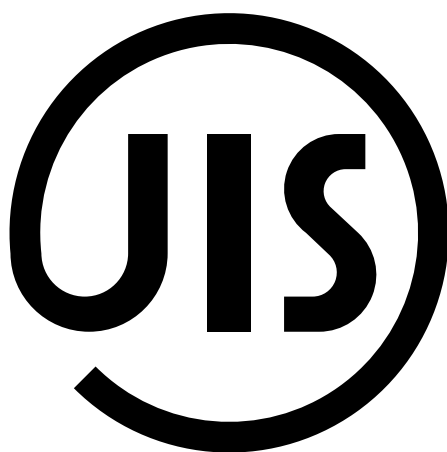


**JIS Mark Scheme
Procedures for Making Changes, etc.
after Acquiring Certification**



**▲ JIS Mark
Building Trust and Reliability**

JIS Mark is to be displayed appropriately
pursuant to the Agreement.

JAPAN QUALITY ASSURANCE ORGANIZATION

JIS CERTIFICATION DEPARTMENT

JIS Mark Scheme Procedures for Making Changes, etc. after Acquiring Certification

After having acquired certification under the JIS Mark Scheme and becoming a Licensee, the following procedures shall be required if the Licensee is to implement any changes such as change in items agreed upon in the Agreement, content of the company's business or the Quality Management System (**refer to Certification Agreement: Article 22**).

The procedures that need to be taken to register changes differ by the content of the changes to be made, so please be sure to refer to this guide.

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Where to Access for Inquiries and Information

✚ Factory audit, to be performed according to changes implemented, **may be performed at the same time as Periodic Certification Maintenance Surveillance**, depending on the content and timing of the factory audit. Please contact us if you are considering to take the above measures.

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2-5-2, Marunouchi, Chiyoda-ku, Tokyo 100-8308
TEL:03-6212-9240 / FAX:03-3215-5508
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[Access to Information Sources](#)

- 【JQA Website JIS Certification Department: Topics】
Access here for latest information from JQA!
http://www.jqa.jp/service_list/jis_a/
- 【Japanese Industrial Standards Committee (JISC) Website】
General JIS information, Top page “What’s New”
<http://www.jisc.go.jp/>
- 【JIS Certification Bodies Association Website】
Access here for consensus opinion of Certification Bodies.
Refer to “Interpretations” for common guidelines on rules and technical issues!
<http://www.jsa.or.jp/jiscba/top.asp>

I. Change in Designation of

- Example cases of companies and organizations that have applied for certification and have been certified as licensees implementing changes to their designations.
 - 1) Change in designation made within the organization itself to a more widely recognized abbreviated name or trade name used in advertisements and/or which are easier-to-read. (No change in corporate form or structure)
 - 2) Change in designation caused either by the change in the capital of the organization, including the parent company, or by change caused by becoming a new organization due to merger or integration with an external capital. (Change in corporate form or structure)
- The initial notification form to be used by the Licensee for informing JQA of the changes made, including the above example cases, is:

Form: “Notification for Changes Concerning Production Conditions, etc.”

- The above form can be downloaded from JQA Website. Please follow the procedures below:
 - (a) JQA Website top-page <http://www.jqa.jp>
↓
(<http://www.jqa.jp/english/index.html>)
 - (b) JIS Certification http://www.jqa.jp/service_list/jis_a/
↓
(http://www.jqa.jp/english/jis_a/scope.html)
 - (c) Application Form
http://www.jqa.jp/service_list/jis_a/action/application/index.html
(http://www.jqa.jp/english/jis_a/application.html)

I. Change in Designation of

1) Change In designation without any change in corporate form or structure

- (a) Notification: Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and any publicly released documents relevant to the change in designation as reference attachments.
- (b) Processing at JQA: Following confirmation of the above Notification Form, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment. Procedures for revising contract documents (such as the “Certification Agreement” and “Control Outline Concerning Marking of JIS Mark, etc. ”) and certification documents shall then be implemented.
- (c) Fee: No additional fee will be charged.

2) Change In designation due to change in corporate form or structure

- If change in designation is to be implemented due to business succession caused by assignment, inheritance or merger of all or any part of businesses relevant to JIS certification, the status (as Licensee) can be succeeded only after the following conditions have been satisfied.
 - ☆ No change has been made in factory(ies) or office(s) relevant to Certification (same location)
 - ☆ No change has been made in the Quality Management System
- (a) Notification: Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and any publicly released documents relevant to the merger, etc., as reference attachments from the current Licensee .
- (b) Processing:(1) “Notification for Business Succession” Form will be sent to you from JQA.
(2)The succeeding party is to submit the “Notification for Business Succession” Form together with any documents indicated in the Form to be submitted as reference attachments.
(3) Following confirmation of the above Notification Form, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment. Procedures for revising contract documents (such as the “Certification Agreement” and “Control Outline Concerning Marking of JIS Mark, etc.”) and certification documents shall then be implemented.
- (c) Fee: Although, in principle, no fee is to be charged, there may be cases where fee is charged based on JQA’s Fee Schedule.

Factory audit, to be performed pursuant to changes implemented, may be performed at the same time as Periodic Certification Maintenance Surveillance, depending on the content and timing of the factory audit.
Please consult us if you are considering to take the above measures.

II. Change in Designation or Location of Manufacturing Factory(ies) Relevant to Certification

- Change in designation of factory(ies) or office(s) of Licensee which manufacture (or process) the certified products is considered to be addressed in the same way as the designation change in 1) in Section I above. Procedures for registering change in designation shall also be implemented by the same method.
- The following cases can be considered as examples for change in location of factory(ies) or office(s) of Licensee which manufacture (or process) the certified products .
 - 1) Change caused by change in the municipal indication of addresses or change in indication of address due to merger of municipalities (no change in the actual location of factory(ies))
 - 2) Change in actual location due to relocation or reconstruction of factory(ies).
- Processing relevant to the above changes shall be implemented as below.

1)Change in address indication

- (a) Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and any related documents relevant to the change as reference attachments.
- (b) Processing at JQA: Following confirmation of the above Notification Form, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment. Procedures for revising contract documents (such as the “Certification Agreement” and “Control Outline Concerning Marking of JIS Mark, etc.”) and certification documents shall then be implemented.
- (c) Fee: No fee will be charged.

II. Change in Designation or Location of Manufacturing Factory(ies) Relevant to Certification

2) Change due to relocation or reconstruction of factory(ies)

- Relocation, etc. of factory(ies) shall basically be considered as a case in which such factory(ies) must acquire new certification. However, if all of the following conditions can be confirmed, the requirement for actual production period can be shortened.

- ☆ No change has been made in the Quality Management System of the factory(ies).

- ☆ No change has been made in major manufacturing /testing facilities

- (a) Notification : Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and related documents relevant to the change as reference attachments.

Please note that if the above conditions can be satisfied, the actual production period can be the total of five-months period at pre-relocation factory(ies) and one-month period at the new post-relocation factory(ies).

- Document describing the Quality Management Implementation Condition
- Description paper for 17025 Investigation (if necessary)

Notification Period: Please submit your application either by the due date determined in preliminary discussion or **at least three-months prior** to relocation, etc.

- (b) Processing at JQA: Factory Audit and Product Testing will be conducted similarly as at time of new application.
- (c) Fee: Fee shall be charged based on JQA's Fee Schedule.

Factory audit, to be performed pursuant to changes implemented, may be performed at the same time as Periodic Certification Maintenance Surveillance, depending on the content and timing of the factory audit.
Please consult us if you are considering to take the above measures.

Ⅲ. Change of Quality Control

- Following acquisition of certification, it is JQA's understanding that contact between JQA and Licensee shall be basically made through the Quality Control Manager listed in the "Document describing the Quality Management Implementation Condition" submitted to JQA.
- The name of Licensee's Quality Control Manager, who is to play an essential role in maintaining Licensee's JIS Certification operations, is registered and maintained by JQA. In the event of replacing the Quality Control Manager, notification in advance to such replacement is required to be made to JQA.
 - (a) Notification: Please submit the "Notification for Changes Concerning Production Conditions, etc." Form and related documents relevant to the change as reference attachments as indicated below:
 - ☆ Reference documents confirming that standard criteria * Note have been satisfied. (Training records, etc.)
 - ☆ Section (page) on Quality Control Manager from the "Document describing the Quality Management Implementation Condition."
 - (b) Processing at JQA: Following confirmation of the above Notification, etc., "Report on Conformity Assessment" shall be sent to you to inform you of the outcome of JQA's assessment.
 - (c) Fee: In principle, no fee will be charged.

* Note · · · Standard criteria herein refers to "Actual business experience and knowledge concerning standardization and quality control" as prescribed in JIS Mark Ministerial Ordinance, Article 2, Clause 1, Item 5- "□" - (2).

JIS Licensees are required to appoint (full-time) Quality Control Managers. When replacing the Quality Control Manager with another person, such eligible person must be capable of fulfilling the standard criteria above. Please take due care of the above requirement, particularly at time of personnel transfers.

IV. Change in Quality Management System Relevant to Certification

- If any changes are to be implemented in the following Items, which were also indicated in “Document describing the Quality Management Implementation Condition” that was submitted by the Licensee at time of Initial Conformity Assessment, please submit the “Notification for Changes Concerning Production Conditions, etc.” Form in advance to JQA. JQA will confirm if such changes are in conformity.
- (1) Key materials used in manufacture or processing of industrial and mineral products, etc.
 - (2) Key manufacturing (processing) facility(ies) required for manufacture or processing
 - (3) Key inspection/testing facility(ies) required for manufacture or processing
 - (4) Inspection/testing methods required for manufacture or processing
 - (5) Change in the quality system of manufacture or processing of industrial and mineral products, etc.
(Example) • New acquisition of ISO9001(for Criteria A)
• Cancellation of ISO9001 registration (for Criteria B)
- (a) Notification: Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and the modified “Document describing the Quality Management Implementation Condition” (including internal standards, etc.) as reference attachments, by clearly identifying the modified sections.
- (b) Processing at JQA: Following confirmation of the above Notification at JQA, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment. Depending on the content of the change, implementation of Factory Audit and/or Product Testing may become necessary.
- (c) Fee: Fee shall be charged based on JQA’s Fee Schedule.

Factory audit, to be performed pursuant to changes implemented, may be performed at the same time as Periodic Certification Maintenance Surveillance, depending on the content and timing of the factory audit.
Please consult us if you are considering to take the above measures.

V. Addition (Change) or Specification Change of Certified Products

- The following procedures are to be taken when making additions/changes of products or making specification changes after decision on certification has been made.

Addition or change in certified products	Forms required to be submitted	Factory Audit Requirement		Product Testing
		Document Review	On-site Audit	
1) New addition of JIS Standard Product (Addition of new division of certification)	Application Form of JIS Mark scheme	◎	◎	◎
2) Addition of JIS Standard Product within the same division of certification (addition to the range of certification, certification number is to be the same.)	Notification for Changes Concerning Product Conditions, etc.	◎	◎	◎
3) Addition of type or grade within the same division of certification		◎	○	○
4) No change is made in type within the same division of certification, but additions to or changes in scope of product to be certified are made, such as additions of item number of products.	Notification for Changes Concerning Product Conditions, etc.	◎	△	△
5) Change in materials constituting product(s)		◎	△	△
6) Change in property /performance (specification change) for the purpose of improving product quality		◎	△	△

◎ : To be conducted without exception ○ : To be conducted as a rule

△ : To be conducted on as- needed basis

- (a) Notification: Please submit the required documents, as indicated above, and the modified “Document describing the Quality Management Implementation Condition” as reference attachment, by clearly identifying the modified sections.
- (b) Processing at JQA: Following confirmation of the above Notification at JQA, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment. Depending on the content of the change, implementation of Factory Audit or Product Testing may become necessary.
- (c) Fee: Fee shall be charged based on JQA’s Fee Schedule.

VI. Total or Partial Discontinuance of Manufacturing Factory(ies) Relevant to Certification

- After decision on certification has been made, **in the event that all of the manufacturing factories (if multiple factories, then all factories listed) subject to certification are to be discontinued, or if the manufacturing factory is a single factory, then said factory, is to be discontinued**, the Certification Agreement shall be terminated under the new JIS Mark Scheme. (Refer to Certification Agreement, Article 26)
 - (a) Notification: Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form.
 - (b) Processing: (1) “Notification for Dissolution of Certification Agreement” Form will be sent to you from JQA.
(2) Please fill in the required entries in the above Notification Form and return the filled Form to JQA.
At the same time, please also return “Certification of Compliance” to JQA.
(3) Following confirmation of the above, “Dissolution Notice of Certification Agreement” will be sent to you.
 - (c) Fee: No fee will be charged.

- After decision on certification has been made, **in the event that some manufacturing factories (some of the factories among multiple factories) subject to certification are to be discontinued**, such case shall be handled as change in range of certification (scale-down).
 - (a) Notification: Please submit the “Notification for Changes Concerning Production Conditions, etc.” Form and reference attachments such as the organizational chart.
 - (b) Processing at JQA: Following confirmation of the above Notification at JQA, “Report on Conformity Assessment” will be sent to you to inform you of the outcome of JQA’s assessment.
Depending on the content of the change, implementation of Factory Audit or Product Testing may become necessary.
 - (c) Fee: Although, in principle, no fee is to be charged, there may be cases where fee is charged based on JQA’s Fee Schedule.

Factory audit, to be performed pursuant to changes implemented, may be performed at the same time as Periodic Certification Maintenance Surveillance, depending on the content and timing of the factory audit.
Please consult us if you are considering to take the above measures.



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