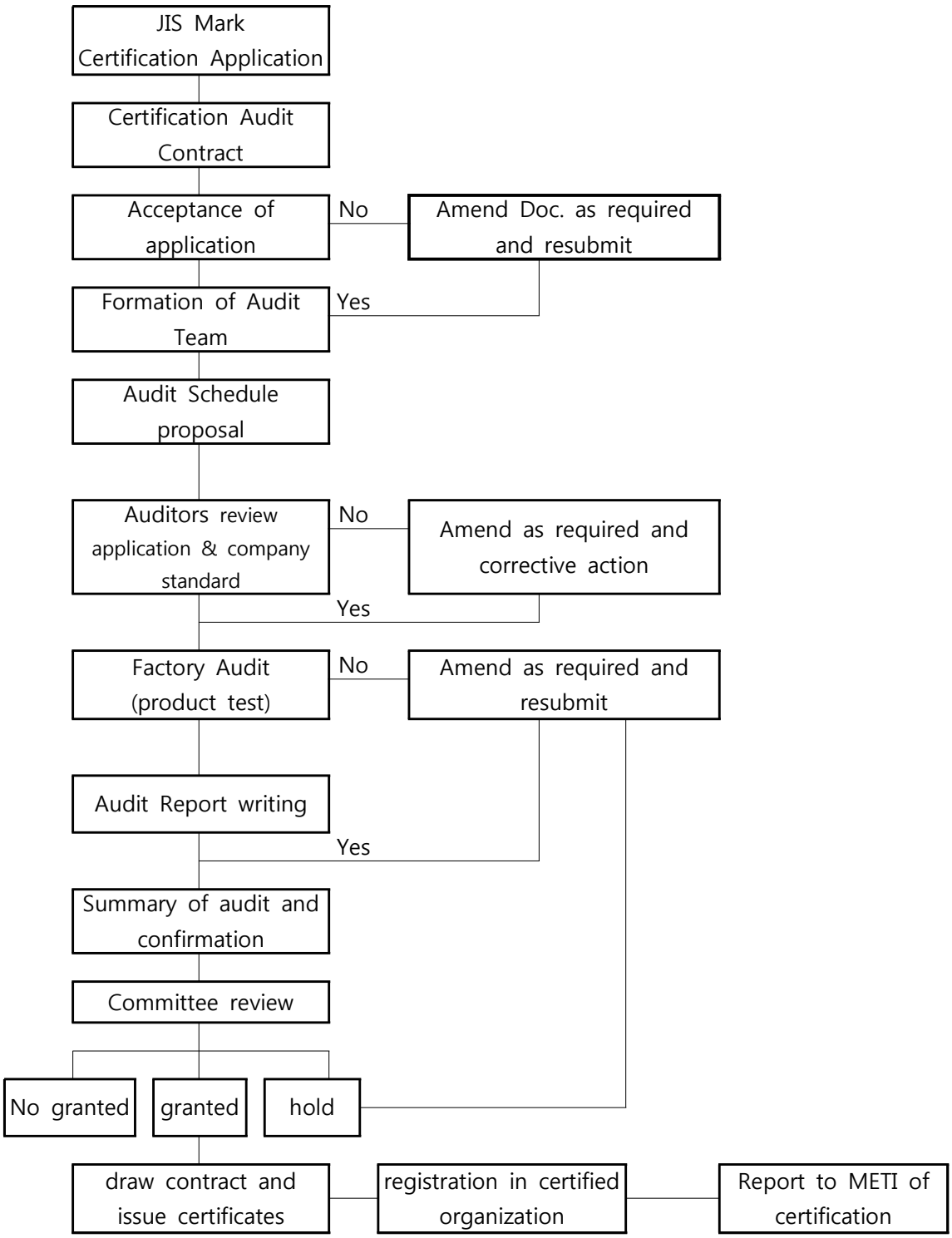
JIS Certification Guide

1 Certification Audit Procedure

1. Certification audit flow chart



2. Key Activities in each step

1) Certification Application and Contract

Customers who require JIS mark certification, please send along with the application fee, a JIS mark certification application and application documents.

The certification audit proposal by KSA based upon information provided on the application form will be prepared and by signing a contract the certification contract is completed.

2) audit team

Once the contract is signed, KSA will form the audit team and notifies the applicants. Comments of applicant can be reflected in the audit team.

3) Review planning and advice

Once Audit team is formed, and that the auditor will review the audit plan and notify the application vendors. To ensure fairness and preclude the differentiation of one certification services in principle, to the period of implementation at the local examination certification application within 60 days, apply for companies and KSA can adjust the examination schedule through consultations. If the incomplete application forms exist, it must be compensated.

4) certification audit

① Document Review

Prior to the on-site audit the auditor will conduct a document review in order to gather sufficient information to establish the judge, such as the on-site audit program that the application documents in line with the Spirit of the corresponding JIS standards, criteria, compliance certification of the Japanese Industrial Standards . If this document non-conformances found during the examination, the application vendor to take corrective action within a month and check it during site audit.

② site audit

The audit team conducted a site audit by visiting the sites of application vendors to review whether the enforcement record and document the application submitted by companies are properly implemented and maintained in accordance with applicable criteria. After completion of audit, the audit team leader presents the audit report, including the non-conformity to the company apply for and receive a check. Application vendors must take corrective actions within one month for the nonconformity, if you disagree with the audit results, if you can dispute it in writing.

③ confirmation review

Perform confirmation review to assess the improvements completed report is submitted apply makers. Check examination consists of a document review and field verification for completed improvement completion report and verify if the information available to confirm the contents of this document non-conformances field can be omitted. However, if there is new addition in confirmation s occur, you can add a verification audit days during screening.

④ The Audit can be stopped if there is fatal flaws and violations Certification Scheme.

5) decision issued certificates and certificate

When the check is finished verification audit the entire audit process, from the technical committee to determine the adequacy of the examination carried it holds for the case review committee to determine whether authentication.

3. Lead time in each step

The required lead time will illustrate the mean time there are some differences in the actual examination. The average time spent is at least 60 days up to 140 days from the receipt of an application.

classification	App ~ Doc. Review	Doc review ~ site audit	site audit ~ test comp.	audit review ~ certificate decision
lead time (Average)	7 ~ 30 days	15 ~ 30 days	30 ~ 45 days	8 ~ 35 days

2 Fee payable to certification

1. Audit Man.day and Fee payable

1) Audit Man.day standard (unit : Man/Day)

▶Initial Certification Applicant (unit: M/D)

class	standard			option 1		option 2		FULL option
	basic audit			test Lab added		Interpreter required		
Audit type	Doc. audit	site audit	sub total	Lab. Audit	sub total (STD+Option1)	additional MD	sub total (STD+option2)	sub total (STD+option1,2)
1 product	2	4	6	1	7	1	7	8
2 products	2	5	7	1	8	1	8	9
3 products	2	6	8	1	9	1	9	10
4 more	Upon Mutual Agreement							

▶Surveillance Audit Applicant

class	standard			option 1		option 2		FULL option
	basic audit			test Lab added		Interpreter required		
Audit type	Doc. audit	site audit	sub total	Lab. Audit	sub total (STD+Option1)	additional MD	sub total (STD+option2)	sub total (STD+option1,2)
1 product	1	4	5	1	6	1	6	7
2 products	1	5	6	1	7	1	7	8
3 products	1	6	7	1	8	1	8	9
4 more	Upon Mutual Agreement							

2) All document review and on-site audit shall be carried out at the site of the certification application company or certified company.
3) When examining a product test using its own test equipment, 1MD of the test laboratory is added, and if the time required for the product test exceeds 0.5MD, MD for the product test can be added.
4) In case of examination in languages other than Korean, more than one interpreter must be provided by the certified company.
5) Product Lab test fee will be separately calculated by Test Lab's procedure and fee guideline.
6) Audit Fee
   ① application Fee : KRW 500,000
   ② Audit Fee : KRW 900,000/MD
   ③ Travel Expense : actual expenses based upon KSA T&E guideline standard
   ④ Product Lab test fee and VAT (Payable directly to Test Lab)
   ⑤ Certificates registration Fee : KRW 300,000
   ⑥ Additional cost of 1MD per judge for overseas audits (Not an audit MD is added)