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ＪＥＴ工場調査票
セクションＢ
JET FACTORY INSPECTION REPORT
SECTION B

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5-14-12, Yoyogi, Shibuya-ku,
Tokyo 151-8545, Japan

Ref. No _____

質　問　票
QUESTIONNAIRE

Ｂ.１　製造工場の名称・所在地(Manufacturer's registered name and factory address)：

電　話(Telephone)：
ファックス(Telefax)：
（最寄り駅、空港などを含む地図のコピー又はスケッチを添付して下さい。）
Directions for reaching the factory (nearest railway station, airport, attach a copy or a sketch of local map)

Ｂ.２.１　製造工場の事務所の所在地：
（上記Ｂ.１と異なる場合）(Manufacturer's office address, if different from above)

電　話(Telephone)：
ファックス(Telefax)：

Ｂ.２.２　認証取得者の名称・所在地（上記Ｂ.１と異なる場合）：
(Applicant's(Licence holder's) name and address, if different from above B.1)

電　話(Telephone)：
ファックス(Telefax)：

B.3　製造工場にいる連絡者及び副連絡者と認証製品に責任のある管理責任者：
(Give the name, department and office address of the contact persons located in the factory and the management representative responsible for certified products)

工場の連絡者(Contact person)：
所属／役職(Department/Function)：
E-mail address：

工場の副連絡者(Deputy contact person)：
所属／役職(Department/Function)：
E-mail address：

管理責任者(Management representative)：
所属／役職(Department/Function)：
E-mail address：

注）この管理責任者は、本社など工場外にいてもよい。この場合は、連絡先（会社名、住所等）を記載して下さい。
Note: This management representative may be located outside the factory, e.g. at the head office. In this case, please indicate the contact place such as the office name and address.

B.4　製造工場のおおよその総従業員数（パートタイマーを含む）：
(Approximate total number of employees in the factory, including part-time workers)

B.5.1　ＪＥＴ認証マークを希望する製品の製品カテゴリー、ブランド名及びモデル名等：（別紙可）
(Category(ies), brand(s) and type reference(s) of the products for which the Certification Mark has been requested. If necessary, continue on separate sheet)

B.5.2　適用される規格(Standards to be applied)：

B.6.1　外部供給業者から購入する主要な部品・半組立品（別紙可）：
(Specify which components are purchased from outside suppliers such as power supply cords, plugs, switches, lamp holders, motors, transformers, sub-assemblies)
(If necessary, continue on separate sheet)

Ｂ.６.２　受入れ及び製造工程において実施される日常的試験/検査並びに、製品が適用規格に適合していることを確認するための最終検査／試験の詳細を示して下さい。（別紙可）：
(Describe in detail and make reference to documentation (copies may be attached), routine tests and inspections performed in receiving, in-process and final inspection and testing in order to ensure conformity of the end product with the applicable standards.) (If necessary, continue on separate sheet.)

B.7　製造工場の品質システム（例えばISO 9001又はJIS ）は、評価され、認証されていますか。認証されている場合は、認証書のコピーを添付して下さい。
(Has the factory's quality system such as ISO 9001 or JIS been assessed and certified? If certified, please provide a copy of the certificate.)

B.8　下記に関して、記載して下さい。
－ＪＥＴ認証マークをどの工程で、どの様に、どこに表示するのか
－ＪＥＴ認証マークを使用した時期及び数量の管理方法
Please indicate the following:
－How, when and where the JET Certification Mark is applied.
－How to control the quantity and the period that the JET Certification Mark is applied.

B.9　当社は、JET工場調査員またはその代理人が連絡担当者または副連絡担当者への連絡の後に、通常の勤務時間内であれば、完成した製品の該当規格への適合に係わる極めて重要な受入れ検査を含む製造工程の全ての場所に立ち入ることが出来ることを了承します。
(We agree that the inspector of JET or his representative may enter all locations of the manufacturing process including receiving inspections which are essential for conformity of the complete product with the relevant standards, during normal working hours, after having contacted the contact person or the deputy contact person.)

管理責任者署名：

(Signed by the authorized management representative at the factory)

日　　付(Date)：

（B.3の管理責任者が確認した上で署名して下さい。）
(On behalf of the manufacturer, the signatory to this form is required to verify the accuracy of the information provided.)

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JET FACTORY INSPECTION REPORT

補助ページ
ADDITIONAL PAGE

Guidance to Manufacturers in completing JET's Factory Inspection Report Form: SECTION B: - QUESTIONNAIRE

This chapter explains how the Section B "Questionnaire" is to be filled out by the Manufacturers.

All items in Section B must be answered completely by the Manufacturer and returned to JET before the Preliminary factory inspection may be scheduled.

Complete and accurate information will enable a proper evaluation to be carried out and thus avoid a possible repetition of the Preliminary factory inspection, additional costs and a delay in granting the certification mark.

Heading: Ref. No: Leave blank for JET use.

B.1 Actual factory location and geographical (street) address.

Provide local street map or sketch, best mode of transportation, parking facility, etc.

B.2.1 Self-explanatory

B.2.2 The License Holder is the company who has requested the certification and signed the certification agreement with JET. The License Holder may be different from the Manufacturer.

If the License Holder is not the Manufacturer, e.g. the head office of the Manufacturer, Parent company, Importer, etc. please give the name, Zip code, address, tel./fax. nos., etc. for communication.

Note: Expenses of the factory inspection conducted in Japan are charged to the Applicants (License Holders).

B.3 The contact person must be knowledgeable of the quality system and product certification requirements, and have full access to all relevant information and facilities.

It is necessary that at least one deputy contact person be nominated. A deputy contact person must be available in case of absence of the contact person.

The management representative is the person at the Manufacturer responsible for the certified product. He may or may not be the contact person.

B.4 Give the total number of employees including temporary workers. Approximate numbers will do.

Note: This information is useful in order to enable the Certification Body requested to carry out the inspection work to estimate the time necessary.

B.5.1 List, if possible, type reference(s), product category(ies) and brand name(s) of all products for which the Certification Mark has been requested. Please attach an appropriate correlation sheet.

B.5.2 Standards to be applied for the certification, e.g. Electrical Appliance and Material Safety Law of Japan; Appendix 8, 1 and 2(2) or IEC Publication xxx with JP National differences.

B.6.1 Materials, components and sub-assemblies which have a safety implication on the finished product, and which are purchased from, or produced by an outside supplier, should be listed for each model of the product for which the Certification Mark has been requested. Please indicate which components are certified by METI or any certification body.

Example:
Electric Iron: model ABC
・Power cord with Plug with < PS >E marking
・Thermostat (Component & Material Registration System - Registered no.: J-XXX)
・Insulation materials for holding the live parts (ditto System - Registered no.: B-YYY)
・Capacitor for RF noise suppression - ・Power switch - ・Wire for internal wiring - ,
etc.

B.6.2 Complete and accurate information is needed for all products intended to be certified. This is to allow the inspector to satisfy himself with the Manufacturer's quality system, as

a) if written, or documented procedure exists, it may prove helpful to attach copies of the relevant procedures.

b) if no written, or documented procedures exist, or are made available to JET, then the various stages and limitations of inspection and testing must be described in chronological order.

Information should be detailed under the following headings:

＊Receiving Inspection and Testing:
describe visual checks, tests, sampling procedures, acceptance criteria and/or all other verification methods (e.g. Certificate of Conformity).

＊In - process Inspection and Testing:
same as above, indicate whether the inspections and tests are production line tests and/or random inspections and tests.

＊Routine Tests:
See Para. 2 of “Appendix 4”: Requirements of the tests and inspections for product verification.

A typical example of Routine Tests for an electric iron might be:

Routine Tests (100% Tests)

Insulation resistance	500 V d.c.		R≧1MΩ
Dielectric strength	1200 V a.c.	T≧1s	I<15mA
Input Power (1000 W)	100 V a.c.		900W≦P≦1100W
Appearance Inspection	By visual		Shall be no defects

＊Product Verification Tests:
See Para. 3 of “Appendix 4”, and state how you intend to meet the requirements of the applicable standards continuously.

If additional tests to those stated above are performed, please describe.

B.7 If the factory has certified Quality System(s) according to ISO 9001 or JIS , please attach a copy of the certificate. Details shall include type of standard, scope, name of certifier and expiry date of the certificate.

B.8 Indicate the following:

- ＊How to indicate the JET Certification Mark, e.g. embossing, labeling, etc.
- ＊Stage of the production processes that the JET Certification Mark will be marked, e.g. after the production line test 100%.
- ＊Place where the JET Certification Mark will be marked, e.g. on the body of the products, on the nameplate, etc.
- ＊Procedure to record the date and the number of the certified products manufactured or sold.

B.9 This document shall be verified and signed by an authorized management representative at the factory where the product is or will be produced

Appendix 4:

Requirements of the tests and inspections for product verification

The Manufacturer of the product bearing S-JET Mark shall be subject to the following appropriate tests and inspections to ensure that the product conforms to the requirements.

Method of tests

1. Tests and inspections on materials, components and sub-assemblies

Materials, components and sub-assemblies which have a safety implication on the finished products and which are purchased from or prepared by an outside supplier, shall be verified as complying with the appropriate specifications.

2. Production line inspections and routine tests (100%)

The production shall be inspected at appropriate stages of manufacture to ensure that parts, components, sub-assemblies, wiring runs, etc. are in accordance with the sample for which the certification was granted.

In addition to these inspections, routine tests (100%) shall be performed. The tests shall be performed on every completed product by the testing method according to the applicable technical standards or by such other method which is equivalent to or better than the stipulated method at the final stage of manufacture.
The tests shall include the following:

- Visual test
- Dielectric strength test
- Operating test
- Earth continuity test (if applicable)

3. Product verification tests and inspections

Product verification tests shall be performed on samples taken randomly from the production line in accordance with the applicable technical standards or by such other method to which is equivalent or superior, in order to accomplish the following purposes:

- to ensure that the finished products continue to comply with the applicable standard.
- to confirm compliance of the certified products with the relevant standards after design, manufacturing methods or manufacturing facilities of the products have been changed.