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

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Documents preparation guideline

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

①In order to clarify the production process of the product to be certified, the changes of capital of the company from the time of establishment of the enterprise, the construction and expansion of the application factory, the start of production of major products.

②free form of writing to describe the above

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

①Fill in the guide Map from the station nearest to the application factory and the building layout in the factory. It is advisable to fill in the target building, river, road, etc. from the nearest station to the factory and also fill in the distance from the station to the factory and the time required. The layout of the factory in the factory shows offices, warehouses, manufacturing workshops (including layouts of major facilities and faulty locations), and laboratories.

②free form of writing to describe the above .

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					

①fill in the table if it is possible. Total employee can be filled when is applicable .

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

①The organization chart should be detailed from the factory manager to the person in charge of the department, the staff of each department should be listed, and the name of the quality control officer and fill in the name & contact information of the person in charge of the application.
If the head office and the factory are separated, the relationship between the HQ and the factory (including related factories) is also indicated.
In factories manufacturing various products, we make department concerned with product which we applied clearly.
②free form of writing to describe the above

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)										

①The production results may include prototypes that are mass-produced at the initial audit.
②Preferably should be written in the form.

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)

① company standard (Including product standards, related procedures, work standard, inspection standards, and related manuals) related to the product for the certification need to be written in order, and shall include the organization responsible for the establishment, the reviewing body, the approver. In addition, the system outline of the various in-house standards used in the enterprise may be described in relation to the "list of in-house specifications related to the product to be certified" in the form of a system diagram and a system chart.
If the name of the in-house standard only makes it difficult to understand its content, it is recommended to add a brief description

② free form of writing to describe the above.

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	

① 9)describe the management point in the process in relation to the quality management status of the product. Use the symbol for JIS Z 8206.
②Preferably should be written in the form.

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)							

① Do not fill in the * marked fields

② The column "material name" shall describe the raw materials specified in the internal standard for raw materials, parts and auxiliary materials. In addition, the materials specified in the KSA's examination criteria must be listed as essential, and the name of the manufacturer (or brand name) should be entered in parentheses under the material name.

③ The column "Quality of materials", enter the quality items and specs specified in the internal standard for each material. In addition, quality items specified in KSA's examination criteria are essential. However, if there are many kinds of same materials, only representative ones may be filled in.

④ The column of "Incoming Inspection Method", the method for each material (lot size (N), sample size (n), lot determination method, reject lot processing, etc. for each inspection, sampling inspection or sampling inspection). the inspection method in the KSA auditing standards is essential.

⑤ The column "Storage method", fill in the storage method specified in the internal standard for each "material name". In addition, the storage method specified in the KSA's auditing standard is essential.

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)					

① Do not fill in the * marked fields

② The column of "process name" shall be filled in for the process specified in the internal standard. In addition, the processes specified in the KSA audit standard are essential. However, if it is possible to make several processes specified in the KSA examination criteria as a single process, the process specified in the KSA examination criteria shall be described in parentheses below the process name. When part of the process is outsourced, "(outsourcing)" is displayed in front of the process name.

③ The column "Management items and quality characteristic", the management items and quality characteristic specified in the internal standard and the specification are entered. For management items, list the items to be controlled and their specs among the factors affecting the quality of temperature, pressure, spindle vibration, etc. For the quality characteristics, fill in the items and their specifications for hardness, tensile strength, etc.

④ The column of "management method, inspection method", the management method and inspection method prescribed in the internal standard corresponding to "management method and quality characteristic" are described. In addition, "management method and inspection method" specified in KSA's examination standard is essential. For the management method, fill in the frequency, timing, size of sample, type of control chart, etc. for each management item, and fill in the inspection method by total quality inspection or sampling inspection according to quality characteristics (in the case of sampling inspection, (N), sample size (n), lot determination method, processing of reject lot, etc.)

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)						

①Do not fill in the * marked fields

② The column of "Quality Characteristics" shall describe the quality characteristics (type, grade, quality characteristics, structure, chemical composition, strength, form, dimensions, etc.), appearance and markings specified in the internal standard. In addition, the quality characteristics specified in the KSA examination criteria are essential.

③ In the column titled "Management method and quality characteristic", the management method and quality characteristic specified in the internal standard and the specification (spec) are entered. For management items, list the items to be controlled and their specs among the factors that affect the quality of the temperature, pressure, and vibration of the main shaft. For the quality characteristics, fill in the items and their specifications for hardness, tensile strength, etc.

④ In the column of "Product Inspection Method", the inspection method specified in the internal standard corresponding to the "quality characteristics" on the left need to be written (fill in either full inspection or sampling inspection. In case sampling inspection, the lot size (N) samples size(n), the lot determination method, the processing of the rejected lot, and the like are written). In addition, the product inspection method specified in the KSA's examination standard is essential. And the quality management status of the last 6 months is recorded at a glance. In this case, monthly histogram, Xbar-R control chart, monthly defect rate, etc. are added according to quality characteristics if possible. The histogram describes the number of samples, the average value, and the standard deviation. The defect rate shall be listed together with the acceptance criteria. Quality records allow data by works during pre production, but design prototypes data are not allowed.

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)							

①Do not fill in the * marked fields

② In the column "Name of main manufacturing facility", enter the name of the manufacturing facility specified in the manufacturing facility in the in-house standard among the manufacturing facilities in use. In addition, the manufacturing facilities stipulated in the KSA's examination standard are essential. However, if multiple facilities specified in KSA's criteria can be used as one facility, the name of the facility specified in the KSA's examination criteria shall be listed in parentheses below the main manufacturing facilities.Also, if the main manufacturing facility is located in the subcontracting factory, "(outside)" is displayed in front of the facility name.

③ In the column "facility management", enter the points, items and interval of inspections or inspections specified in the internal standard for each major manufacturing facility. Also, if you are using inspection from outside, fill in the name of the inspector in the parentheses below the point or item of inspection or inspection..

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)	대수	Nominal ability (Capacity, precision, etc.)	*	facility management		*	*management status
				nspection or inspection parts, item	Inspection, interval of inspection		
* (remarks)							

①Do not fill in the * marked fields

② In the column "Name of major test and inspection facilities", enter the name of the inspection facility specified in the inspection facility in the in-house standard among the inspection facilities in use. In addition, the test and inspection facilities stipulated in the KSA's examination standard are essential. However, if multiple facilities specified in KSA's criteria can be used as one facility, the name of the facility specified in the KSA's examination criteria shall be listed in parentheses below the major test and inspection facilities. Also, if the main test and inspection facility is located in the subcontracting factory, "(outside)" is displayed in front of the facility name.

③ In the column "facility management", enter the points, items and interval of inspections or inspections specified in the internal standard for each major inspection facility. Also, if you are using inspection from outside, fill in the name of the inspector in the parentheses below the point or item of inspection or inspection..

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)							

①Do not fill in the * marked fields

②The column "Process or test, inspection item" refers to the case where a specification of processing quality, processing condition, etc. is determined for a part of the manufacturing process of the test and inspection item product, When requesting to the outside, describe the situation.

③The column "outsourcing rate" shall describe the ratio of the outsourcing destination to the sum of all the processes of the factory or business place and the outsourcing destination related to the product certification. The outsourcing of test and inspection is not necessary to include."

④The column "Outsourcing management" is described as follows..

(a)When a part of the manufacturing process and the management of the process are requested to be conducted by an external supplier,

1)In the column "Managing items and quality characteristics", write the managing items(processing conditions) and quality characteristics (processing quality) of the process and the corresponding specifications(spec)..

2)In the column "management method and inspection method", fill in management and inspection method corresponding to managing item and quality characteristic. Also fill out the method of management and how to check the status of implementation..

(b) In case a part of the test or inspection of the product is requested to an external contractor

1) In the column "Managing items and quality characteristics", fill in the items of test and inspection.

2) In the column "Management and Inspection Method", fill in the inspection intervals and sampling number to request test, inspection..

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

Complaint (Claim) process	*	*process status
* (Remarks)		

①Do not fill in the * marked fields

②In the column "Complaint (Claim) Processing," fill in or scan the Customer Complaint processing Flow Chart (Schematic Diagram) specified in the internal standard.

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)					

①Do not fill in the * marked fields

②Describe an indication to attach to the product, packaging, container, or invoice, etc., in case the certification is obtained for all matters to be indicated in the JIS for the product related to the certification application and the markings specified in the KSA's examination standard.

③ in the column "Certified product unit" shall indicate in units to be displayed such as "per unit product", "per unit package"..

④ The column "marking place" shall indicate the place where the indication such as "surface", "outside" is marked

⑤ In the column of "Maring method and contents", describe methods such as "print", "stamp", "proof".

⑥ In the column "Markings and Annexes" JIS mark, certification number, date of manufacture, name, kind of JIS, grade, etc. shall be described. Please refer to the markings stipulated in KSA's examination standard

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,

*

①Do not fill in the * marked fields

③Experience in 5, 6, Career should be filled in for all careers, not just for companies involved in the application.