



Guidance of Procedure for JIS Mark Scheme

(01 April 2013 Rev.5)



This guidance is an introduction of certification procedure for the applicants who request us, **Nippon Hakuyohin Kentei Kyokai**, to certify their products in accordance with Certification Scheme of Products、**JIS Mark Scheme**, to which Japanese Industrial Standards apply and to grant to use **JIS Mark** on the products.

For particulars, please do not hesitate to contact us,

Nippon Hakuyohin Kentei Kyokai
Products Management Division
3-32, Kioi-cho, Chiyoda-ku, Tokyo, Japan 100-8308
TEL:03-3261-6611 FAX:03-3261-6979

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1. Introduction

We, **Nippon Hakuyohin Kentei Kyokai** (here in after, called **HK**), are the body operating product certification system, in accordance with **JIS Q 17065:2012** “Conformity assessment–Requirements for bodies certifying products, processes and services” and **JIS Q 1001:2009** “Conformity Assessment–Conformity Assessment for Japanese Industrial Standards–Generak guidance on a third–party certification system for products” which are modified **ISO/IEC 17065:2012** to suit to the condition of Japan.

And also, we are the Accredited Certification Body of products complying with Japanese Industrial Standards registered as such by the Ministry of Land, Infastructure and Tansport, Government of Japan, under the Industry Standardization Law.

2. Scope of Certification Services

Our scope of certification products for which accredited by the Japanese Government are the products specified in Division F Shipbuilding of Japanese Industrial Standards (**JIS F**) which listed in “attachment 1” dated 26 December 2005.

According to the accreditation by the Government, we render the certification services to the applicants from among **Manufacturers** of products of **JIS F** and any **Merchants** who sell, import or export products of **JIS F**, in the following countries and regions.

India, Japan, Kingdom of Thailand, Malaysia, People’s Republic of China, Republic of Indonesia, Republic of Korea, Republic of the Philippines, Republic of Singapore, Socialist Republic of Viet Nam, Taiwan (Republic of China),

3. Logo Mark of our Society

The applicant is granted to stamp or print **JIS Mark** together with the following **HK Logo Mark** (or Full Name) on the products after successful completion of initial certification.

The condition of stamping/printing of **JIS Mark** and **HK Logo Mark** (or Full Name) will be in accordance with the contract between the applicant and **HK**.

HK

(“Century Gothic” is to be used for the above logo mark.)

4. Opening of Office

Normal Opneing is 09:00 to 17:20 (Japanese Time)

On the following days, the office will be closed.

Saturday, Sunday, National Holidays and 29 Decmeber to 3 January

5. Office engaging certification services

The address of the office engaged in certification services is as follows and the auditor(s) in charge will be dispatched from the office.

Nippon Hakuhin Kentei Kyokai
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3-32, Kioi-cho, Chiyoda-ku, Tokyo, Japan 100-8308
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6. Personnel engaging certification services and appointment of auditor

The personnel engaged in certification services belong to Products Management Division.

The auditors are appointed from among the personnel to Products Management Division having the necessary education, training, technical knowledge, work experience and audit experience in accordance with the qualification criteria of auditor established by HK.

7. Certification fee

We will inform you of estimated amount of the certification fee after receiving the following data.

- a. Location of head office and factories
- b. Total number of personnel of the company and number of personnel at each factories
- c. Type/Name of products together with number of JIS intended to certification
- d. Name of assessment and registration body of ISO9001, if the company has been awarded ISO9001
- e. Chart of Company Organization
- f. Brochure of company
- g. Catalogue of products

8. Appeals, complaints and disputes of certification services

We have the procedure and committee consisted by almost external persons for the resolution of appeals, complaints and disputes received from any parties with regard to our certification services.

Members of Committee of appeals, complaints and disputes are chosen to provide a balance of interest where no single interest predominates.

When we receive any appeals, complaints or disputes by written, we ask Committee for verification of our taking measures of them before informing the party of our results.

The process will be completed within three monthes after receiving them.

9. Certification process

The process of certification services comply with the requirements of JIS Q 17065:2012 “Conformity assessment–Requirements for bodies certifying products, processes and services” and JIS Q 1001:2009 “Conformity Assessment–Conformity Assessment for Japanese Industrial Standards–Generak guidance on a third–party certification system for products”.

For reference, an abstract flow chart of certification services (Initial Certification and Surveillance) is shown in attachment 2 “Certification Process”.

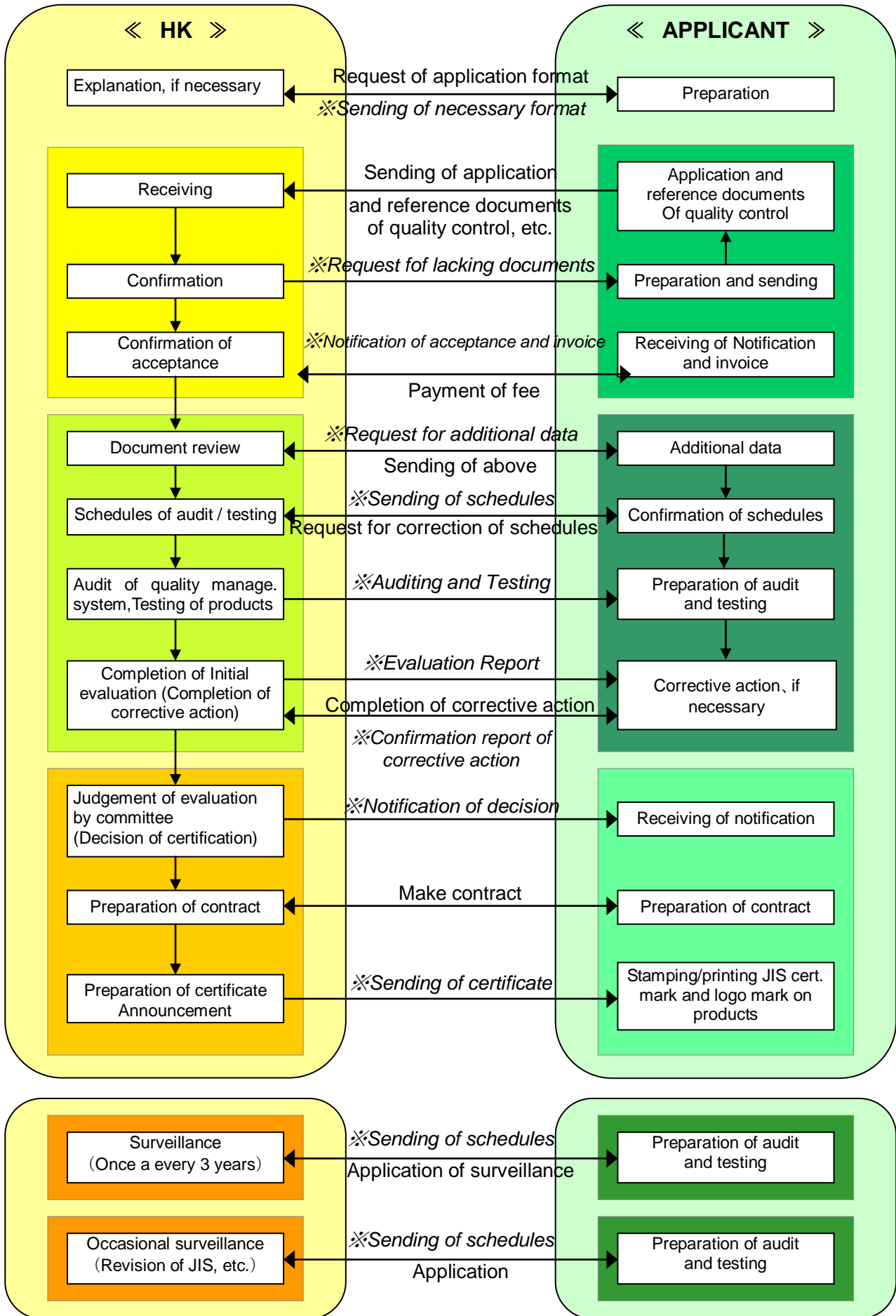
Attachment 1. “List of Applicable Japanese Industrial Standards of Division F”

01 April 2012

| No. | No. of JIS | Name of Japanese Industrial Standards (JIS) |
|-----|------------|---|
| 1 | JIS F 0503 | Coiled Springs for Marine Machinery |
| 2 | JIS F 2008 | Shipbuilding – Aluminium alloy extrude shapes |
| 3 | JIS F 2009 | Shipbuilding – Aluminium alloy extrude symmetrical shapes |
| 4 | JIS F 2413 | Shipbuilding and marine structures – Ship’s side scuttles |
| 5 | JIS F 2421 | Shipbuilding and marine structures – Ship’s ordinary rectangular windows |
| 6 | JIS F 2623 | Wharf ladders for small ships |
| 7 | JIS F 3301 | Anchors |
| 8 | JIS F 3303 | Flash butt welded anchor chain cables |
| 9 | JIS F 3419 | Ship’s steel guy blocks with swivels for fibre rope |
| 10 | JIS F 3421 | Ship’s steel cargo blocks |
| 11 | JIS F 3428 | Ship’s cast steel cargo blocks with roller bearings |
| 12 | JIS F 3429 | Ship’s steel cargo blocks with roller bearings |
| 13 | JIS F 4326 | Small crafts – Propulsive remote control systems |
| 14 | JIS F 4327 | Small crafts – Portable fuel systems for outboard motors |
| 15 | JIS F 4301 | Shipbuilding – Water cooled four cycle diesel engines for propelling use |
| 16 | JIS F 4306 | Shipbuilding – Water cooled four cycle generator diesel engines |
| 17 | JIS F 6708 | Shipbuilding – Cargo winches |
| 18 | JIS F 6709 | Mooring winches |
| 19 | JIS F 7020 | Shipbuilding – Turnbuckles with eye bolts |
| 20 | JIS F 7121 | Shipbuilding – Can water filters |
| 21 | JIS F 7202 | Shipbuilding – Duplex oil strainers |
| 22 | JIS F 7208 | Shipbuilding – Duplex oil strainers (H type) |
| 23 | JIS F 7209 | Shipbuilding – Simplex oil strainers |
| 24 | JIS F 7230 | Shipbuilding – Steel plate starting air reservoirs |
| 25 | JIS F 7231 | Shipbuilding – Steel tube starting air reservoirs |
| 26 | JIS F 7343 | Shipbuilding – Bronze 20K pressure gauge cocks |
| 27 | JIS F 7381 | Shipbuilding – Bronze 5K flanged cocks |
| 28 | JIS F 7387 | Shipbuilding – Bronze 16K cocks |
| 29 | JIS F 7390 | Shipbuilding – Cocks with lock |
| 30 | JIS F 7398 | Shipbuilding – Fuel oil tank self-closing drain valves |
| 31 | JIS F 7399 | Shipbuilding – Oil tank emergency shut-off valves |
| 32 | JIS F 7425 | Shipbuilding – Cast iron valves |
| 33 | JIS F 7426 | Shipbuilding – Cast Steel valves |
| 34 | JIS F 7427 | Shipbuilding – Bronze valves |
| 35 | JIS F 7505 | Shipbuilding – Spheroidal graphite iron (ductile iron) valves |
| 36 | JIS F 7810 | Shipbuilding welding – Sleeve type joints for steel pipe |
| 37 | JIS F 8401 | Shipbuilding – Lampholders |
| 38 | JIS F 8414 | Shipbuilding – Watertight type lights – Pendant lights, wall lights, signalling lights and hand lamps |
| 39 | JIS F 8422 | Shipbuilding – Flameproof ceiling lights |
| 40 | JIS F 8431 | Marine ballasts for fluorescent lamps |
| 41 | JIS F 8442 | Shipbuilding – Special type cargo lights |
| 42 | JIS F 8459 | Shipbuilding – Searchlights |
| 43 | JIS F 7810 | Shipbuilding welding – Sleeve type joints for steel pipe |

| No. | No. of JIS | Name of Japanese Industrial Standards (JIS) |
|-----|------------|--|
| 44 | JIS F 8501 | Shipbuilding – Watertight electric bells |
| 45 | JIS F 8521 | Shipbuilding – Propeller shaft revolution indicators – Electric type and electronic type |
| 46 | JIS F 8522 | Shipbuilding – Electric rudder angle indicators |
| 47 | JIS F 8523 | Shipbuilding – Electric engine telegraphs |
| 48 | JIS F 8801 | Shipbuilding – Watertight cable glands for electric appliance |
| 49 | JIS F 8802 | Marine cable glands for bulkhead and deck |
| 50 | JIS F 8813 | Shipbuilding – Crimp terminal boards |
| 51 | JIS F 8821 | Shipbuilding – Watertight type joint boxes |
| 52 | JIS F 8838 | Shipbuilding – Watertight type plugs and socket-outlet boxes |
| 53 | JIS F 8841 | Shipbuilding – Watertight type small switches |
| 54 | JIS F 8845 | Shipbuilding – Rotary switches |
| 55 | JIS F 8846 | Shipbuilding – Control switches of flameproof light |
| 56 | JIS F 9601 | Ships and marine technology – Marine facsimile receivers for meteorological charts |
| 57 | JIS F 9602 | Ships and marine technology – Marine gyro-compasses |
| 58 | JIS F 9701 | Shipbuilding – Pressure switches |
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“Certification Process”



Note: “*** Italic*” means “from HK to applicant”