

Description Paper for 17025 Investigation (For Witness Testing)

About the 17025 Investigation (For Witness Testing)

The 17025 Investigation at witness testing sites is an investigation based on the items of JIS Q 17025 (ISO/IEC 17025) focused on the following matters:

- 1) Competence of Testing Engineer for witness testing.
- 2) Conformity and effectiveness (e.g., conditions of management and traceability of measurements) of the types of measurement equipment used relative to JIS standards (including written benchmarks, guidelines, etc.).
- 3) Other related matters.

For the investigation items, please refer to the statement issued by the JIS Certification Bodies Association [Interpretations Pertaining to the JIS Mark Scheme] General ⑤ “JIS Q 17025 Conformity Investigation and Handling of Uncertainty in Conducting Witness Testing at Factory Testing Departments.”

About the Documents for Submission

The 17025 Investigation at witness testing sites will involve confirmation of the matters contained in the submitted documents and conformity of the items with respect to JIS Q 17025.

Witness Testing is to be conducted by Testing Engineer, with the types of measurement equipment, and at a testing site for which 17025 Investigations have been completed. It is recommended that additional preparations be in place to address possible problems on the day of the witness testing (i.e., absence of JQA's Certified Personnel, failure of measurement equipment, etc.) by arranging for backup Testing Engineer and measurement equipment as necessary.

It is not permissible to engage Testing Engineer or use measurement equipment that have not undergone the 17025 Investigation for witness testing. and therefore, you are requested to exercise care not to make any omissions in the documents that are to be submitted. If it becomes necessary to make substitutions, additions or other changes of Testing Engineer or measurement equipment on the day of the witness testing, testing is to be conducted only after the witness testing auditor has done an additional 17025 Investigation on such changes and conformity has been confirmed. Please be advised that additional costs will result if there is any additional time involved with this investigation.

Documents for Submission

• Description Paper for 17025 Investigation (For Witness Testing) (Form No: 8211-32)

- 1) Technical Managers and Testing Engineer for Witness Testing
- 2) Management Procedures for Personnel, Facilities and Equipment
- 3) Internal Rules Prescribing Test Methodology
- 4) Site for Conducting Witness Testing

• Testing and Measuring Equipment Used for Witness Testing (Form No: 8211-55)

Please fill out and submit the attached "Measuring Equipment Used in Witness Testing (Form Number: 8211-55)" using the "Method of Making Entries" sheet as a reference.

[Note]

Personal information provided in this form will be used by JQA for communicating and coordinating and our testing, audit, and certification services, etc. for which clients have applied. Your personal information will be controlled in accordance with Japanese laws and our internal rules.

1)Technical Managers and Testing Engineer for Witness Testing

Please fill in to cover all test items to be performed as witness testing.

Item	Content
Name	(Family Name) Smith (Given Name) John
Department	Quality Assurance Section, Quality Assurance Department, Head Office
Title	Quality Assurance Section Chief
Form of Employment *2	<input checked="" type="checkbox"/> Regular Staff <input type="checkbox"/> Non-Regular Staff <input type="checkbox"/> Contracted Staff <input type="checkbox"/> Temporary Hire (Part-Time)
Work Responsibilities *3	<input checked="" type="checkbox"/> Technical Manager <input checked="" type="checkbox"/> Testing Engineer • Product testers • Mechanical testers • Non-destructive testing personnel
Witness Testing or Similar Work-Related Testing Experience *5	• Appearance/Shape/Dimensions/Mass Test : 2021.4 to present • Tensile/Impact Test : 2021.10 to present • Non-Destructive Test : 2020.4 to present
Education, Courses and Training History *5	• Product Testing (Appearance/Shape/Dimensions/Mass) OJT : 2020.10 – 2021.3 • Mechanical Testing (Tensile/Impact) OJT : 2021.4 – 2021.9 • JIS Study Group (JIS G XXXX): 2020.11 • JIS Study Group (JIS Z 2241, etc.): 2021. 5
Qualifications (Internal and External) *4,*5	• Internal: Product Tester (Appearance/Shape/Dimensions/Mass) • Internal: Mechanical Tester (Tensile/Impact) • External: NDI Level 2 (UT-2) * See the attached qualifications list and certificate
Matters Related to the Applicable Witness Testing	Appearance/Shape/Dimensions/Mass Test, Tensile Test, Charpy Impact Test, Ultrasonic Test

[Notes]

- *1. Please use one form for each staff member. **If more than one staff member will be necessary when conducting the Witness Testing, please submit forms for the required staff members.**
- *2. Please check the appropriate box in the “Form of Employment” column.
- *3. Please check the appropriate box in the “Work Responsibilities” column for Technical Manager, Testing Engineers, etc., and also enter the designation used internally for these work responsibilities.
- *4. Please enter only information related to competence and abilities for Witness Testing in the “Qualifications” column.
- *5. Forms used by the applicants may also be attached for the “Witness Testing or Similar Work-Related Testing Experience,” “Education, Courses and Training History” and “Qualifications” columns.

1)Technical Managers and Testing Engineer for Witness Testing

Please fill in to cover all test items to be performed as witness testing.

Item	Content	
Name	(Family Name) Brown	(Given Name) Emily
Department	Quality Assurance Section, Quality Assurance Department, Head Office	
Title	Quality Assurance Section Senior Staff	
Form of Employment *2	<input checked="" type="checkbox"/> Regular Staff <input type="checkbox"/> Non-Regular Staff <input type="checkbox"/> Contracted Staff <input type="checkbox"/> Temporary Hire (Part-Time)	
Work Responsibilities *3	<input checked="" type="checkbox"/> Technical Manager <input checked="" type="checkbox"/> Testing Engineer Designation Used Internally (Product testers, Chemical Analyst)	
Witness Testing or Similar Work-Related Testing Experience *5	• Appearance/Shape/Dimensions/Mass Test : 2012.4 to present • Chemical Analysis : 2009.4 to present	
Education, Courses and Training History *5	• Product Testing (Appearance/Shape/Dimensions/Mass) OJT: 2011.10 – 2012.12 • Chemical Analysis OJT: 2008.10 – 2009.3 • JIS Study Group (JIS G XXXX): 2011.10 • JIS Study Group (JIS G 1253, etc.): 2008. 12	
Qualifications (Internal and External) *4, *5	• Internal: Product Tester (Appearance/Shape/Dimensions/Mass) • Internal: Chemical Analyst (Chemical Analysis) * See the attached qualifications list and certificate	
Matters Related to the Applicable Witness Testing	Appearance/Shape/Dimensions/Mass Test, Chemical Analysis	

[Notes]

- *1. Please use one form for each staff member. **If more than one staff member will be necessary when conducting the Witness Testing, please submit forms for the required staff members.**
- *2. Please check the appropriate box in the “Form of Employment” column.
- *3. Please check the appropriate box in the “Work Responsibilities” column for Technical Manager, Testing Engineers, etc., and also enter the designation used internally for these work responsibilities.
- *4. Please enter only information related to competence and abilities for Witness Testing in the “Qualifications” column.
- *5. Forms used by the applicants may also be attached for the “Witness Testing or Similar Work-Related Testing Experience,” “Education, Courses and Training History” and “Qualifications” columns.

2) Management Procedures for Personnel, Facilities and Equipment

① Management Procedures for Personnel

Management Item	Content Enabling Confirmation Under Internal Rules	Names of Applicable Internal Standards Information on Most Recent Version of Internal Standards (Numbers of Versions or Dates of Establishment or Revision)	JQA Entries
Education and Training Guidelines	Guidelines prescribing the annual education plans, training topics, tracking individual performance in training, etc.	Education and Training Rules 5th Edition Revised June 1, 2023	
Qualification Guidelines	Guidelines prescribing the standards for qualification, evaluation (methods, times, continuing conditions, etc.), authorization for use of testing facilities, etc.	Qualification Rules 4th Edition Revised April 1, 2024	
Rules of Employment	Rules prescribing the organizational work, responsibilities and authority, job descriptions, etc.	Rules of Duties and Responsibilities 4th Edition Revised April 1, 2024	

② Management Procedures for Equipment and Instruments

Management Item	Content Enabling Confirmation Under Internal Rules	Names of Applicable Internal Rules Information on Most Recent Version of Internal Standards (Numbers of Versions or Dates of Establishment or Revision)	JQA Entries
Guidelines for Management of Equipment and Instruments	Guidelines prescribing the methods for classifying equipment and instruments, specifics for management of calibrations and check (reference standard that is used, distinction between external and internal, frequencies and periods, judgment criteria, etc.), methods for use of management indicators, etc.	Inspection Equipment Management Rules 6th Edition Revised September 1, 2025	
Procedures for Calibration and check of Equipment and Instruments	Guidelines prescribing the procedures for calibrations and check of testing equipment and instruments.	Calibration Equipment Management Rules 7th Edition Revised January 1, 2026	
Procedures for Estimating Uncertainty	Guidelines prescribing Uncertainty for calibrations when done internally	N/A	

Please fill in only if the certified (or to be certified) JIS standards specifies "calculation of uncertainty" and "application to test results."

[Note]

1. If space in the columns is too small, please make entries using additional lines

3)Internal Rules Prescribing Test Methodology

List of Documentation Stating Testing Methodology

Test Item	JIS Standard No. - Year	Names of Internal Standards Prescribing Testing Methodology	JQA Entries
	Name of JIS Standard	Information on Most Recent Version of Internal Standards (Numbers of Versions or Dates of Establishment or Revision)	
Appearance/Shape/ Dimensions/Mass	JIS G XXXX 2024	Product Inspection Standard, 4th Edition Revised December 1, 2024	
	XXXX steel		
Mechanical Properties	JIS G 0404 2023	Test Specimen Sampling Point and Test Specimen Preparation Procedure Manual	
	Steel and steel products -General technical delivery requirements		
Tensile Test	JIS G 0416 2023	5th Edition, Revised January 10, 2024	
Impact Test	Steel and steel products -Location and preparation of samples and test pieces for mechanical testing	Tensile Test and Charpy Impact Test Procedure Manual	
	JIS Z 2241 2023		
	Metallic materials -Tensile testing - Method of test at room temperature		
	JIS Z 2242 2023		
	Method for Charpy pendulum impact test of metallic materials		
Ultrasonic Flaw Detection Test	JIS G 0901 2023	Ultrasonic Flaw Detection Test Procedure Manual	
	Classification of structural rolled steel plate and wide flat for building by ultrasonic test		
Chemical Analysis	JIS G 0404 2023	Collecting Samples for Molten Steel Analysis Procedure Manual	
	Steel and steel products -General technical delivery requirements		
	JIS G 0320 2022	Molten Steel Analysis Procedure Manual	
	Standard test method for heat analysis of steel products		
	JIS G 1253 2013		
	Iron and steel - Method for spark discharge atomic emission spectrometric analysis		

[Notes]

1. If any list exists in your company's format that adequately states the above-mentioned information, please also submit separate copies of the most recent versions of such lists existing at the present time.
2. If the testing methodology is quoted from other JIS Standard, please enter the JIS Standard No./Year and Name of JIS Standard that are the source of the reference.

Please fill in the name of the internal rules that stipulate the measuring equipment to be used, the measurement method, and the test method.

4)Site for Conducting Witness Testing

Test Site (Test Room, Etc.)	Name of Test (Corresponding JIS Standard No. - Test Item No.)	Test Environment Management Values, etc.	JQA Entries
Product Inspection Site	Appearance JIS G XXXX 11 Shape/Dimensions JIS G XXXX 10	N/A	
Physics Testing Room	Tensile Test JIS G XXXX 8.1 Impact Test JIS G XXXX 8.2	10 to 35 °C	
Ultrasonic Test Site	Ultrasonic testing JIS G XXXX 9	N/A	
Chemical Analysis Room	Chemical Analysis JIS G XXXX 5	10 to 35 °C	

[Note]

1. For “Test Environment Management Values, etc.,” please state the conditions and management values for the environmental requirements for temperature, humidity and other factors of the test site.

Please fill in each item of the witness test and the temperature etc. at which that tests will be conducted.

Environmental conditions such as temperature should be consistent with the conditions stated in internal rules.