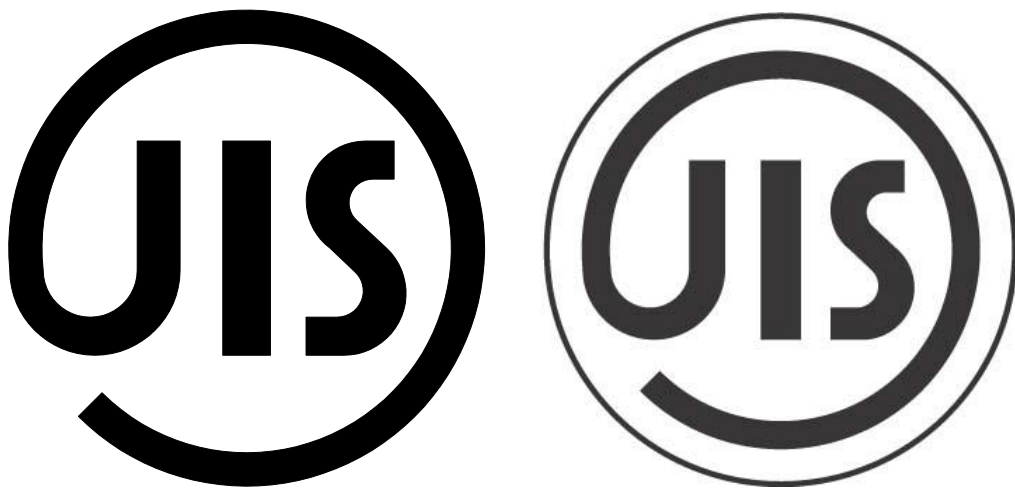


JIS Mark Scheme Procedures for Making Changes, etc. after Acquiring Certification



▲ JIS Mark
Building Trust and Reliability

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

JAPAN QUALITY ASSURANCE ORGANIZATION

JIS Certification Department

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After becoming the Licensee by acquiring JIS Mark Certification, the following procedures shall be required if the Licensee is to implement any changes such as change in items agreed upon in the Certification Agreement, content of the company's business or the Quality Management System **in advance**.
(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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In addition, the cost will be charged based on the "JIS Certification Fee Schedule" according to the confirmation contents.

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.

Where to Access

Japan Quality Assurance Organization

JIS Certification Department

1-25 Kandasudacho, Chiyoda-ku, Tokyo 101-8555 JAPAN

TEL:+81-3-4560-5500 / FAX:+81-3-4560-5501

E-mail : jis-cert@jqa.jp

Access to Information Sources

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

I. Change in Designation of Licensee (Except Business Succession)

- It is required to submit the notification when the company or the organization that has been certified as licensees changes their designation to a more widely recognized abbreviated name or trade name used in advertisements, or/and implements changes within their internal.

1. Required Documents

- ① “Notification for Changes Concerning production Conditions, etc.”
- ② The document refers the fact of changing in designation

2. We confirm conformity and decide to continue certification, we will inform you of the result in “JIS Conformity assessment report” (hereinafter, “Assessment Report”). After that, we will re-conclude the certification agreement (“Certification Agreement” and “Control Outline for displaying JIS marks, etc.”(hereafter, “Control Outline”)) and rewrite the Certificate.

- In addition, you can download “Notification for Changes Concerning Production Conditions, etc.” from JQA Website.

< process of downloading >

- ① JQA Website top-page

<https://www.jqa.jp/english/>

- ② JIS Certification

https://www.jqa.jp/english/jis_a/

- ③ Application Form

https://www.jqa.jp/english/jis_a/application.html

II. Business Succession, etc.

- If there is a business succession based on the "merger agreement" or "absorption-type split agreement" at the corporation or organization that has become the Licensee,

☆ There is no change for the site of the factory(ies) or the office(s) relevant to Certification

☆ There is no change in the Quality Management System

If the above conditions are met, it is possible for the succeeding corporation to succeed to the JIS mark certification right after confirmation of conformity by us.

- If the current Licensee is an extinguished company in business succession, etc., **it is not possible to display the JIS mark as an extinguished company or ship products with the JIS mark after the effective date of business succession, etc..**
- After the conformity confirmation by us has been completed, **and after re-concluding the Certification Agreement ("certification contract", "control outline", the succession of the corporation can display JIS Mark the products that have started manufacturing from the effective date of Certification Agreement.**
- There will be a period during which the JIS mark cannot be displayed, so in the case of business succession, etc., please contact us immediately before and after the conclusion of the merger agreement.

1. **Please let us know the outline of the business succession from the current Licensee at the earliest possible stage. JQA will inform you of the notification method.**

2. We request the Licensee to submit various documents related to business succession, etc..

Example:

- A copy of a merger contract, absorption-type split contract, etc.
- The succession of corporation's Document describing the quality management implementation condition

3. If we determine that It is possible to respond by business succession, etc., we will send you the form regarding business succession.

Please submit the related documents that described on this form.

4. We will inform you of the result in the "assessment report" after conducting factory audit and / or product testing as necessary. After that, we will re-conclude the certification agreement ("certification agreement" and "control outline") and rewrite the Certificate.

III. Change in Designation or Location of Manufacturing Factory(ies) Relevant to Certification (Except Business succession)

- Procedure of changing designation of factory(ies) or office(s) of Licensee which manufacture (or process) the certified products considered to be addressed in the same way as the designation change in Section I above.
- In addition, example 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).**
- 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))
 1. Required Documents
 - ① “Notification for Changes Concerning production Conditions, etc.”
 - ② Documents about changing the addressing system issued by the local government.
 2. We confirm conformity and decide to continue certification, we will inform you of the result in “Assessment Report”. After that, we will re-conclude the certification agreement (“Certification Agreement” and “Control Outline) and rewrite the Certificate.
- 2) Change in actual location 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 the following conditions can be confirmed, it may be possible to utilize the production result of pre-relocation factory for 5 months of the production results (6 months) required when deciding certification.
- ☆ There is no change in the quality control system that affects the quality of products subject to certification.

Example: Same personnel, no change in manufacturing equipment / test equipment

- After the closing date of the pre-relocation factory, the JIS mark cannot be displayed on the products manufactured at the pre-relocation factory, and the products with the JIS mark cannot be shipped.
- After the conformity confirmation by us has been completed, **and after re-concluding the Certification Agreement ("certification contract", "control outline" , the new factory can display JIS Mark the products that have started manufacturing from the effective date of Certification Agreement.**

1. Required Documents

- Notification form for Changes Concerning production Conditions, etc.
- A set of "Quality control implementation status manuals" at the new factory (The changed part is clearly indicated in red, underlined, etc.)
- (When the product test is a witness test) 17025 investigation form)
- Nearest map to the new factory
- Layout diagram inside the new factory
- Factory relocation schedule
- The range in which certification is desired at the factory after relocation
- The additional document that we needed

Please prepare and apply at least 3 months before relocation, etc.

2. Factory inspection and product testing are carried out in the same way as when new certification is obtained. After implementation, we will inform you of the result in the "assessment report". After that, at the Certification Agreement ("Certification Agreement" and "control outline." Re-conclusion of "Management Guidelines for Display"), rewrite the Certificate..

IV. Change of Quality Control Manager

- JQA has registered a JIS Quality Control Manager(hereafter “JIS-QCM”) as various contacts. And, we understand that JIS-QCM resident in the factory for certification in order to carry out the nine responsibilities. **If you plan to change JIS-QCM, you need to notify JQA in advance.**
- The Qualification requirements for JIS-QCM are stipulated by law, and the operation in the case of JQA is as follows. (It is necessary to meet all of 1. to 3.)

1. Work experience required to manufacture products to be certified

→ 1 year or more

2. Work experience in standardization and quality control

→ 2 years or more

3. Knowledge in standardization and quality control

(One of ① and ②)

① At an engineering university, etc., you must have completed and graduated from 2 credits (60 hours*) or more in one subject related to quality control.

* : based on Japanese “School Education Act”

② Have completed a course that meets the JISCBA course standards.

Example:

JIS Quality Control Manager Seminar that held at JSA

JQA JIS-QCM of JIS mark Certification training course that held at JQA, etc.

→ If you have any questions, please contact to us.

- **If JIS-QCM who meets the qualification requirements is no longer in the certified factory, you can not display the JIS mark on the products, and can not ship the products that displayed the JIS mark.**

- In the following cases, it is not necessary to submit a notification of changes in production conditions.

(1) Change of "factory's JIS QCM" when multiple factories are acquired with one certification number

(2) Change of affiliation, job title, and contact information of JIS-QCM

→In the case of (2), please tell us by E-mail.

- Procedure

1. Required Documents

- Notification form for Changes Concerning production Conditions, etc.
- Document describing the quality management implementation condition *
*: At least, the form of "7.Description on quality control manager"
- The document that we can confirm knowledge about standardization and quality control

Example:Certificate of Completion or Copy of Completion Card

JIS Quality Control Manager Seminar that held at JSA

JQA JIS-QCM of JIS mark Certification training course

that held at JQA, etc.

- ## 2. We conduct conformity check. If we decided the certification maintenance, we will inform you of the result in the "assessment report".

V. 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 or latest Maintenance Certification Surveillance, please submit the “Notification for Changes Concerning Production Conditions, etc.” Form **in advance to JQA.**
- Examples of changes and related materials required for notification (-1-)
 - (1) Major materials used in manufacture or processing of industrial and mineral products, etc. → Receipt record of new materials
 - (2) Major manufacturing (processing) facility(ies) required for manufacture or processing → Inspection record of new equipment
 - (3) Major inspection/testing facility(ies) required for manufacture or processing → Inspection record of new equipment
 - (4) Inspection/testing methods required for manufacture or processing → Product inspection standard, Process record that can confirm conformity with JIS
 - (5) Change of subcontractor in major manufacturing process (including the changing to in-house production) → Subcontractor evaluation record
 - (6) Changes in major manufacturing process (addition of lines, etc.) → Process record that can confirm conformity with JIS for products manufactured in the process to be added.
- **Regarding the above (-1-), the necessity of notification may change depending on the JIS that has been certified and the quality control system of the certified person at the time of notification. Please contact us for more information. In addition, it is necessary to attach a “Quality control implementation status manual” that causes changes.**
- Examples of changes and materials required for notification (-2-)
 - (7) Change in quality control system standards
Criteria of Audit A → B / Copy of ISO 9001 registration certificate,
Difference in “Quality control implementation status manuals”
Criteria of Audit B → A / Difference in “Quality control implementation status manuals”
 - (8) Change of ISO 9001 registration body
A copy of the ISO 9001 registration certificate issued by the new certification body.

(9) Change of representative (Note)

Note: There is no additional document. Due to the revision of the law in July 2019, if the representative of a corporation is changed, **it will be reported from the registered certification body to METI.**

➤ Examples of changes and materials required for notification (-3-)

(10) Addition of "Division of Certificate"

Since you will be acquiring new certification, please apply using the "certification application form".

(11) Addition of JIS in "Division of Certification" that has already been certified.

A set of quality control implementation status manuals

Process record that can confirm conformity with JIS to be added

(In the case of a witnessed test)

Document items and formats required for the 17025 survey (for witness examination)

(12) Addition of type or grade of JIS that has obtained certification

Quality control implementation status manual (only changed parts,

Process record that can confirm conformity with JIS to be added

(In the case of a witnessed test)

Document items and formats required for the 17025 survey (for witness examination)

➤ Procedure

1. Required Documents

- Notification form for Changes Concerning production Conditions, etc.
- Related documents

2. We confirm conformity and decide to continue certification based on contents of changing, regulation on the law (All or part of factory inspection and product testing), we will inform you of the result in "Assessment Report". After that, we will re-conclude the certification agreement ("Certification Agreement" and "Control Outline") and rewrite the Certificate depending on the content of the notification.

- **Unless the content of the examination is stipulated by law, the content of the examination will be judged by the judge after the reception. Therefore, we recommend that you contact us when you find out what you have changed.**

VI. Addition of Factory(ies)

- Factories within the same quality system (factories within the same legal entity or within the scope of the same ISO 9001 registration) can be added to the factories currently registered.

- However,
 - ① It is necessary to appoint a “general JIS-QCM” who manages multiple factories at the management department or the factory related to certification. **The "general JIS-QCM" must meet the qualification requirements stipulated by law.**
 - ② It is necessary to appoint a “factory JIS-QCM” for each factory including the scope of JIS Mark Certification. The “factory JIS-QCM” recommends that meet the qualification requirements stipulated by law.
 - ③ The certification number is the same, **but when displaying the JIS mark, it is necessary to add a symbol to identify each factory.**
 - ④ Since new certification will be obtained, **6 months' worth of production results will be required before the certification is decided, and factory audit and product testing will be conducted.**

1. . Notification form

- "Notification of changes in production conditions, etc."
- The factory to be added has the same quality system
- Documents that can be confirmed (ISO 9001 registration certificate copy, etc.)
- The range that the factory to be added wants to be certified
- Product standards, product inspection standards
- Nearest map of the factory to be added
- Layout of the factory to be added
- Quality control implementation status manual
- (In the case of a witnessed test)
Document items and formats required for the 17025 survey (for witness examination)
- (In the case of standard B)
A copy of the quality manual (if established)

2. We conduct Factory audit and product, and we will inform you of the result in “Assessment Report”. After that, we will re-conclude the certification agreement (“Certification Agreement“ and “Control Outline) and rewrite the Certificate.

VII. 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)
 1. Please let us know that the certification contract will be cancelled.
 2. JQA will send you a "certification contract cancellation notification form".
 3. Please fill in the necessary information on the form and send it.
Please return the "certificate" at the same time.
 4. We will check the compatibility. It may be necessary to carry out a factory inspection.
 5. After confirmation, we will send you a "Notification of certification Agreement cancellation".

- 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).
 1. Please submit materials such as an organizational chart as the "Notification Form for Change of Production Conditions" and its attached materials.
 2. After confirming the conformity, we will inform you of the result in the "assessment report". Depending on the content, it may be necessary to carry out a factory audit, etc..

VIII. Revision of JIS

- The certified JIS (Product JIS) is reviewed regularly. Depending on the revised content, there are this revision and supplementary revision.
- In each case, a 60-day opinion reception advertisement will be issued, issued (revised) by the national government, and published in the official bulletin when issued (revised).
- JQA will contact the Licensee after it is published in the official bulletin when the opinion reception advertisement is issued.
- In the case of JIS (Product JIS) which the Licensee exists, a "transitional measure period" is usually set. The "transitional measure period" is a period for prompt transition to Licensee under the JIS mark Scheme.
- By the end of the "Transitional Measures Period", **please submit the notification documents for prompt transition and change of production conditions, etc. in order to make necessary confirmations.**(Details are described in the guidance after the official bulletin is published to the target licensee)
- After we received "Notification Form for Change of Production Conditions" and complete accepting reception, we conduct the conformity.
- Depending on the contents of JIS revision (contents of change), it is necessary to re-conclude the certification contract and rewrite the certificate.



JIS Certification Department

1-25 Kandasudacho, Chiyoda-ku, Tokyo
101-8555 JAPAN
TEL:+81-3-4560-5500 FAX:+81-3-4560-5501
E-mail:jis-cert@jqa.jp

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<https://www.jqa.jp>