JQA

APPLICATION FOR CHANGE IN REGISTERED CONTENTS

When there are any changes in your registration contents, please apply to the relevant local JQA office by using this form.

Seal of receipt

To: Management Systems Sector
Japan Quality Assurance Organization (JQA)

Date of Application _____

Certificate Number   JMI/JQA- _____

Organization Name _____

Person to Contact

Name:	Section:
TEL:	FAX:
E-mail:	

● Date of change: _____

● Preferred date to have a change audit: _____

● Number of total personnel after change: _____

● Increase/Decrease in number of personnel: _____ [□ Increase / □ Decrease]

[Details of the Changes]

* Please fill in relevant items only.

* If there is any change in the contact person information (Organization, department, contact information, etc.), please also apply that to the relevant local JQA office by using the form "Contact Information Change Request".

Items of the Change (Please tick the relevant checkbox(es).)	Type of the Change (Please tick the relevant checkbox(es).)	Details of the Change (Please describe the details of changes specifically. (If the space is not enough, please attach a document describing the details.)
□ Registered Organization The change of "Registered Organization" described on the certificate	□ Change of organization name □ Change of address (If the change is due to administrative reasons, please describe that in the right column.) □ Other	
□ Scope of Registration The change of "Scope of Registration" described on the certificate	□ Addition of activities □ Deletion of activities □ Other	
□ Associated Organization	□ Change of organization name □ Change of address (If the change is due to administrative reasons, please describe that in the right column.) □ Addition of activities □ Deletion of activities □ Addition of associated organizations □ Deletion of associated organizations □ Other	
□ Unification / Division of Registration	□ Unification □ Division (Enter the certificate number to be unified/divided in the right column.)	
□ Language of the Certificate	□ Change to Japanese and English □ Change to English only	
□ Customer Contract Requirements (for JIS Q 9100 only)	□ Addition □ Deletion	
Message Column		

Please refer to the explanation found on the reverse side of this form.

SH-2000-E02-AE

(1) Application for Change in Registered Contents

Please submit this form when your organization falls under any of the following.

- When there is a change in any of Registered Organization, Scope of Registration or Associated Organization described on the certificate.
- When there is a significant change in the number of personnel.
- When you want to change the language of certificate (Japanese/English).
- When you want to unify or divide the registration.
- When there is an addition or deletion of Customer Contract Requirements. (JIS Q 9100 only).

Change Audit will be conducted in accordance with the submitted application, therefore **please submit this form by 4 months before the preferred Change Audit date.**

* For IATF 16949, use the form "IATF 16949 APPLICATION FOR CHANGE IN REGISTERED CONTENTS".

<Sample Certificate (Appendix)>

(2) How to fill out this form

- In the "Person to Contact" column, please fill in the name of person who is in charge of the change.
- Please fill in the details of the change in the right column, or attach a document describing its details instead.
- Please be noted that JQA may require more detailed information when the change is significant.

  Example: More detailed information on the changes of associated organizations
  More detailed information on ISO 14001 environmental aspects that may have an impact.

＊5＋Change Audit

- When the changes are only in the name of organization or location address description due to administrative reasons, JQA may conduct a document review instead of Change Audit.
- Same as ordinary audits, JQA will check the readiness status of the organization whether we could go on to the Change Audit. Please be noted that JQA may conduct a 1st Stage Audit (same as Initial Certification Audit), depending on the significance of change. For more information, please refer to the latest version of "Management System Certification/Registration Rules ".
- A Change Audit may be conducted together with ordinary Surveillance/Renewal audits.
- When the result of Change Audit or document review proceeding is appropriate, and approved in the certification committee, the changed registration certificate will be issued.
- Audit man-days for the Change Audit will be determined depending on the criteria standard and the content of change. For more details, please contact the relevant local JQA office.
- If you need a quotation for Change Audit, please contact the relevant local JQA office.

＊6＋Fees for Issuing Changed Certificates

- Please ask the relevant local JQA office for the fees to issue registration certificates after the change.

＊7＋When Involving Contact Person Change

- If there is a change in the contact person information, please apply that to JQA as well by using the form "Contact Information Ej cpi g'Tgswguv60

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* Personal information provided in this form will be used by JQA for communicating and coordinating our certification/
registration services for which clients have applied, as well as for providing information on our other and new services and market research. Your personal information will be controlled in accordance with Japanese laws and our internal rules.

- For further inquiries, please contact -

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