JIS Exhibit documents attached to the application(standard A) – preparation guideline

Index

[A.1] information concerning factories or workplaces related to the product for which certification is sought

1) history of factories or workplaces related to the product for which certification is sought

2) Layout of factories or workplaces related to the product for which certification is sought

3) number of employee of factories related to the product for which certification is sought (includes total employee)

4) Organization chart of factories related to the product for which certification is sought (specifying quality manager position)

5) Recent 6 months monthly production quantity of the product for which certification is sought

6) company quality standard and guideline related to the product for which certification is sought (company total QC standard need to be summarized and included)

7) major production process and quality control standard of the product for which certification is sought

8) quality control method of the materials by raw materials name, suppliers concerning the product certification is sought

9) overview of production process quality control of the product for which certification is sought

10) overview of major product quality characteristics of the product for which certification is sought

11) major production facilities (associated equipments, Zig & tools included) management overview concerning the products

12) management of major test & inspection facilities (including test, inspection, measurement devices) concerning the products

13) outsourcing status & management overview concerning the product for which certification is sought

14) customer claim and complaint procedure overview concering the product for which certification is sought

[A.2] markings on products and packings concerning the product for which certification is sought

15) markings on products & packings concerning the product for which certification is sought

[A.3] quality control manager inforamtion concering the product for which certification is sought

16) quality control manager information concerning the product for which certification is sought

Documents preparation guideline

1) history of factories or workplace related to the product for which certification is sought

2) Layout of factories or workplaces related to the product for which certification is sought

3) number of employee of factories related to the product for which certification is sought (includes total employee)

number of employee of factories related to the product						Total employee (if it is applicable)					
class	office staff	tech. staff	operators	temp. operator	total	class	office staff	tech. staff	operators	temp. operators	total
people						people					

4) Organization chart of factories related to the product for which certification is sought (specifying quality manager position)

5) Recent 6 months monthly production quantity of the product for which certification is sought

class		year-month	year-month	year-month	year-month	year-month	year-month	6 months production quantity	annual production quantity	remarks
JIS standard code	product segmentation suffix									
	sub total									
Non JIS products										
total										
JIS products ratio (exclude in Initial audit)										

6) company quality standard and guideline related to the product for which certification is sought (company total QC standard need to be summarized and included)

7) major production process and quality control standard of the product for which certification is sought

process name	process mark	production facility, inspection, test equipment	control, management			inspection			work standard inspection STD
			items	method	records	items	methods	records	

8) quality control method of the materials by raw materials name, suppliers concerning the product certification is sought

material name (supplier name)	quality of materials	*	incoming inspection method	*	storage method	*	*inventory quality
* (remarks)							

9) overview of production process quality control of the product for which certification is sought

process name	Management items and quality characteristic	*	management method, inspection method	*	*management and quality status
* (remarks)					

10) Overview of major product quality characteristics of the product for which certification is sought

JIS number and name	JIS XXXX ( )					
quality characteristics	product spec (internal standard)	*	product inspection method	*	*quality control management	* site audit
* (remarks)						

11) Outline of major manufacturing facilities (including auxiliary equipment, jigs and tools) and management related to the product

Name of main manufacturing facility (Type, trademark)	unit	Nominal ability (Capacity, precision, etc.)	*	facility management		*	*management status
				Inspection or inspection parts, item	Inspection, interval of inspection		
* (remarks)							

12) Main test / inspection facilities (including test, inspection and measuring instruments) and management related to the products

Name of major test and inspection facilities (Type, trademark)	unit	Nominal ability (Capacity, precision, etc.)	*	facility management		*	*management status
				nspection or inspection parts, item	Inspection, interval of inspection		
* (remarks)							

13) Outline of outsourcing status and outsourcing management related to the product to be certified

outsourcing status			outsourcing management				*management status
Process or Tests and inspection items	Outsourcing rate(%)	Subcontractor (name & address)	Managing Items and Quality Characteristics	*	Management and inspection methods	*	
*(remarks)							

14) Overview of **customer complaint** processing related to the product to be certified

Complaint (Claim) process	*	*process status

* (Remarks)	

15) Marks to be attached to the product and package to be certified

JIS No. name & rating or type	Certified product (output) unit	marking location	marking method and contents	Markings and Annexes	*
* (Remarks)					

16)Concerning the quality management officer in relation to the product to be certified

Items	contents				
1. Name			2. Date of birth	year -- month -- date	
3. Job Title	class No	job title	4. last education	class No	Job title

※Job title classification No.: ①president & CEO ②director ③Division head ④factory manager ⑤QC Sr. manager ⑥ other Sr. manager ⑦QC Jr. manger ⑧other Jr. manager ⑨ other manager

※Academic classification No.: ① 4yr bachelor's degree ② 2 Yr college degree ③ Sr. & Jr. high school graduated

5. Practical experience in the technology required to manufacture the product to be certified

Company name	department	total work years
		period

6. Work experience related to standardization and quality control

Company Name	department	total work years
		from --- to ---

7. Expertise on standardization and quality management

①college course completed

university name	major department	graduation year	name of course completed

②2 Yr college course completed

college name	department name	graduation year	name of course completed

③ workshop, Seminar, training course completed

courses and sponsor name	time of course taken	training & Seminar (course) name

④ other ways of completion (on line & others)

( )

※ Subjects related QC : At least 2 credits (more than 30 hours) of quality control, experimental design method, statistics, mathematical statistics, probability statistics, statistical analysis, industrial management, management engineering, production, management engineering,

*