

## Appendix 2

### How to fill in Form B

This document provides guidelines on accurately completing the Factory Inspection Questionnaire (Form B).

Please fill in all items on Form B. In order to avoid a re-inspection, additional fees, or delay in certification, provide complete and accurate information and submit the form to the JET Factory Inspection Division prior to the scheduled initial factory inspection.

Ref. No. To be completed by JET.

#### B.1 Name and location of manufacturing factory

Indicate the complete name and address.

Write in the name and address of the manufacturing factory to be inspected and directions to the factory (attach a map showing the nearest train station, airport, etc.)

#### B.2.1 Location of the manufacturing factory's administrative offices

If the address of the administrative offices of the manufacturing factory (contact concerning the factory inspection) is different from the address of the factory indicated in B.1, indicate the address here. If the address is the same, write in "Same as B.1."

#### B.2.2 Name and address of the applicant (license holder)

If the name or address of the applicant (license holder) is different from the information in B.1 or B. 2.1, include details for communicating by mail and telephone. If they are the same, write in "Same as B.1." or "Same as B.2.1."

#### B.3 A contact person and deputy contact person at the factory and a person responsible for the product to be certified

Indicate the names, divisions, and titles of a contact person and deputy contact person at the factory and of a person responsible for the product to be certified. The contact person should be knowledgeable of the manufacture and inspection of the product to be certified and should attend the factory inspection. Be sure to select a deputy contact person who is capable of acting on behalf of the contact person in case of absence of the contact person.

The management representative is the person at manufacture responsible for the certified products but can be the same as the contact person. The responsible person may be at a head office or parent company, but in that case also include the company name and address.

#### B.4 Approximate number of employees at the manufacturing factory

Indicate the total number of employees including temporary employees.

- B.5.1 Product category, brand name, and model name of the product for which the JET certification mark is desired

List the product category (family names), brand/trade names and type reference of the products intended to be marked with the certification mark. (If necessary, use a separate sheet.)

- B.5.2 Applicable standards

Indicate the applicable testing standards for certification.

- B.6.1 Materials and components purchased from outside suppliers that may have an influence on conformity with the applicable standards  
(If necessary, use a separate sheet.)

List the materials and components that relate to the conformity of the finished product of each model for which certification is desired.

- B.6.2 Details of routine test and/or inspection conducted during receiving and the manufacturing process, final testing and/or inspections, and details of testing and/or inspection performed to ensure that the product conforms to applicable standards.  
(If necessary, use a separate sheet.)

Complete and accurate information is necessary to determine the suitability of quality control systems used to ensure that finished products conform to applicable standards.

Provide detailed information on the following items:

- Receiving inspections and testing  
Visual inspections, testing, sampling methods, standards of receiving inspection and other confirmation procedures
- In process inspections and testing  
Same as above. Indicate whether inspections and testing are production line inspection tests and / or random inspections and testing.
- 100% tests (Further information is available upon your request.)
- Product confirmation testing (Further information is available upon your request.)

If any testing other than the above is performed, provide details about that testing as well.

- B.7 Have the manufacturing quality control systems been assessed or certified under ISO 9001, ISO 9002 or JIS Z 9901, JIS Z 9902? If so, provide details.

If the factory has acquired ISO 9001, ISO 9002 or JIS Z 9901, JIS Z 9902 for the same areas as the product to be certified, attach a copy of the certificate.

B.8 Indicate the following:

- In what process and manner, and where will the JET certification mark be displayed?
- Describe the method of recording the timing and volume of JET certification mark.

What process?: Complete this item in conjunction with B.6.2. For example, “following completion of inspection” or “following completion of the manufacturing process.”

What method?: Indicate the labeling method. For example, printing, stamping, or embossing.

Where?: Indicate where the mark will be labeled. For example, on a label, the body, the packaging, or a tag.

The timing and volume of JET mark use will be confirmed from records during factory inspections, so if any forms for recording are available, attach them as exhibits.

B.9 Please note that inspectors from JET may enter all sites where manufacturing processes are performed, including receiving inspection, at any time during normal business hours.

The management representative indicated in B.3 must confirm the above contents and sign this form.