

ANNEX to APPLICATION FORM (Form 4)

for CONFORMITY ASSESSMENT

1. Is this your first application? (Please tick the appropriate box.)
 - ☐ Yes
 - ☐ No (Please fill in the number of the latest Statement of Conformity Assessment below.)
(JET - -)
 - ☐ Renewal (Please attach a copy of the valid Statement of Conformity Assessment)

2. Please specify the name and post of the representative of the applicant (foreign manufacturer) (ex. president & CEO, Mr. James Wagner)
 Managerial post : _____ Name: _____
3. Agent (if applicable)
 Entrusted Person (Name) : _____
 Division name / Managerial post : _____
 Name of Company : _____
 Address : _____
 TEL : _____ FAX : _____ E-mail : _____

4. The applicant shall submit the following documents to JET for each application.
 - ☐ Type Classification (Guideline of Type Classification on each product is available on your request.)
 - ☐ Documents describing the structure, materials and performance of the product concerned (PSE-RE-701)
 - ☐ List of factory(s) (PSE-RE-402)
 - ☐ List of Inspection Facilities (required for each factory)
 - ☐ Technical information (photograph, drawing, list of components and parts, circuit diagram, an instruction manual and other data necessary for testing)
 - ☐ Information for interaction (PSE-RE-403)

5. The applicant shall submit the following documents to JET when necessary.
 - ☐ Power of Attorney (PSE-RE-404: if the application is made by an agent.)
 - ☐ Application form for testing at manufacturer's premises (if the testing is to be carried out by JET at the manufacturer's premises.)
 - ☐ CB test certificate and test report (if the data are utilized based on CB scheme.)

6. Is Test Report to be issued? (Please tick the appropriate box.)
 - ☐ Yes (Japanese / English version) (for a fee)
 Mention of the model name: ☐ Necessary (Model name: _____), ☐ Not necessary
 - ☐ No

7. Information on the products for testing (Delivery schedule, the number of packages and other necessary information)
 - ☐ Merely the products for testing are to be dispatched to JET
 on/around / / (Month/Day/Year) (The number of packages:)
 - ☐ The products for testing are to be carried directly to JET
 on/around / / (Month/Day/Year)
 - ☐ The products for testing and the application documents are to be packed together and dispatched to JET on/around / / (Month/Day/Year)

8. Action to be taken if nonconformity on EMI is identified
 If the product is found to fail in EMI test, the Conformity Assessment with it shall be stopped totally regardless of the other steps of testing so that the Assessment is to be carried out anew after the product is improved considering the result of the EMI test?
 - ☐ Yes
 - ☐ No (The result of the Conformity Assessment is to be reported after it is completed.)

9. Request or information, if any.

LIST of FACTORY(S)

1. Is the factory for this application the same as for the previous Statement? (Please tick the appropriate box.)

☐ Yes ⇒ Please fill in the number of the relevant Statement below. (It is not necessary to specify the factory here.)

Statement Number (JET - -)

☐ No (Please proceed to 「2」.)

2. Please specify all factory(s) relevant to the application. (If they are more than four, please specify them on the additional sheet(s).)

Factory 1

Name of factory :

Address of factory :

Factory 2

Name of factory :

Address of factory :

Factory 3

Name of factory :

Address of factory :

Factory 4

Name of factory :

Address of factory :

INFORMATION FOR INTERACTION

Contact information for this application is as follows. (Please tick the appropriate box.)

1. JET's inquiries about this application are to be addressed to:
 - ☐ Responsible person for the application
 - ☐ Agent as specified in Annex to the application
 - ☐ Point of Contact No. () below
2. The Statement of Conformity Assessment and Test Report are to be sent to:
 - ☐ Responsible person for the application
 - ☐ Agent as specified in Annex to the application
 - ☐ Point of Contact No. () below
3. The testing fee and other expenses are to be borne by:
 - ☐ Responsible person for the application
 - ☐ Agent as specified in Annex to the application
 - ☐ Point of Contact No. () below

(If the bill for the fee and expenses is to be sent not to the same one as above)

The bill is to be sent to:

 - ☐ Responsible person for the application
 - ☐ Agent as specified in Annex to the application
 - ☐ Point of Contact No. () below
4. What to do with the products after testing? (Please tick the appropriate boxes.)
 - ☐ The tested products are to be sent, freight collect, to:
 - ☐ Responsible person for the application
 - ☐ Agent as specified in Annex to the application
 - ☐ Point of Contact No. () below
 - ☐ The applicant collects the tested products.
 - ☐ JET is to dispose of the tested products (small-sized products only). The applicant bears the expenses for the disposal.)

Point of Contact No.1 :

Name of company:

Address:

Name of person in charge:

Division name / Managerial post :

Tel :

Fax :

E-mail :

Point of Contact No.2 :

Name of company:

Address:

Name of person in charge:

Division name / Managerial post :

Tel :

Fax :

E-mail :

Conditions for Application for Conformity Assessment

JAPAN ELECTRICAL SAFETY & ENVIRONMENT TECHNOLOGY LABORATORIES

The following conditions shall be accepted for Application for Conformity Assessment.

【Matters related to Application 】

1. All arrangements necessary for Conformity Assessment shall be made by Applicant including the following:
 - All information necessary for evaluation of the Specified Electrical Appliance or Material of which Conformity Assessment is to be carried out shall be provided to JET.
 - JET shall be, upon request, allowed to enter the manufacturing factory and/or contact the manufacturing personnel when JET judges it necessary for Conformity Assessment.
 - The person(s) in charge of the testing facilities, etc. at the manufacturing factory shall be, upon request, present in the inspection of the testing facilities.
2. The application is incomplete unless JET receives all of the following: products for testing, necessary documents and an estimated assessment fee.
3. If the products for testing and the necessary documents are not delivered to JET within 6 month after the application form is submitted, the Application shall be considered to be withdrawn for Applicant's reasons.
4. JET may partially outsource the product test and/or the inspection of the testing facilities for Conformity Assessment. JET informs Applicant it at the time of the reception if outsourcing is adopted.

【Matters related to Statement of Conformity Assessment 】

5. Statement of Conformity Assessment is valid only to the extent of the stated Type Classification, and the fact that the Statement of Conformity Assessment is issued cannot be made public without the valid Statement of Conformity Assessment.
6. The fact that the Statement of Conformity Assessment is issued shall not be announced in such a way that may injure JET's reputation.
7. The fact that the Statement of Conformity Assessment is issued shall not be announced in such a way that is not permitted by JET or that may lead to misunderstanding.
8. The use of all advertisements referring to the fact that the Statement of Conformity Assessment is issued shall be stopped when the government gives instructions to prohibit the marking, etc.
9. The Statement of Conformity Assessment shall be used only to show the fact that the product concerned was assessed and passed.
10. When Applicant provides Notifying Supplier in Japan, who imports the products concerned, with a copy of the Statement of Conformity Assessment, application shall be made to JET for issue of an official duplicate of the Statement of Conformity Assessment. If a copy of the Statement is provided to other people as a sample, the Statement shall be copied entirely.
11. Request by JET, if any, shall be satisfied when the issued Statement of Conformity Assessment is referred in information media, such as documents, pamphlets and advertisements.
12. The records on complaints about Specified Electrical Appliances and Materials covered by the Statement of Conformity Assessment shall be maintained and made available to JET upon request. Besides, the following steps shall be taken.
 - Appropriate measures shall be taken on the above complaints and the products whose conformity to the Technical Requirements of the Electrical Appliances and Materials Safety Law has turned out to be questionable.
 - The taken measures shall be set down in writing.
13. After Statement of Conformity Assessment is issued, JET shall be allowed to make public the registered information (Applicant's name, the name of Specified Electrical appliances and Materials and the Statement Number).
14. If JET is requested by law to disclose classified information, JET shall be allowed to disclose it after notifying Applicant of the matters about which disclosure is requested.

【Matters related to any nonconformity identified during the Conformity Assessment】

15. If a lack of conformity is identified during the product test or the inspection of testing facilities, JET gives notice on nonconformity (the fact that conformity cannot be achieved without appropriate improvement) as a result of the Conformity Assessment.
Any continuation of the Conformity Assessment with a proposal for the improvement shall be applied within 40 days after the above notice. Such an application with a proposal for the improvement cannot be made more than twice.

【Matters related to products for testing】

16. Products for testing shall be delivered to Tokyo, Yokohama or Kansai Laboratory, as designated by JET. Applicant shall be responsible for the transportation.
17. If the products for testing are with damage or a defect when delivered and JET informs Applicant about it, Applicant shall take measures to meet the situation immediately.
18. After the testing JET does not restore the tested products to their original condition, and shall not be responsible at all for the disassembly and damage caused by the test.
19. Applicant shall collect the tested products within 50 days of the completion of the test, and have no objection to JET's disposal of them if they are not collected within the above period. The expenses for the return or disposal of the tested products shall be borne by Applicant.

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