**Notice**

The BLUE word is a example of how to fill in the form.

**The Orange word is explaining how to fill in the form.**

**The RED word is important notice.**

**If you write this form, please delete these color words.**

The document describing the quality control management implementation condition

The document describing the quality control management implementation condition

[ ] Criterion(A)　　 [ ] Criterion(B)

Select either criterion(A) or Criterion(B) and click in the symbol.

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[Please fill out based on the real situation.]

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

This document is prepared to explain that the quality control system of the factory or business establishment related to the industrial products or processing technology for which certification is sought conforms to the criteria (B) of the audit in Appendix B of JIS Q 1001, based on the applicant's company standards and other information related to manufacturing or processing.

The necessity for creating this document is written in JIS Q 1001 5.3 b).

# 1. 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 fill in a map showing the route from the nearest international airport to the factory.

Please indicate the direction on the map.

Please also include information such as the distance from the nearest station to the factory, the time required, and the buildings, rivers, roads, and stations that can be used as landmarks on the map showing the route from the nearest station to the factory.

Please also include information such as the time required if you use a car.

Please use map images where the text is legible.

1. Layout of the factory or work yard

Please draw a layout map of the factory (or business establishment), including the office, warehouse, manufacturing site (including main equipment), testing facilities, etc.

Please make sure that the layout map clearly shows the buildings that are the object of JIS certification.

If the site is large, please provide a layout map of the part (or building) related to JIS certification, in addition to the overall layout map.

Please indicate the direction on the layout map.

Please include outline dimensions or a scale so that the scale of the factory and the size of each facility can be understood.

On the layout diagram, please indicate where the manufacturing facilities shown in Form 4 (Overview of Manufacturing Facilities) are located.

Based on the layout diagram, the inspectors verify the placement within the factory, so please use characters that are clearly legible.

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.

In the case of a batch audit, please indicate the division of roles for each factory.

Example: Factory A manufactures products, Factory B is used as a testing room for \*\*\*\*\*\* testing

Factory A manufactures \*\*\*\*\*\* products, Factory B manufactures \*\*\*\*\*\* products

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

・Please do not simply write “xxx employees”, but instead provide a breakdown of the number of administrative staff, technical staff, etc.

・Please also provide the number of employees for the entire company, including the factory you are applying for. In this case, if there is a head office, other factories, etc. in addition to the factory you are applying for, please do not simply write “○ employees”, but instead provide the number of employees for the head office, branch office, factory A, factory B, etc., and the total number of employees.

＜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 | x | xx | x | x | x | xx |

(As of dd/ mmm /yyyy)

# 2. 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 |
|  |  |  |
|  |  |
|  |  |  |
|  |  |  |
|  |  |

Division of certification and Classification: Refer to the relevant JIS standard clause (e.g., type, classification).

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.

For initial certification applications, demonstrate six months of production records. Months without production records may be indicated as zero. If you do not have six months of records at the time of preparing this document, enter the records currently available.

When submitting this document after certification is granted, show production records for the most recent six months. Units can be managed in-house (e.g., cubic meters, tons, etc.).

＜ex＞

（Unit： )

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division of Certification | Classification | MM/yyyy1stMonth | MM/yyyy2ndMonth  | MM/yyyy3rdMonth | MM/yyyy4thMonth | MM/yyyy5thMonth  | MM/yyyy6thMonth  | 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

・Please write the process name and the control point on the process chart.

・If part of the process is subcontracted or carried out at a factory where a batch audit is carried out, please write it in a way that the process can be understood.

・Please create the process overview chart in relation to “Matters related to control items and their control methods, quality characteristics and their inspection methods, and work methods for each process (Form 3)”.

It is desirable to make the relationship between the two clear by numbering the processes, etc.

・In principle, please use process chart symbols (JIS Z 8206). It is also acceptable to use them in conjunction with QC process charts.

|  |
| --- |
| 　＜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 x xxxx Title of JIS（ xxxx Board ） |
| Specified items in JIS | Quality | \* | Inspection methods of quality | \* | \* Information concerning quality control (Review records) |
| (B)＜ex＞1.Classification | (C) | (A)\* | (D) | (A)\* | (A)\* |
| 2.Quality2.1 Dimension2.22.32.4 | 2.1 Dimension Wide: 2,000mm±2mm | \* | N=1 production date, n=3, c=0 | \* | \* |
| 3.XXXXX |  | \* |  | \* | \* |
| 4.Marking |  | \* |  | \* | \* |
| 5.Storage methods of products |  | \* |  | \* | \* |
| 《Reference company standards》 (F) XXXXXXXXX  | \* Evaluation：a b c |

Please do NOT fill out the column marked \*

(A) Please do not fill in the fields marked with an asterisk (\* mark).

(B) Please describe the quality items specified in the product JIS. The items should be in accordance with the “1. Product Control” section of the JTCCM Implementation Guidelines for Product Certification Audit (Individual).

(C) Enter the quality standard values specified in the company's own company standards for each quality standard specified in JIS.

(D) For each quality item, please enter the inspection method specified in the company standards (such as product inspection standards). Inspection methods include, for example, whether it is a one hundred percent test or a sampling test. In the case of a sampling test, there are also details such as the size of the lot (N), the size of the sample (n), the lot judgment criteria, and the treatment of non-conforming lots.

(E) Please enter the items specified in the company standards regarding the storage of products before shipping.

(F) Enter the name of the company standard that was referred to in order to create this form.

(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) |
| (B)Ex.1.CementOriginally Portland cement (xxxx Co.Ltd) | (C)Products that conform to JIS R 5210Density: 3.15±0.02g/cm3Specific surface area: 2500cm2/g or more(The rest is omitted. Please describe in detail.) | (A)\* | (D)Check the delivery note for each delivery.Check the quality based on the monthly test results issued by the producer. | (A)\* | (E)Stored in a silo made of iron plates that has been treated to be waterproof and moisture-proof. | (A)\* | (A)\* |
| 《Reference company standards》 (F) XXXXXXXXX | \* Evaluation: ：a b c  |

Please do NOT fill out the column marked \*

(A) Please do not fill in the fields marked with an asterisk (\* mark).

(B) Enter the main raw materials and parts used in accordance with the actual situation. Also, please enter the name of the manufacturer of the raw material (you may also add the brand name) in parentheses below the name of the raw material.

(C) For each raw material, please enter the quality items and their specified values, etc., as stipulated in the company standards.

(D) For each material, please enter the acceptance inspection method (whether a one hundred percent test or a sampling test. If it is a sampling test, please enter the lot size (N), sample size (n), lot judgment criteria, treatment of rejected lots, etc.).

(E) Please enter the storage method specified in the company standards for each raw material.

(F) Enter the name of the company standard that was referred to in order to create this form.

(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) |
| (B)<Ex.>1. Measurement | (C)1.Method of measure(mass measurement) measurement precision Mateial A: ±1 mass % | \* (A) | (D)1. confirmation of measure result( per measure)

 inspection method; judgment criteria: In case of failure: Record: | \* (A) | \* (A) |
| 《Reference company standards》 (E) XXXXXXXXX | \*Evaluation ：a b c |

Please do NOT fill out the column marked \*

(A) Do not fill in the fields marked with an asterisk (\*).

(B) Based on the “3. Manufacturing Process Control” section of the audit guidelines, etc., fill in the process overview diagram corresponding to each process specified in the company standards (or QC process chart). If part of the process is outsourced, also fill in the name of the subcontractor. If manufacturing is carried out at multiple factories (sites), fill in the name of the factory (site) where the process is carried out so that it can be identified.

(C) Enter the control items and quality characteristics specified in the company standards, as well as the specified values. For control items, enter the working conditions and environment (temperature, pressure, spindle runout, and other factors that affect quality) and the specified values. For quality characteristics, enter items such as hardness and tensile strength, as well as the specified values.

(D) For control items, enter the control method or work method, and for quality characteristics, enter the inspection method based on company standards. For control methods, enter the frequency and timing of control and the sample size for each control item. For inspection methods, enter whether a one hundred percent test or sampling inspection is performed for each quality characteristic (for sampling inspections, enter the lot size (N), sample size (n), lot judgment criteria, and treatment of nonconforming lots).

(E) Enter the name of the specified company standard.

(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 or quantity | 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 | \* |
| (B)<EX.>1. measurement facilities

 Mixer (XXXX corp. Type xxx) | (B)1 | (B)Capacity 2.0m2 | \*(A) | (C)Inspection before use:・operating conditionRegular inspection Mixing performance | (C)Before usePer year | \*(A) | \*(A) |
| 《Reference company standards》(D) XXXXXXXXX | \*Evaluation：a b c |

Please do NOT fill out the column marked \*

(A) Do not fill in the fields marked with an asterisk (\*).

(B) Based on the “4. Equipment Management” section of the audit guidelines, etc., list the equipment used. However, if the main manufacturing facilities are used for two or more purposes, list their names in parentheses under the main manufacturing facilities. In the “Nominal Capacity” field, indicate the main performance that shows the manufacturing capacity of the equipment.

(C) For each major manufacturing facility, enter the major inspection or examination items and cycles specified in the company standards. If inspection or examination is outsourced, enter the name of the contractor in parentheses under the inspection or examination items.

(D) Enter the name of the specified company standards.

(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 or quantity | 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  | \* |
| (B)<EX.>1. Compression testing machine

(xxx factory Co. ABC Type) | (B)1 | (B)Max. 1000kNGrade 1 (JIS B 7721) | \*(A) | (C)Inspection before use:・**operating status**Regular inspection(Caliblation) | (C)Before usePer year | \* (A) | \* (A) |
| 《Reference company standards》 (D) XXXXXXXXX | \* Evaluation：a b c |

Please do NOT fill out the column marked \*

(A) Do not fill in the fields marked with an asterisk (\*).

(B) Fill in the equipment used based on the “4. Equipment Management” section of the audit guidelines. However, if two or more items of major testing and inspection equipment are used for multiple purposes, list the names of those purposes in parentheses under the name of the major testing and inspection equipment. If major testing and inspection equipment is located at an outsourced factory, list the name of the factory. In the “Nominal capacity” column, indicate the main performance that shows the manufacturing capacity of the equipment. If inspection equipment is calibrated in-house, also list the calibration standards.

(C) For each major testing and inspection facility, enter the major inspection or test items and intervals specified in the company standards. If inspections or tests are outsourced, enter the name of the contractor in parentheses under the inspection or test items.

(D) Enter the name of the specified company standards.

(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 (%) |
| (B)<Ex.>1.Outsourcing of manufacturing process1.1 Cutting process1. Outsourcing of product test

2.1 Thermal conductivity test3.Outsourcing of facility management3.1 Calibration of mass mater | (B)* 1. XXX company.

 (Address)* 1. JTCCM Central test laboratory.

3.1 YYY labo. | (B)ISO17025 Test FactoryIRAC/MRA certification | (C)Cut boardThermal conductivity test(JIS A 1412-2)Mass measurement | (C)If it needs big scale cutting100%100% | \* (A) |
| 《Reference company standards》 (D) XXXXXXXXX | \*Evaluation：a b c |

Please do NOT fill out the column marked \*

(A) Do not fill in the fields marked with an asterisk (\*).

(B) Based on the “5. Outsourcing Management” section of the audit guidelines, etc., if you outsource part of the manufacturing process of industrial and mineral products to other companies, specifying the processing quality, processing conditions, and other specifications, or if you outsource product quality testing or inspection to other companies, enter the name of the process or the testing/inspection items and the name of the outsourcing company. Also, if there are any reasons or criteria for selecting the outsourcing company, please enter them.

(C) Please complete as follows:

a) If you have outsourced part of the manufacturing process to another contractor:

1) In the “Contents of outsourcing and outsourcing procedures” column, enter the contents of outsourcing (processing conditions) and outsourcing procedures for the process.

2) In the “Frequency or outsourcing ratio” column, enter the frequency or outsourcing ratio of outsourcing. For the outsourcing ratio, enter the ratio of the processing of the relevant process at the outsourcing contractor to the total processing of the relevant process at the outsourcing contractor.

b) When product testing or inspection is outsourced

1) In the “Outsourcing details and procedures” column, enter the outsourcing procedures.

2) In the “Frequency or outsourcing ratio” column, enter the frequency of testing or inspection. The outsourcing ratio does not need to be entered.

(D) Enter the name of the company standard, etc.

(vii) The matters on complaint handling (Form7)

|  |  |
| --- | --- |
| complaint handling | \*Status of handling |
| ＜draw the flow chart of the complaint handling＞Attach next page: Record of compliant handling(B) | 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.(C) | \* |
| 《Reference company standards》 (C) XXXXXXXXXv | \*Evaluation：a b c |

Please do NOT fill out the column marked \*

(A) Do not fill in the fields marked with an asterisk (\*).

(B) Based on the “6. Complaint Handling” section of the audit guidelines, etc., fill in the “Complaint Handling” field with a flow chart (system diagram) of the complaint handling process specified in your company standards and briefly explain the procedure. Attach a form for recording complaints.

(C) Enter the name of the specified company standards.

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

1. Please write your name with your surname first, followed by your given name, and add a phonetic transcription.

(2) For your job title, select only one of the following categories that applies to your current position and enter the number, followed by the specific job title. If you are applying for certification for a factory (or business establishment) located outside Japan, you do not need to enter the category number.

1. President or Representative Director
2. Director
3. Business Division Manager
4. Factory manager
5. Quality control manager
6. Other department manager
7. Quality control section chief
8. Other section chief
9. Other (section chief or supervisor, etc.)

(3) For educational background, select the applicable classification number from the list below and enter the number.

1. University graduate
2. Completed first stage of professional college course
3. Junior college or technical college graduate
4. High school or junior high school graduate
5. Other (please specify)

Note

 For the work experience described in (4) and (5) below, please list all relevant work experience, including experience gained at companies other than the company applying for certification, and indicate the total number of years of experience.

The work experience required in (4) and (5) shall be equivalent to the IQC qualification requirements under the former JIS law and shall be as follows. Please indicate in (6) your level of knowledge of standardization and quality control.

(4) Practical experience necessary for the manufacture or processing of industrial and mineral products subject to certification shall be determined by the company.

(5) Practical experience in standardization and quality control

a)A person who has graduated from a university (School Education Act: Act No. 26 of 1947) or a foreign university equivalent to a university in Japan with a degree in science, medicine, pharmacy, engineering, agriculture, or a course equivalent to these, and who has completed courses related to quality control and is recognized as having knowledge of standardization and quality control.

b)A person who has graduated from a junior college or technical college (School Education Act: Act No. 26 of 1947) or an equivalent institution in a foreign country with a course in science, medicine, pharmacy, engineering, agriculture, or an equivalent course, and has completed courses related to quality control (including cases where the relevant courses have been completed and the first stage of a professional university course based on the same act has been completed), and is recognized as having knowledge of standardization and quality control.

c)For examples of knowledge of standardization and quality control, refer to JIS Q 1001 Annex B Note 1).

(6) Acquisition of specialized knowledge related to standardization and quality control

a) For the name of the course taken in (a), enter only the name of the course related to quality control. The requirements for taking courses related to quality control shall be equivalent to the qualification requirements for IQC under the former JIS system. Applicants must have completed at least one of the following courses and be able to prove that they have earned at least 2 credits (30 hours) in that course.

(1) Statistics: Mathematical Statistics, Probability and Statistics, Statistical Analysis, Statistical Engineering, Statistics

(2) Quality Control: Quality Control, Design of Experiments

(3) Industrial Engineering: Industrial Engineering, Industrial Management Engineering

(4) Production Management: Production Management, Management Engineering, Factory Management

b) Regarding the conditions for completing the training courses, etc. in (b) above, the institution holding the training courses is not specified, but the courses must include the following topics related to standardization and quality control: “statistical thinking,” “statistical process control,” “sampling,” “inspection by sampling,” “problem-solving methods,” and “internal standardization.” The courses must be at least 30 hours in length, and a copy of the certificate of completion must be attached. If you have obtained IQC qualification under the old law and have taken follow-up training or competence improvement courses related to the new JIS system, please attach a copy of your training certificate.

c) In column (c), enter specific details (training items, training hours, organizer, etc.) regarding the acquisition of knowledge equivalent to (6) (b), and retain training records that clarify the content of the training.

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”. | XXXXXXXXX | \* |
| **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 “).  | XXXXXXXXX | \* |
| **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”).  | XXXXXXXXX | \* |
| **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”). | XXXXXXXXX | \* |
| **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” ). | XXXXXXXXX | \* |
| **6)** Appointment and duties of quality control manager | \*Describing the quality control manager’s nominating method, positioning and official competence. | XXXXXXXXX | \* |
| **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.）: | XXXXXXXXX | \* |
|  |

Please do NOT fill out the column marked (※)

Please describe according to the requirements as listed above.

Fill out the column “Reference documents” with the company standards or clause of the quality control manual (e.g. name or control number) describing the requirements.

For each Requirement for the quality control system, refer to the following clauses in Annex B of JIS Q 1001.

Criteria of audit(A)

1)B.1 4 I (1) and 5

2)B.1 4 I (2) and 5

3)B.1 5 I (1)

4)B.1 5 I (2)

5)B.1 5 I (3)

6)B.1 5 II (1)

7) not required

Criteria of audit(B)

1)B.2 5

2)B.2 1 and 5

3)B.2 1 and 5

4)B.2 1 and 5

5)B.2 1 and 5

6)B.2 6

7)B.2 1

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

\*Please describe attachments

1. The quality control 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) **Attach it when applying for initial certification. It is not necessary to attach it after certification is granted.** 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) **Attach it when applying for initial certification. It is not necessary to attach it after certification is granted.** Quality administrative record as Mass production prototype is acceptable (design and manufacture on trial is NOT acceptable)

Note d) If you choose criteria(B), you are utilizing result of registration of ISO9001, you need attach its ISO 9001 certificate [duplicate] and registration report [duplicate].