**Document A describing the quality management implementation condition**

**Description items**

1. Name and address of the person who prepared (Quality control manager)

2. Name and number of relevant JIS standard

3. Manufacturing or processing factory

4. Organization chart (management structure) of manufacturing factory (including the entire company) and descriptions of Quality control manager, quality control committee, etc.

5. Descriptions of responsibility and authority (including Quality control manager)

6. Description of quality management system

1) Flowchart showing the outline of manufacturing processes

2) Outline of management of major materials used for manufacturing or processing

3) Outline of condition of quality management during processes (from acceptance of materials to shipment)

4) Outline of major manufacturing or processing facility

5) Outline of control of major inspection (testing) facility

6) Outline of subcontract management

7) Procedures and outline of complaint handling

8) A list of internal standards regarding concerned products

9) A list of quality records regarding concerned products and the defined period for preservation of the records

10) Production results and Procedures on utilizing statistical methods and the data on concerned products

11) How to obtain the latest version of JIS standards

7. Description on Quality control manager

1) Name and title of Quality control manager (department name)

2) Experience in actual operation with companies (experience in manufacturing operation)

3) The latest educational background (names of school and major)

4) Subjects relevant to the quality control obtained or the title of training courses
(Attach the copies of student’s records or certificate for the training courses, if necessary)

8. Organizational operation with regard to quality management

1) Descriptions on such as management guideline (quality policy) for the promotion of internal standardization and quality management

2) Outline of plan and practice of education and training for personnel

9． Documents of agreement between the manufacturer and the purchaser

[Note] 1. The sheet of size A4 defined by JIS Standard shall be used for the all items and not stapled.

 2. In the case that multiple manufacturing factories are included in the application, this paper shall be drawn up per each factory.

 3. The personal information notified by the applicant shall be used only for the purposes of business contact and coordination concerning product testing/audit/certification, guidance of other services which JQA implement, and provision of various information. However, on JQA's own responsibility for the management of the personal information, the personal information notified by the applicant may be used jointly between specific entities which accredit/register JQA

Date of preparation:

1. Person who prepared (Quality control manager):

Name of company and department:

Name of person who prepared and title :

Telephone number :

Fax number :

E-mail :

1. Name and number of relevant JIS standard:

1)

2)

3)

4)

5)

3. Manufacturing or processing factory:

Name of factory concerning certification:

[Associated factory]

Name :
Address :
Contact person in charge :
Title or department :
Telephone number and e-mail address :

 [Note] 1. The document describing the quality management implementation condition shall be drawn up by the applicant as attachments to the application.

 2. This document is prepared in the Word format. Please adjust yours to this format, if you use other software.

1. The description paper shall be drawn up per each factory if multiple factories are included.
2. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

4. Organization chart (management structure) of manufacturing factory and Quality control manager and quality control committee:

[Note] 1. Please draw the organization chart showing specifically the factory chief and the person in charge with number of personnel in each department.

 2. Please describe the positions of the Quality control manager and committee on quality.

 3. Please illustrate the relationship between the head office and the factory (including associated factory), when they are separately located.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

5. Descriptions of responsibility and authority (including Quality control manager):

|  |  |  |
| --- | --- | --- |
| Management and person in charge | Title and department | Major responsibility and authority |
|  |  |  |
|  |  |  |
|  |  |  |
| \*(For JQA use) |

[Note] 1. Please itemize the major scope of responsibilities and authorities of each department manager including Quality control manager.

 2. Please use the sheet of A4 vertically or horizontally. Please keep the column of “\*” for JQA use.

 3. Regarding Quality control manager, please refer to the item 5-b “Criteria for quality management system”.

 4．Regarding the responsibility and authority of each department (manager), please put them of the following person applicable .

 1) top management

 2) quality control manager

 3) person in charge of manufacturing process

 4) person in charge of purchasing (materials)

 5) person in charge of subcontract control

 6) person in charge of quality control

 7) person in charge of shipment

 5. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-1 Flowchart showing the outline of manufacturing processes

(Adopting of subcontracting services: □Yes □No）

（Adopting of associated factory: □Yes □No）

[Note] 1. Please illustrate each process from the acceptance of materials to shipment by means of using symbol specified in JIS Z 8206 and enter the process name and control points. It is possible to attach the manufacturing process control table specified in the internal standards (for example, QC Process Chart etc.).

 2. Please draw up this paper relating the outline of condition of quality management shown in 6-3 (the same number by processes).

3. Please write any processes about subcontracting and associated factory as well. In addition, please include identification symbols for these subcontracted processes.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

[Subcontracting and Associated factory]

Subcontracting:

To entrust the whole or a part of manufacturing process, testing of products and/or calibration of measuring instrument to the outside companies where capital ties do not exist

　 Associated factory:

To entrust the whole or a part of manufacturing process, testing of products and/or calibration of measuring instrument to the group companies where capital ties exist or to the other own factories

6. Description of quality management system:

6-2 Outline of management of major materials used for manufacturing or processing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of materials(Name of manufacturer) | Quality of materials | Method of acceptance inspection | Storage method | \*(For JQA use) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software.

 2. Please use the sheet of A4 vertically or horizontally. Please fill in each column with necessary numbers and keep the column with “\*” for JQA use.

 3. Raw materials, parts or sub-materials are to be entered into the column of “Name of materials,” however, which can be limited to the materials specified in the relevant JIS standards and the materials affecting product quality.
Please put the name of manufacturer (brand name is acceptable) of the relevant materials with brackets under the name of materials as well.

 4. As for the column of “quality of materials,” please describe the quality items and values specified in your internal standards for each material. When you have many kinds of equivalent materials, mentioning only representative one is fine.

 5. As for the column of “Method of acceptance inspection,” please describe the methods specified in your internal standards for each material (in the case of conducting sampling inspection, size of lot (N), number of sample (n), judging criteria for lot and handling of nonconforming lot, etc).

 6. As for the column of “Storage method,” please describe the method specified in your internal standards for each material.

7. If you could attach a copy of internal standards such as “material standard” and “material testing standard”, it is possible to write down only material name.

 8. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-3 Outline of condition of quality management during process (from acceptance of materials to shipment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process name | Control items and quality characteristics | Control and inspection methods | Handling of defective products or nonconforming lot | \*(For JQA use) |
|  |  |  |  |  |
|  |  |  |  |  |
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[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software.

 2. Please use the sheet of A4 vertically or horizontally. Please fill in each column with necessary numbers and keep the column with “\*” for JQA use.

 3. As for the column of “Process name,” in principle, please describe the processes affecting product quality among those specified in your internal standards including final inspection process.

 4. Please put the identification mark in the case that a part of the processes is undertaken by the affiliated companies or subcontractor.

 5. As for the column of “Control items and quality characteristics,” please describe control items and quality characteristics and their values specified in your internal standards.
Regarding control items, please describe items and their specified values that are under control among factors that could affect quality such as temperature, pressure and the shake of principal axis, etc.
As for the quality characteristics such as hardness, tension, etc., please describe the items of them and their specified values.

 6. As for the column of “Control and inspection methods,” please describe the control method corresponding to the control items and inspection method corresponding to quality characteristics among control and inspection methods specified in your internal standards. As for control method, please describe frequency and time of control, size of samples and type of control chart, etc. for each control item.
As for inspection method, please describe whether the inspection is conducted for all or samples for each quality characteristic (in the case of conducting sampling inspection, size of lot (N), number of sample (n), judging criteria for lot and handling of nonconforming lot, etc.).

7. It is possible to attach a copy of the control table on manufacturing prescribed in the internal standards (for example, QC Process Chart etc. However, it needs to include items listed above in the table or chart.).

8. If you could attach a copy of the internal standards such as “product standard”, “product testing standard”, “in-process testing standard” and “shipping test standard”, it is possible to write down only process name.

 9. Storage term of quality records regarding JIS Mark products is needed for at least three years.

 10. Please delete unnecessary parts (such as “Note” here, page, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-4 Outline of major manufacturing or processing facility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of major manufacturing facility(Model/brand name) | Number | Officially-known capability(Capacity/accuracy) | Control of facility | \*(For JQA use) |
| Points and items of check or inspection | Cycle of check or inspection |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software. It is possible to attach the list of facilities provided in the internal standards. However, it needs to include items listed above in the list.

 2. Please use the sheet of A4 vertically or horizontally. Please fill in each column with necessary numbers and keep the column with “\*” for JQA use.

 3. As for the column of “Name of major manufacturing facility,” please describe the facilities affecting product quality among those being used.
Please put each identification mark in the case that the major manufacturing facility is located in the affiliated factories or subcontractors.

 4. As for the column of “Control of facility,” please describe the points, items and cycle of major check or inspection which your internal standards specify for each major manufacturing facility.
In the case that the operations of check or inspection are subcontracted, please put the name of the organization undertaking the operations with brackets under the points and items of check or inspection.

 5. If you could attach a copy of the internal standards such as “facility control standard” or of the document on outline of facilities in which the ability and specification can be found, it is possible to write down only facility name.

 6. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-5 Outline of control of major inspection (testing) facility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of major inspection (testing) facility(Model/brand name) | Number | Officially-known capability(Capacity/accuracy) | Control of facility | \*(For JQA use) |
| Points and items of check or inspection | Cycle of check or inspection |
|  |  |  |  |  |  |
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[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software.

 2. Please use the sheet of A4 vertically or horizontally. Please fill in each column with necessary numbers and keep the column with “\*”for JQA use.

 3. As for the column of “Name of major inspection (testing) facility,” please describe the facility affecting product quality among those being used.
Please put each identification mark in the case that the major inspection (testing) facility is located in the affiliated companies or subcontractors.

 4. As for the column of “Control of facility,” please describe the points and items of major check or inspection which your company standards specify for each major inspection (testing) facility.
In the case that the operations of check or inspection are subcontracted, please put the name of the organization undertaking the operations with brackets under the points and items of check or inspection.

 5. If you could attach a copy of the internal standards such as “inspection facility control standard” or of the document on outline of testing facilities in which the ability or specification can be found and of the record of calibration, it is possible to write down only inspection facility name.

 6. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-6 Outline of control subcontract management

|  |  |  |
| --- | --- | --- |
| Condition of subcontracting | Subcontract management | \*(For JQA use) |
| Process name or testing & inspection items | Ratio of subcontracted operations | Subcontractor(Name and address) | Control items and quality characteristics | Control and inspection methods |
|  |  |  |  |  |  |
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[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software. It is possible to attach the list of subcontracting provided in internal standards. However, it needs to include items listed above in the list.

 2. Please use the sheet of A4 vertically or horizontally. Please fill in each column with necessary numbers and the column with “\*” for JQA use.

 3. In the cases that a part of manufacturing processes of concerned products is subcontracted to other organization by showing specifications such as processing quality and processing conditions or that the operations of testing and inspection regarding product quality is subcontracted, please describe its actual conditions.

 4. As for the column of “Ratio of subcontracted operations,” please write the percentage of operations conducted by the subcontractor against the total amount of operations in the relevant processes conducted at the factory / operation site and subcontracting site concerning JIS certification.
Regarding testing and inspection, it is not necessary to fill out the column of ratio of subcontracted operations.

 5. As for the column of “Subcontract management,” please describe as follows;

1) In the case that a part of manufacturing processes is subcontracted to other organization:

(1) As for the column of “Control items and quality characteristics,” please describe control items (processing conditions) and quality characteristics (processing quality) with their specified values on the process.

(2) As for the column of “Control and inspection methods,” please describe the control and inspection methods corresponding to control items and quality characteristics.

2) In the case that test and inspection for products are subcontracted to the other organization.

(1) As for the column of “Control items and quality characteristics,” please describe the items of test and inspection.

(2) As for the column of “Control and inspection methods,” please describe the cycle for requesting the test and inspection and the number of samples.

 6. Please classify subcontracting process into manufacturing process, testing, manufacturing facility and inspection facility.

 7. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-7 Procedures and outline of complaint handling

|  |  |  |
| --- | --- | --- |
| Flowchart for handling of complaint | Description of handling procedures | \*(For JQA use) |
|  |  |  |
|  |  |  |
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[Note] 1. Please describe the flowchart for of complaint handling specified in your company standards (system chart).

 2. Please use the sheet of A4 vertically or horizontally. Please keep the column with “\*” for JQA use.

3. Please attach a copy of the internal standards such as “complaint handling procedure”, “control procedure for nonconforming product” with its prescribed form.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-8 A List of internal standards regarding concerned products

[Note] 1. Please describe the system of the company standards (rules) throughout the entire company.

 2. Please make a list of company standards (specifications, rules, instructions, work standards and such) relevant to the products to be certified among above.

3. Please attach a copy of the internal standards equivalent to a product standard (for example, specification which specify the performance etc.) and a product testing standard (for example, testing regulation for confirming the quality required by JIS).

4. Please describe the procedure of issue on each standards (preparer, verifier, acknowledger) and period of review.

 5. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-9 A list of quality records regarding concerned products and the defined period for preservation of the records

[Note] 1. Regarding quality records specified in the company, please describe its list and the defined period for preservation.

2. Storage term of quality records regarding JIS Mark products is needed for at least three years.

 3. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-10A Monthly production results

6-10B Procedures on utilizing statistical methods and the data on concerned products

[Note] 1. Please make entry of the monthly production results (amount and unit) of the JIS pertinence product.

1) For Initial Factory Audit, please describe the production results of six months.

2) For Periodic Surveillance, please describe the production results of the past three years (until the month of the application for the Periodic Surveillance).

 2. Please describe the outline of procedures for preparing statistical data used for the management of concerned products (including control charts for quality management and process control).

 3. Please describe the statistical data specifically prepared (similar model is acceptable).

1) For Initial Factory Audit, please describe (or attach) the statistical data of three months.

2) For Periodic Surveillance, please attach the statistical data of the latest six months in which you manufactured the products.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

6. Description of quality management system:

6-11 How to obtain the latest version of JIS standards

|  |  |  |
| --- | --- | --- |
| List of relevant JIS standards | How to obtain and check the latest version | \*(For JQA use) |
|  |  |  |
|  |  |  |
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[Note] 1. Please outline how the latest version of JIS standards regarding the concerned products is managed.

 2. Please use the sheet of A4 vertically or horizontally. Please keep the column with “\*” for JQA use.

 3. Please describe the list of JIS standards specifically controlled.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

7. Description on Quality control manager:

|  |  |
| --- | --- |
| Items | Contents |
| (1) Name |  |
| (Country language) |  |
| (2) Date of birth |  |
| (3) Occupation |  |
|  |  |
| (4) Latest educational background |  |
|  |
| (5) Experience of actual operations related to the technique necessary for manufacturing of products pursuing certification |
|  |
|  | Experience in total Years |  |
|  | Company name | Department involved | Period（ y/m ～ y/m ） |  |
|  |  |  |  |  |
|  |
| (6) Experience of actual operations related to standardization and quality management |
|  |
|  | Experience in total Years |  |
|  | Company name | Department involved | Period（ y/m ～ y/m ） |  |
|  |  |  |  |  |
|  |
| (7) Acquisition of expertise on standardization and quality management (Fill in the appropriate column out of the following items of a, b, c and d) |
|  |
| a. Acquired at college or university |
|  | Name of college | Major and subject | Year of graduation | Subjects acquired |  |
|  |  |  |  |  |  |
|  |
| b. Acquired at junior or technical college |
|  | Name of college | Subject | Year of graduation | Subjects acquired |  |
|  |  |  |  |  |  |
|  |
| c. Completed curriculums of training courses, etc. |
|  | Name of organization that provided training courses | Period of courses（ y/m ～ y/m ） | Title of training courses |  |
|  |  |  |  |  |
|  |
| d. Acquired in other way |
| ( ) |
| \* (For JQA use) |

[Note] 1. This document is prepared in the Word format. Please adjust yours to this format, if you use other software.

 2. Please use the sheet of A4 vertically or horizontally, and please fill in each column with necessary numbers please keep the column with “\*” for JQA use.

 3. As for the column (3) “Occupation,” please describe the specific name of his/her current job (to the extent that the organization is recognized).

(Continued on the back)

 4. As for the column (4) “Latest educational background,” please specifically describe to the extent that the school he/she graduated is identified.

 5. As for the column (5) “Experience of actual operations related to the technique necessary for manufacturing,” please write the department relevant to the requirements of qualification, where he/she involved in for one year or more most recently (four years only as a guide). However, in the case that he/she does not have four years of experience in one company, please describe his/her experience including other companies.

 6. As for the column (6) “Experience of actual operations related to standardization and quality management,” please write the department relevant to the requirements of qualification, where he/she involved in for two years or more most recently.

 7. As for the column of a or b mentioned in above (7), to demonstrate the knowledge on standardization and quality management, please attach the copy of academic performance with more than two units (30 hours) of subjects regarding quality management (such as statistics, quality management, management engineering or production management) acquired under the curriculum of engineering field (such as science, medical, pharmacy, engineering, agriculture or courses equivalent to those).
As for the column c on (7), please attach the copy of certificate of training courses that continued for sixty hours (60Hrs) or more with test to verify the understanding in which the following contents were included.
 1) Standardization and technique about quality control.
 2) Subjects and scope which are necessary for a quality control manager of the organization who

intends to affix JIS mark to the product.
However, the courses for quality control promoter of industrial standardization (IQC) sponsored by Japanese Standards Association on JIS mark scheme based on the old Industrial Standardization Law before revised are acceptable. In addition, JQA recommends attendance of the follow-up course (1day) about IQC.

 8. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

8. Organizational operation of quality management:

8-1 Descriptions of management guideline (such as quality policy and target)

8-2 Outline of performance of education and training

|  |  |  |
| --- | --- | --- |
| 8-1 Description of management policy | How to communicate | \*(For JQA use) |
|  |  |  |
|  |  |  |
|  |  |  |
| 8-2 Education and training plan | Performance check of education and training (Performance record) | \*(For JQA use) |
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[Note] 1. Please describe how to specifically establish and communicate the promotion of internal standardization and quality control as management policy in performing quality management system.

 2. Please use the sheet of A4 vertically or horizontally. Please keep the column with “\*” for JQA use.

 3. Please specifically describe the plan and practice of education and training for personnel involved in the products pursuing certification.

 4. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.

9．Documents of agreement between the manufacturer and the purchaser

|  |  |
| --- | --- |
| Name of document | Date of enactment  |
|  |  |
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[Note] 1. In case of setting the range of certification (quality, dimensions, shape etc.) in accordance with the agreement between the people concerned on delivery prescribed in JIS, please attach the copy of documents which are exchanged in time of agreement (for example, contract document and order sheet which specify the quality required, dimensions, shape etc., and quoted catalog, product standard, product testing standard etc.).

 2. Please delete unnecessary parts (such as “Note” here, etc.) in this form when preparing the description paper.