|  |
| --- |
| Certification No.： |
| Starting Date of Maintenance Surveillance (filled out by JQA) ： |

Stamp in recognition of receipt

**Application Form for**

**Certification Maintenance Surveillance**

**for JIS Mark Scheme**

To: Japan Quality Assurance Organization

Application Number ：

:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **We, the Applicant, do study the content of the Notification of Certification Maintenance Surveillance and submit this application to JQA.**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Licensee： |  | | | | | | | Name of Representative\*1： |  | | Title： |  | | | | Address of Licensee： |  | | | | | | | Name and address of factory： |  | | | | | | | Certification No.： |  | Date of Expiry： | | |  | | | Corresponding JIS No.： |  | | | | | | | Name of Products for  the Certification： |  | | | | | | | Date of Issue： | /　　　　　/　　　　　 (yyyy/mm/dd) | | | | | | | Quality Control Manager： | signature, or name & seal | | | | | | | Department/Title ： |  | | | | | | | Contact information： | TEL 　　　　　　　　　　 FAX | | | | | | | E-mail | | | | | | | Certification Maintenance  Surveillance： | 🞏 Request 　　　　 🞏 Not Request (Termination of the agreement) | | | | | | | Additional Certification  Maintenance Surveillance\*2： | 🞏Request (Certification No. of the additional Certification Maintenance  Surveillance： 　　 　　　　 )  🞏 Not Request | | | | | | \*1：Only the corporation, please describe the person who has representation right  \*2：More than one JIS Certification acquired and the Maintenance Surveillances for these certifications are conducted around the same time | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Contact person in charge of this Surveillance : 🞏 Same as Quality Control Manager | | | | | | | Contact person | ： |  | Department/Title | ： |  | | Address | ： |  | | | | | TEL No. | ： |  | FAX No. | ： |  | | E-mail | ： |  | | | | |

**Notes：Please attach the documents referred to in the Notification of Certification Maintenance Surveillance for JIS Mark Scheme.**

* 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 and new services which JQA implements, and provision of various information concerning the market research and services thereof. 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 in accordance with our privacy policy (http://www.jqa.jp/privacy\_policy/).
* Please agree on the contents of “Memorandum of Understanding for the Application for Certification Maintenance Surveillance”. On application, JQA would like to assume that the Applicant has agreed.

Attention to the Applicant:

(1) Please submit the original application form affixed with the “Signature,” or “Name & seal” of Quality Control Manager.

(2) In the case that the Applicant’s Agent/Representative submits application documents, acts for liaison and coordination and makes payment for Application Fee, please be sure to submit the “Power of Attorney”.

Application Number :

**Application Form for Certification Maintenance Surveillance for JIS Mark Scheme (2)**

Please check the appropriate boxes below and fill out necessary items accordingly.

|  |
| --- |
| Product Testing: please choose any of the following (1) – (3) or any combination of them.  🞏 (1) Request for use of the certain testing data  Name of Testing Laboratory :  Accreditation Body certified the laboratory for ISO/IEC 17025 (JIS Q17025) : …………………….....  🞏 (2) Request for testing at Applicant’s own laboratory or testing site under witness of examiner from JQA  Where to conduct testing/ Laboratory：🞏 Relevant Factory  🞏 Others (please specify below)  Laboratory:  Site Name :  :  Address : (□ Same as Factory) :  Contact Person in Charge: Department/Title :  TEL No.:　　　　　　　　FAX No.: 　　　　　　　　E-mail :  \*When designating the third party’s laboratory, please submit ““Letter of Request and Consent for the Use of Third Party’s Testing Laboratory.”  Condition of Conformity to ISO/IEC17025 (JIS Q 17025):  🞏 Certified Laboratory (Certification Number )  🞏 Investigated by JQA (Date of Investigation )  🞏 Other than the above  🞏 (3) Request for testing at JQA’s testing laboratory or one designated by JQA  Issue of testing data report ：🞏 Request ( 　　copies) 🞏 Not request  How to handle the test sample: Request for ( 🞏 return 🞏 discard), 🞏 Applicant takes back in testing site  (If the Applicant requests “return”, “take back” or “discard,” the Applicant will be charged for the costs.)  🞏 If the Applicant would like to have a combination of the above in Product Testing, please specify testing laboratory for each testing item in the attached sheet. ( □ Refer to attached sheet:　　　　　　　　　)  Additional Issue of Certificate of Compliance  (JQA will issue the original in Japanese. If the Applicant requests additional issue, the Applicant will be charged for the costs.)  Issue of Additional Certificate of Compliance : 🞏 Request ( 　　Japanese copies, 　　English copies\*1)  \*1:1st English copy is issued as reference purpose. 2nd and more copies are issued as duplicate of 1st English copy.  Address and addressee of invoice: 🞏 Same as contact person in charge of this Surveillance  🞏 Person in charge mentioned below (Representative, etc.\*2)          \*2: If the Applicant designates an Agent or a Representative, please be sure to submit a “Power of Attorney”. |

|  |
| --- |
| **Memorandum of Understanding**  **for the Application for Certification Maintenance Surveillance** |

**The application shall be submitted to JQA after the Applicant checks and agrees on the following contents.**

1. If Applicant is applicable any of the following matter, JQA may reject the Applicant’s application or the application we accepted once may be cancelled.

1)In the case that the application is applicable to an illegal act, actions which are contrary to public order and morality, antisocial action and actions interrupt the business performance of JQA or application from the organization or group, etc could lead to risk thereof.

2) In the case that the property and reliable condition of Applicant become worse or there are some risks concerned.

3) In the case that the application is regarded to irrelevant by JQA.

1. If the Applicant needs any changes on the contents of the application after submission thereof, the Applicant informs JQA of the matter in writing. In this case, the Fee concerning the certification in accordance with “JIS Certification Fee Schedule” (hereinafter referred as Certification Fee) and the scheduled date of issue of Certificate of Compliance, etc may be changed.
2. In the case that the Applicant cancels the application, the Applicant informs JQA of the matter in writing.
3. In principle, JQA does not return the materials submitted by the Applicant.
4. The estimated amount of Certification Fee is based on the standard processes. In the case that changes or additions to the contents of product testing, factory audits and the like are required to achieve the objective of Certification, the actual Certification Fee may differ from the estimated amount thereof. In addition, there is a case to carry out additional document demand, product testing and factory audit when revision of JIS takes place before the conclusion of certification agreement.
5. Since factory audits and product tests will be conducted in Japanese, Applicant shall arrange interpreters, etc.
6. When factory audits, product tests and such like are required, JQA’s personnel will visit the factory or the office (hereinafter referred as Offices) concerning Certification and conduct necessary audits, etc. JQA will let the Applicant know the name of personnel through the Assessment Plan, however, if the Applicant would like to reject the said personnel, the Applicant may ask for doing so by explaining the reason within one week after receipt of the Plan. In that case, however, JQA may change the schedule for audits and others. In addition, for the purpose of such audits, JQA may check the relevant documents, records, equipment, facilities, sites, areas, personnel, or complaints and nonconformity about products concerned.
7. In the case that the Applicant uses a subcontractor for a part of manufacturing processes, JQA may visit the relevant Offices for audit depending on the management system of the said subcontractor.
8. In the case that any relevant personnel other than auditor /examiner should accompany the audit or such, JQA shall receive the prior consent from the Applicant.
9. JQA will inform the Applicant of the testing site for product testing through the Assessment Plan. However, if the Applicant requests any other testing site instead of JQA’s laboratory or the ones designated by JQA, JQA, in some cases, may not accept such request subject to the findings of non-conformity of such testing site to JIS Q 17025.
10. If the Applicant asks for the use of the certain testing data, the Applicant shall ensure JQA that it has a legal right of using such testing data and JQA shall not be held responsible for any damages and costs with regard to any disputes arising from the use thereof.
11. JQA’s personnel will carry out sampling to the extent necessary to complete the testing. JQA will pay reasonable attention to the handling of storage and preservation of the test samples to avoid any damage; however, if any specific conditions exist for handling, the Applicant shall let JQA know it in advance. However, JQA shall bear no responsibility for any possible damages occurring in the course of transportation to the testing site.
12. JQA does not accept the objection appeals (recovery cost and such of the test samples) with regard to the destruction status of the test samples (including supplemental parts), after the test that requires destruction test.
13. The entire costs for submission of necessary documents and transportation of test samples for the Certification shall be borne by the Applicant.
14. After receiving the application, JQA may ask the Applicant to submit additional materials, test samples and such for conformity assessment to the requirements of JIS standards.
15. In the case that if there is no telling when Certification will be decided because Applicant does not submit the corrective report, etc. within a certain period which JQA determined to be appropriate or for other reasons, JQA may conclude that JIS cannot be certified.
16. After the issue of Certificate of Compliance, if nonconformity to the applicable standards is identified, the costs such as for the improvement and the repair of the Products shall be borne by the Applicant.
17. The Applicant may appeal an objection to JQA with regard to the results of Certification. When the Applicant has such objections, the Applicant shall let JQA know the matter in writing within 45 days from the date on which the reason arose. JQA will respond to the Applicant within 3 months from the date of acceptance of such Applicant’s appeal.
18. 1) Except for the application fee, the Applicant will be requested to pay Certification Fee after JQA determines to give the certification to the Applicant (including in the case that certification is unacceptable). Please kindly be forewarned that the invoice will be sent before JQA issues the “Certificate of Compliance”. Certification Fee shall be remitted by the Applicant to the bank account designated by JQA by the specified due date after the Applicant’s receipt of the relative invoice. The charge for the bank transfer shall be borne by the Applicant. Please note that Certification Fee may be charged in advance sometimes according to judge of JQA.

2) Regardless of 1), JQA will charge the Applicant actual costs borne that have occurred up to the point in the case that JQA cancels the application, Applicant withdraws the application or JQA judge that JIS cannot be certified. Certification Fee shall be remitted by the Applicant to the bank account designated by JQA by the specified due date after the Applicant’s receipt of the relative invoice. The charge for the bank transfer shall be borne by the Applicant.

1. If any tax is going to be charged in foreign countries for Certification Fee claimed by JQA as costs, the charge shall be borne by the Applicant. In this case, please be aware that JQA shall charge the Applicant the full amount we have claimed, when the Applicant makes a remittance to JQA.
2. In conducting operations such as advertising and publicizing, the Applicant who got the Certificate of Compliance (“Successful Applicant’’) is not allowed to demonstrate product certification exceeding the Scope of the said Certificate of Compliance (such as advertising and publicizing activities that could cause misunderstanding that the non-certified Products other than the ones certified by JQA are also JIS certified). If such a fact is identified, JQA demands the Successful Applicant to stop such advertising and publicizing activities. If the Successful Applicant does not agree to follow the said JQA’s demand, JQA may temporarily suspend or withdraw the Certification concerned. If the Successful Applicant uses the Certificate of Compliance or product certification in a manner that could damage JQA’s reputation, JQA handles such cases in the same way.
3. The Applicant shall observe relevant laws and regulations such as the Industrial Standardization Law.
4. In the case that conducting operations such as factory audits, product tests and issuing the Certificate of Compliance come to be impossible due to natural disasters and other unavoidable circumstances, JQA shall not be held accountable for those cases.
5. Any question arising out of the items setting above, or any issue not stipulated herein shall be informed to JQA.