

Stamp in recognition of receipt

**Application Form for   
JIS Mark Scheme**

To: Japan Quality Assurance Organization

Application Number:

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| **We, the Applicant, do hereby agree on the contents of “ Memorandum of Understanding for the Application for Certification under JIS Mark Scheme (Form number (E)8211-36H) ” and submit this application to JQA.**  Date of Application: Applicant Name of Company\*１ :  Name of Representative\*２ : 　　　　　　　　　　　　　　　　　　Title　:  Address :    TEL No : FAX No.:  　　　\*1：Please describe it correctly, for the purpose of describing in the certificate as a licensee.  \*2：Only the corporation, please describe the person who has representation right.  Name of Responsible Person for application: signature, or name & seal  Department and Title :  Address :  (🞏The address is the same as Applicant’s)  TEL No. : 　　　　　　　　　　 　 / FAX No．  E-mail : |
| Corresponding JIS No. \*3 :  \*3 ：There is a possibility that the Applicant may be permitted to apply for multiple JIS numbers as the same division of certification. Please ask JQA for detailed information.  Applicable Provision of the Industrial Standardization Law:  □Manufacturer (Clause 1 of Article 37)/ □Exporter (Clause 2 of Article 37)/ □Processor (Clause 3 of Article 37)  of the Products in overseas |

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/).

Attention to the Applicant:-

(1) Please submit the original application form affixed with “Company seal,” and “signature,” or “name & seal” of the Applicant’s “Responsible Person for application”.

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

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| **Memorandum of Understanding**  **for the Application for Certification under JIS Mark Scheme** |

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

1. Industrial and mineral products, processing technologies or product processed by technologies (hereinafter referred to as “Products”) acceptable for application shall be limited to the ones within JQA’s Scope of Certification under JIS for which JQA got registered as a Certification Body under the Industrial Standardization Law. However, when product testing can not be realized due to the specification of　the Products and the performance of facilities, JQA may reject the Applicant’s application in some cases.
2. If Applicant is applicable any of the following matter other than above, 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. As for Division of Certification and range of certification, JQA will discuss with the Applicant to determine those matters depending on characteristics of the Products.
2. After checking the contents of the application, JQA will send the invoice for the application fee in accordance with “JIS Certification Fee Schedule” to the Applicant. Then, after JQA confirms the payment of the application fee, the Applicant and JQA will start an arrangement for an Assessment Plan of implementation method and schedule for the product testing and factory audits and so on, and JQA will issue an estimate of Certification Fee based on the Assessment Plan.
3. 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.
4. In the case that the Applicant cancels the application, the Applicant informs JQA of the matter in writing.
5. In principle, JQA does not return the materials submitted by the Applicant. JQA shall receive the prior consent from the Applicant when we provide third party that we consign certification services with the information received through the application procedure. However, JQA may provide information for judicial branch and public offices without consent from the Applicant when there is valid reason such as based on relevant lows, etc.
6. 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.
7. Since factory audits and product tests will be conducted in Japanese, Applicant shall arrange interpreters, etc.
8. 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 wishes 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The entire costs for submission of necessary documents and transportation of test samples for the Certification shall be borne by the Applicant.
16. 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.
17. After receiving the application, 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.
18. 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.
19. 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.
20. Prior to the issue of Certificate of Compliance, JQA and the Applicant shall conclude the Certification Agreement with regard to the permission for the use of JIS mark and such. So as to maintain the registration of Certification, the Fee for “maintenance fee for Registration of Certification”, “fee for Certification Maintenance Surveillance” and the like will arise pursuant to the “Certification Agreement”.
21. (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.

1. Unless JQA deems that the Applicant has a good reason for withholding to conclude the Certification Agreement with JQA, the Applicant shall immediately conclude the Certification Agreement with JQA after the determination of the Certification.
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. (1)The Applicant represents and guarantees that its officers (meaning board members, executive officers, or equivalents thereof who substantively hold a controlling interest of the party) is not or will not be an organized crime group, a member of an organized crime group, an associate member of an organized crime group, a company related to an organized crime group, a corporate extortionist and the like, or any other person or organization equivalent thereto (hereinafter collectively referred to as “Gang Members”), and does not and will not have any:

・Relationship in which its management is deemed to be controlled by a Gang Member;

・Relationship in which its management is deemed to be substantially involved with a Gang Member;

・Relationship in which it is deemed to be wrongfully making use of a Gang Member, including making use of a

Gang Member for the purpose of obtaining a wrongful benefit for the party itself or a third party or causing

damage to a third party;

・Relationship in which it is deemed to be involved with a Gang Member by providing funds or any other benefit,

etc. thereto; or

・Socially reprehensible relationship with a Gang Member.

(2)Each party represents and guarantees to the other party that the party shall not, using the party itself or any third

party, :

・make any demand with nature of violence;

・make any unduly demand beyond the responsibility set forth by laws;

・use of intimidating words or actions;

・damage the credit or obstruct the business of the other PARTY by spreading false rumors, making use of

fraudulent means or force; or

・take any other equivalent actions of above.

1. Any question arising out of the items setting above, or any issue not stipulated herein shall be informed to JQA.

Application Number:

**Application Form for JIS Mark Scheme (2)**

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| Type of Certification for Application: 🞏 General Certification  🞏 Lot Certification (Quantity of lot or batch: 　　　 　　　)  Contents of Application:  🞏New Certification  🞏Addition of New Division of Certification  (Existing Certification Number for other Division of Certification 　　 )  Assessment Criteria (and utilization of assessment results):  🞏 Criteria(A) for quality management system  🞏 Criteria(B) for quality management system  (Name of Accredited Certification Body for JIS Q 9001/ ISO 9001: 　　 )  Product Testing:  🞏 Request for use of the certain testing data  Name of Testing Laboratory:  Accreditation Body certified the laboratory for ISO/IEC 17025 (JIS Q 17025):  🞏 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 in Application (3) )\*  \*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/IEC 17025 (JIS Q 17025):  🞏 Certified Laboratory (Certification Number )  🞏 Investigated by JQA (Date of Investigation )  🞏 Other than the above  🞏 Request for testing at JQA’s testing laboratory or one designated by JQA  Issue of testing data report ：🞏 Request ( 　　copies)  Handling of 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 hopes to have any 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 one(1) original in Japanese at the time of the certification. If the Applicant requests additional issue, the Applicant will be charged for the costs.) :    🞏 Request Additional Issue ( 　 　Japanese (original) copies, 　 　English copies \*1)  \*1:1st English copy as well as 2nd and more duplicates are issued for reference purposes only.  Address and addressee of invoice: 🞏 Same as responsible person for application  🞏 Person in charge mentioned below (Agent/Representative, etc.\*2)        \*2: If the Applicant designates an Agent or a Representative, please be sure to submit a “Power of Attorney”. |

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

Application Number :

**Application Form for JIS Mark Scheme (3)**

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| Contact person in charge  Only when the Applicant appoints the address that is different from the Quality Control Manager, please fill it out. If other juridical person is designated as contact person in charge, Power of Attorney shall be needed.  Name : 　　　　　　　 　 　　Department/Title：  Address :  TEL No.: 　　　　　　 　FAX No.: 　　　 　 　 　　E-mail :  Quality Control Manager（overall controlling）  In the case that the Applicant hopes to apply for multiple factories, please write about the Quality Control Manager who presides over all factories. If an Exporter is going to make an application, please write about the Quality Control Manager of the Exporter concerned.  Name : 　　　　　　　 　 　　 Department/Title :  Address :  TEL No.: 　　　　　　　 FAX No.: 　　　　 　　　　E-mail :  List of Factories:  (1) Factory Name　:  Address　　　 :  Quality Control Manager : Department/Title :  TEL No.: 　　　　　　　　FAX No.: 　　　　　　　　E-mail :  (2) Factory Name :  Address :  Quality Control Manager : Department/Title :  TEL No.: 　　　　　　　　FAX No.: 　　　　　　　　E-mail :  In the case that the witness testing laboratory is different from the factory or if the Applicant designates a testing  laboratory from multiple factories;  Site Name :  :  Address : (□Same as Factory) :  Contact Person in Charge : Department/Title :  TEL No.: 　　　　　　　　FAX No.: 　　　　　　　　E-mail :  Others :  The contact number that can respond to inquiries concerning JIS certification from general users (will be announced publicly from JISC)  TEL No.: 　 ／FAX No.:  Please be cooperative and kindly answer the followings concerning the number of employees and the capital stock of your company. (Please only write if you are applying for the first time.)  The Number of Employees (entire company): ／Capital Stock : |

Application Number :

**Application Form for JIS Mark Scheme（4）**

Please check or color in the appropriate boxes below and attach your appropriate documents.

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| Attachments ※1：  （All Applicants need all the followings as attachments:）  □ List of Certification Ranges  (JIS No.／Type or Grade／Scope of Product to be certified per Type or Grade ※2／Range of Capacity that the factory can produce ※3)  □ Surroundings map of manufacturing factory [map showing the direction from the nearest station or airport to the factory] ※4  □ Inside layout of the factory※5  □ Description paper A/B for the condition of quality management ※6（□A, □B）／for each factory  （Please mark if applicable:）  □ A copy of the certificate under the ISO9001 registration  □ List of the testing laboratory for each testing item  □ Description Paper for 17025 Investigation（for witness testing）／for each testing site  □ A copy of Certificate of JIS Mark Scheme (in the case of changing the accredited certification body)  □ Photos/catalogues  □ Others（　　 　　　　　　　　　　　　　　　　　　　　　　　　）  ※ 1： Please submit 2 copies for each attachment. In the case of application as dealer, please submit the surroundings map and Document describing the quality management implementation condition of dealer.  ※ 2： Please specifically describe the scope of the product to be certified per its type and grade specified in the corresponding JIS standard. When you do so, please describe with dimensions/nominal dimensions/structure/  production methods, etc. of the product.  ※ 3： Please specifically describe the productive capacity of your factory per its type and grade specified in the corresponding JIS standard. When you do so, please describe with dimensions/ nominal dimensions/structure/production methods, etc. of the product. If the productive capacity and scope of the product are the same, please write “same as what have been written on the left” in the column for productive capacity.  ※ 4： Please draw a direction map from the closest station or airport to your factory, in which major landmarks and the time required and the distance from the nearest station/airport should be described. If you have any related factories, please provide us their information as well.  ※ 5： As for the layout of your factory’s inside, please indicate an office, warehouses, manufacturing sites (including the layout of major equipments), testing laboratories and such. If you have any related factories, please provide us their information as well.  ※ 6： As for ”Description paper A/B for the condition of quality management,” please confirm that other relevant forms which JQA requests are separately attached. |