Documents attached to the application of JIS Mark(standard A)

JIS number and name : JIS 0000 ( )

Submission date :

Application company name :

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[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

[A.4] Copy of the business lincense concering the product for which certification is sought

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Documents preparation guideline

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

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

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|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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)

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

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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| sub total |  |  |  |  |  |  |  |  |  |
| Non JIS products | |  |  |  |  |  |  |  |  |  |
| total | |  |  |  |  |  |  |  |  |  |
| JIS products ratio (exclude in Initial audit) | |  |  |  |  |  |  |  |  |  |

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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)

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| process name | process  mark | production  facility,  inspection, test  equipment | control, management | | | inspection | | | work standard  inspection STD |
| items | method | records | items | methods | records |
|  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| material name  (supplier name) | quality of materials | \* | incoming inspection method | \* | storage method | \* | \*inventory quality |
|  |  |  |  |  |  |  |  |
| \* (remarks) |  | | | | | | |

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

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

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

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

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

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  | | | | | | |

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

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  | | | | | | |

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

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

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

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|  |  |  |  |
| --- | --- | --- | --- |
| Complaint (Claim) process | | \* | \*process status |
|  | |  |  |
| \* (Remarks) |  | | |

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

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

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

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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  name of course  university name                          major department              graduation year  completed  ②2 Yr college course completed  name of course  college name                            department name               graduation year  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, | | | | | |
| \* | | | | | |

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[A.4] Copy of the business lincense concering the product for which certification is sought

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