc. and supplementary information(Form 8)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number and Name of Japanese Industrial StandardDivision of Certification or classification | The marking unit | Markingplace  | Methodof Marking | Marking items | \* |
|  | The marking unit shall be onepackageof the industrialproducts etc | The markingMethod shall be printing, stamping , engraving or tag attachment | ＜ex＞Top right corner of the invoice | ＜ex＞（1）Marking of JIS mark,etcSize of JIS Mark XX mm±X mmIn diametera) JTCCM or TCb) Number of JISc) concerning certification JIS, Division or classification（2）Marking of supplementary informationCertification number（TC+7digits）TC xx xx xxxa) Marking items of reference JISb) Name or its abbreviation of the licenseec) Year and month or its abbreviation of manufacturer  |  |

Please do NOT fill out the column marked \*

＜ex＞



JTCCM or Tc

JISA 5908

Particleboard and Type or Grade

＜Supplementary information＞

 Marking items of reference JIS A 5908

Certification Number

Year and month or its abbreviation of manufacturer

Name or its abbreviation of the licensee

3.3 Company standardization and Quality control system

See Form A/B.

Please fill out do Form A/B

3.4 The positioning of the quality control manager

1. Appointment and duties of quality control manager

See Form A/B.

Please fill out do Form A/B

1. Situation of acquiring working experience ,trained history and expert knowledge regarding standardization and quality control (Form9)

Working experience and trained history of the quality control manager (Form9)

|  |  |
| --- | --- |
| Items | Contents |
| （1）　Name | First nameTaro | Family nameKenzai |
| e-mail:xxxxxxx@xxx.xx.xx  |
| （2）Official title | xxxxxxxxxxxxxxxxx |
| （3）Final academic career | xxxxxxxxxxxxxxxxx |
| （4）Practical experience related to technology necessary to manufacture the products for which certification is applied. |
| Name of company | Name of division | Working experience in each division (years) |
| xxxxxxxx | xxxxxxxx | mmm/yyyy- mmm/yyyy(x years) |
|  |  |  |
|  |  |  |
| （5）Practical experience related to standardization and quality control management |
| Name of company | Name of division | Working experience in each division (years) |
| xxxxxxxx | xxxxxxxx | mmm/yyyy- mmm/yyyy(x years) |
|  |  |  |
|  |  |  |
| （6）Academic background related to standardization and QC management |
| (a) Academic background |  |
| Name of University ,Institute | Name of faculty | Year of graduation | Completed course |
| xxxxxxxx | xxxxxxxx | yyyy | xxxxxxxx |
|  |  |  |  |
|  |  |  |  |
| (b) Training program and seminars participated in |
| Name of training program and seminars  | Name of organizer | Duration, Year | Acquired license |
| xxxxxxxx | xxxxxxxx | xx days(yyyy) | xxxxxxxx |
| xxxxxxxx | xxxxxxxx |  |  |
|  |  |  |  |

\*Please attach the reference documents

3.5 Requirement for the quality control system and overview of quality control system
based on the company standard or ISO 9001[JIS Q 9001](Form A/B)

Requirements for the quality control system and overview of quality control system based on the company standard or ISO 9001[JIS Q 9001](Form A/B)

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement for the quality control system | overview of quality control system based on the company standard or ISO 9001[JIS Q 9001] | Reference documents | ※ |
| **1)** Maintenance and implementation of the company standards  | \*Describing a method of maintenance and implementation of the company standards \*If you choose Criterion (B) on application form, describe a technical production condition (including the manufacturing facility) in Form 1 to Form 7 based on ISO9001 (See clause stipulated in ISO 9001:2015; “8 Operation”). And attach the list of company standard which made by following “7.5 Documented information”. |  |  |
| **2)** Review of the company standards and notification to the employees | \*Describing a Period of revision of company standards, committee of company standards, and method of sufficiently made known to the employees.\*If you choose Criterion (B) on application form, describe a Period of revision of company standards, committee of company standards, method of sufficiently made known to the employees based on ISO9001 (See those clauses stipulated in ISO 9001:2015; “7.1 Resources”, “7.5 Documented information”, “8.2.4 Changes to requirements for products and services”, “9.2 Internal audit”, ”9.3 Management review” and “10 Improvement “).  |  |  |
| **3)** The promotion of company standardization and quality control shall be established as the management guideline of the manufacture and the promotion of company standardization and quality shall be carried out according to the plan  | \*Describing quality policy and quality objectives.\*If you choose Criterion (B) on application form, describe quality policy and quality objectives based on ISO9001 (See those clauses stipulated in ISO 9001:2015; “5.2 Policy” and “6.2 Quality objectives and planning to achieve them”).  |  |  |
| **4)** The responsibility, authority, and cooperation between each section to perform company standardization and quality control appropriately. | \*Describing the duties of main Administrators including quality control manager, and management of the organization, etc. Defining with figure 1(5) is preferred. \*If you choose Criterion (B) on application form, describe the duties of main Administrators including quality control manager, and management of the organization based on ISO9001 (See those clauses stipulated in ISO 9001:2015; “5.3 Organizational roles, responsibilities and authorities” and “7.4 Communication”). |  |  |
| **5)** The education and training required for promoting the company standardization and quality control by manufacturer. | \*Describing the education and training plans, trainers, trainees and training methods.\*If you choose Criterion (B) on application form, describe the education and training plans, trainers, trainees and training methods based on ISO9001(See those clauses stipulated in ISO 9001:2015; “7.2 Competence” and “8.4 Control of externally provided processes ,products and services” ). |  |  |
| **6)** Appointment and duties of quality control manager | \*Describing the quality control manager’s nominating method, positioning and official competence. |  |  |
| **7)** The matters on conformity to ISO 9001(JIS Q 9001) | \*If you choose Criterion (B) on application form, you should attach “ISO 9001 certificate [duplicate]”.And describe outline shown below.Registration Number：Registered certification body：Date of Original Approval:：Latest date of Renewal audit:：Scope of certification（Products , Branches ,etc.）: |  |  |
| **NOTE**1) It is regulated by the Ministerial ordinance(See Article 2.1,item 4 and Article 2. 2 item5)2) It is regulated by the Ministerial ordinance(See Article 2.1 item 4 and Article 2.2 item 5)3) It is regulated by the Ministerial ordinance(See Article 2.1 item 5 and Article 2.2 item 5)4) It is regulated by the Ministerial ordinance(See Article 2.1 item 5 and Article 2.2 item 5)5) It is regulated by the Ministerial ordinance(See Article 2.1 item 5 and Article 2.2 item 5)6) It is regulated by the Ministerial ordinance(See Article 2.1 item 5 and Article 2.2 item 6)7) It is regulated by the Ministerial ordinance(See Article 2.2 item1) |

Please do NOT fill out the column marked (※)

Please describe according to the requirements as listed above.

Or fill out the column “Reference documents” with the name of company standards or quality manual describing the requirements and attach those copies.

#  [Attachment](https://ejje.weblio.jp/content/attachment)

\*Please describe attachments

1. The quality manual.
2. List of the company standards a)
3. Result of the Type Inspection tests (preliminary tests) b)
4. Quality administrative record c)
5. A part of quality control data of product (Any type of data during manufacturing process is acceptable.)
6. ISO9001registration certificate[duplicate] d)

Note a) Example of the list shown below.

<Ex.> List of the company standards

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification | Name of Standards | Responsible /CreateDivision | Date of issue | Date of revised |
| A. General Rule | Basic rule ofstandardization |  |  |  |
| B. Quality control system | Quality manual |  |  |  |
|  | Document control procedure |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note b)Type inspection records (formal test data) and representative records showing the status of quality control during the last six months should be attached as annexes. In this case, as far as possible, a monthly histogram, monthly defect rate, etc. should be attached for each quality characteristic, with the number of samples, mean value, standard deviation, relevant JIS standard value and company standard value for the histogram, and the number of samples and admission decision criteria for the defect rate. Note that if the production volume is small, it does not have to be limited to every month.

Note c) Quality administrative record as Mass production prototype is acceptable (design and manufacture on trial is NOT acceptable)

Note d) In case of utilizing result of registration of ISO9001, attach its ISO 9001 certificate [duplicate] and 及びregistration report [duplicate].