

Points while preparing application documents [PSE202606]

The application for certificate change is limited to the "Statement of Conformity Assessment" issued by JET which must be within the valid period.

様式第六 Form 6

適合証明書又は適合同等証明書の追補（変更）申込書
Application for a supplement (change) to the Statement of Conformity Assessment

受付番号： Project No. (JET記載欄) (To be filled in by JET)

一般財団法人 電気安全環境研究所 御中
To: Japan Electrical Safety & Environment Technology Laboratories

既に交付された（適合証明書／適合同等証明書）について、その記載に変更が生じたため、適合証明書等の追補（変更）の交付を受けたいので、申込書別紙の「適合性検査申込みに係る承諾事項（PSE-RE-205、306 又は 405）」の内容を承諾の上、次のとおり申し込みます。

We hereby apply for a supplement (change) to the Statement of Conformity Assessment according to the change of an entry (entries). We submit this application accepting "Conditions for Application for Conformity Assessment(PSE-RE-205, PSE-RE-306_or PSE-RE-405)" on the attachment to the application.

1. 申込者（届出事業者／海外製造事業者） Applicant / (manufacturer outside Japan)

会社名 Company name
If "Company name" and/or "Address" have/has been changed, please enter the one/ones after the change and attach a copy of the "Notification of business for manufacturing (importing) Electrical Appliances and Materials" which was submitted to (Regional bureau of) Ministry of Economy, Trade and Industry (with the stamp of receipt).

住所 Address

責任者名 The person responsible for the application.
Either the authentic signature by the person responsible for the application or the seal of that person (not of the company) is necessary. (署名又は捺印) (Signature or seal)

所属・役職 Division / Managerial position

責任者の住所 Address of the responsible person (If different from the above one of the Company)
(上記と異なる場合)

TEL : FAX :
E-mail

2. 特定電気用品名 : Please fill in the name of Specified Electrical Appliance or Material stated on the "Statement of Conformity Assessment" which is to be changed.
Name of Specified Electrical Appliances and Materials

3. 証明書番号 : Please state the cert. No. of the "Statement of Conformity Assessment" to be changed.
In case there are several "Statement of Conformity Assessment" for changing, please attach a list stating the cert. numbers and the names of the Specified Electrical appliances and materials.
Statement Number

4. 証明書の記載に変更が生じた内容（該当する箇所に印を付して下さい）

Changed entry (entries) of the Statement of Conformity Assessment (Please tick the appropriate box)

- 申込者の名称、住所の変更 Name, address of the applicant
□ 製造工場の名称、住所の変更 Name, address of the factory
□ 製造工場の移転 Relocation of the factory
□ 製造工場の追加（証明書の申込者と同じ法人である別の工場）
Addition of a factory (another factory of the same legal person that applied for the Statement of Conformity Assessment)

If the factory is relocated, "On-site verification" of "inspection facilities" is necessary.
If the factory is added, "On-site verification" of "inspection facilities" may be necessary.

適合証明書又は適合同等証明書の追補（変更）申込書別紙

Annex to Application (Form 6) for a supplement (change)
to the Statement of Conformity Assessment

受付番号Project No. :

(JET記載欄 To be filled in by JET)

1. 変更の内容 Description of the change

(変更前) Before the change

Please state the information before changed based on the "Statement of Conformity Assessment"

(変更後) After the change

Please state the information after change that is to be stated in the "Statement of Conformity Assessment". Depending on the change, "Notification of change in the Notified Business" to METI may be required.

2. 変更の理由（変更日） The cause of the change (The date of the change)

Please enter the cause of the change briefly and clearly.
Please enter "the date of the change" as well in order to show when the change took place.

3. 提出書類 Documents

次の書類がお申込み毎に必要となりますので、必ずご提出願います。

The applicant shall submit the following documents to JET for each application.

- 適合証明書（適合同等証明書）の写し
Copy of the Statement of Conformity Assessment
- 検査設備一覧表（製造工場の移転又は追加の場合は、工場毎に必要となります）
List of Inspection Facilities (required for each factory if it has been relocated or added)

4. 提出書類（該当する場合）

The applicant shall submit the following documents to JET when applicable.

- 委任状（PSE-RE-204, PSE-RE-305, PSE-RE-404）代理人によるお申込みのときは、必ず必要となります
Power of Attorney (PSE-RE-204, PSE-RE-305 or PSE-RE-404): necessary when the application is made by an agent
- 事業の届出書類（受理証明書）の写し（特定輸入事業者であって初めてのお申込みのとき）
Copy of the Notification of Business document (Certificate of Acceptance) (if this is the first application for The Specified Importer)

5. 証明書副本交付 Official duplicate of the Statement of Conformity

- 有（ ）部 無
need copies Not necessary

6. ご要望・ご連絡事項 Request or information, if any.

送付先等確認用紙
 (連絡先が申込責任者と異なる場合)
Information for Interaction
 (if the contact person is not the person responsible for the application)

受付番号Project No. :

(JET記載欄 To be filled in by JET)

この申込みに係る連絡・送付及び請求先は、次のとおりです。
 Contact information for this application is as follows.

連絡先 : Point of Contact	
会社名 Name of company	
住 所 Address	
所属・役職 Division / Position	
担当者名 Name in charge	
	TEL FAX
	E-mail

注：連絡先は、申込者と同一法人のご担当者又は代理人（委任状が必要となります）に限ります。

The contact person shall be a member of the applicant or its properly authorized agent (the valid "POWER of ATTORNEY: PSE-RE-404" is necessary for the authorization).

- 適合証明書又は適合同等証明書の副本申込書用
Annex to Application (Form 5) for Duplication of Statement of Conformity Assessment
- 適合証明書又は適合同等証明書の追補（変更）申込書用
Annex to Application (Form 6) for a supplement (change) to the Statement of Conformity Assessment

委 任 状
POWER of ATTORNEY

Date:

一般財団法人 電気安全環境研究所 御中
To Japan Electrical Safety & Environment Technology Laboratories

申込者(Applicant)	
会社名 (Company name)	
住 所 (Address)	Please enter the address "in full", including the postal code. (Please do so in all following "address" boxes).
所属・役職 (Division, Position)	
責任者名 (Person in charge)	Either the authentic signature by the person responsible for the application or the seal of that person (not of the company) is necessary. (署名又は捺印) (Signature or seal)

私（申込者）は、次の者を代理人と定め、下記に記載する委任期間、委任内容に記載する事項を委任します。

We, the Applicant, do hereby appoint the company specified below to act on our behalf and to handle the acts set forth below for the period specified below.

代理人(Agent)	
会社名 (Company name)	
住 所 (Address)	
所属・役職 (Division, Position)	
責任者名 (Person in charge)	
TEL :	FAX :
E-mail :	

委任期間(Validity of this power of attorney)	
<input type="checkbox"/> 代理人に変更があるまで(Until the agent is changed.)	
<input type="checkbox"/> 期間を定める(Set the period)	
from () より until (
)) まで
<input type="checkbox"/> 委任内容が終了するまで(Until the entrusted business is finished.)	

Regarding the "validity of this power of attorney", please make sure to tick one of the boxes.
If "Set the period", please make sure to specify the period.

委任内容(Details of Entrustment)
(例：電気用品安全法に基づく適合性同等検査の申込みに関する一切の権限) (Example.: full powers to apply for conformity assessment under the Electrical Appliances and Materials Safety Act)

(変更までの期間又は定めた期間内のお申し込みについては当該委任状の写しを必ず提出して下さい。)
(While this power of attorney is valid, please submit its copy for each relevant application.)

適合性検査申込みに係る承諾事項

一般財団法人 電気安全環境研究所

次の事項をご承諾いただいた上で、適合性検査申込書をご提出ください。

【お申込みに関する事項】

1. 次の掲げる事項を含み、適合性検査実施のために必要な準備をしていただきます。
 - 適合性検査を実施する特定電気用品の評価に必要なすべての情報を提供していただきます。
 - 適合性検査を行うために必要と認められる製造工場への立入り、及び従業員への接触を求めることがあります。
 - 検査設備確認の際、必要に応じて製造工場の検査設備等のご担当者に同席をお願いします。
2. この申込みは、試験品及び必要書類受領後に完了いたします。
3. 受付確認日より6ヶ月以内に試験品及び必要書類を提出されないときは、この申込みは、申込者の都合により取り下げられたものといたします。
4. 適合性検査の実施にあたって、試験又は検査設備確認の一部を外部委託することができるものとします。なお、委託先機関により実施する場合は、その旨を受付の際にお知らせします。

【適合証明書に関する事項】

5. 電気用品安全法の第8条「基準適合義務等」の要求事項を遵守してください。
6. 適合証明書は、記載された型式の区分の範囲についてのみ有効であり、有効な適合証明書がない製品には、PSEマーク及びJETの略称の表示、並びに適合証明書の交付を受けた事実の公表はできません。
7. JETの評価を損なうような方法で適合証明書の交付を受けたことを表明することはできません。
8. JETが認めていない方法又は誤解を招く方法で適合証明書の交付を受けたことの表明することはできません。
9. 国による表示の禁止等の指示があったとき、適合証明書の交付を受けていることを言及しているすべての広告物の使用を中止していただきます。
10. 適合性検査を受検し合格した事実を示すことのみならず、適合証明書を使用してください。
11. 適合証明書の写しを他者に提供する場合、証明書の全部を複写してください。
12. 文書、パンフレット、広告等の情報メディアで適合証明書の交付を受けたことについて言及するときは、JETの求めに従っていただくことがあります。
13. 適合証明書の範囲にある特定電気用品に関連する苦情の記録を残し、要請に応じて、これらの記録をJETが利用できるものとします。また、次の事項を行っていただきます。
 - 上記の苦情、及び電気用品安全法への適合性に影響を与えると判明した製品に関して、適切な処置をとる。
 - とった処置を文書化する。
14. 適合証明書交付後、JETは登録情報（申込者名、特定電気用品名及び証明書番号）を公表することができるものとします。
15. JETは、法律に基づいて機密の開示を求められた場合には、開示を求められた事項について申込者に通知した後に、開示することができるものとします。

【適合性検査の不適合に関する事項】

16. 製品試験又は検査設備確認において不適合が認められたときは、適合性検査の不適合（改善）についてお知らせします。改善により継続して検査をご希望の場合には、お知らせ後40日以内にお申込みいただけます。ただし、改善のお申込みは2回までとなります。

【試験品に関する事項】

17. 試験品の受け渡しは、東京、横浜又は関西の何れかの事業所とします。JETより指定のあった事業所に送付願います。なお、この輸送についての責任は申込者とします。
18. 送付された試験品等に損傷又は欠陥があって、JETが申込者にその旨をお知らせしたときは、申込者は速やかに対策を講ずるものとします。
19. JETは、試験品を返還するときは、試験を終了した状態で返還します。この場合において、試験によって生じた分解及び損傷について、JETは一切その責任を負わないものとします。また、返還時にやむを得ず梱包数が増減することがあります。
20. 申込者は、試験済品等の引取りを試験完了後50日以内に行うものとし、引取期限内に引き取らないときは、JETで廃棄処分しても異存はないものとします。この場合において、試験済品等の引取り又は廃棄に係る費用は、申込者が負担するものとします。

【適合性検査費用のお支払いに関する事項】

21. 適合性検査費用のお支払いは、原則として費用概算額を前払いとなります。初回の申込時は入金確認後の検査開始となります（特別な事情等がある場合入金時期等について相談に応じます）。なお、既に申込み実績がある場合検査終了後のお支払いも可能といたしますが、JETの判断により、前払いをお願いすることがあります。

【機密保持】

22. JETは、申込者から知り得た製品等及びその製造に関する一切の情報を適合性検査業務にのみ使用するものとし、他の目的に使用し又は申込者の承諾若しくは法令に基づく等の正当な理由なくして第三者に漏らしません。ただし、申込時に公知であった情報、申込後にJETの故意又は過失によらずに公知になった情報及びJETが第三者から適法に取得した情報は除きます。

【電子ファイル申込みに関する事項】

23. 必要な情報を記入され、必要な箇所へ署名又は捺印をされた申込み書類を、電子ファイルにて送付しお申込みをされる場合、申込み書類原本送付と同一扱いにて受付をおこないます。その場合、申込み書類記載原紙については、お申込み者において必ず保管をしてください。

以上

It is not necessary to submit this paper, but please make sure to read and accept these

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 and necessary documents .
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.

Points while preparing application documents [PSE202606]

【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.

【Matters related to payment policy for Conformity Assessment fee】

20. Applicants are requested to prepay an assessment fee according to JET's estimate as a general rule. If an applicant applies to JET for the first time, JET starts testing after JET receives the prepayment. If an applicant applies to JET not for the first time, an assessment fee may be paid after JET carries out testing, but, as the case may be, JET may request prepayment depending on JET's judgment.

【Confidentiality】

21. JET shall use any information obtained from the Applicant regarding the Products and their manufacturing only for the Conformity Assessment, and shall not use any such information for other purposes, nor provide it to a third party without the consent of the Applicant or without a justifiable reason by the laws and regulations. Provided that the same shall not apply to any information which was in the public domain at the time of the conclusion of this Agreement, any information which has got to be publicly known after the conclusion of this Agreement without JET's malicious intent or negligence, or any information which JET acquired lawfully from a third party.

【Concerning about Applications on Electronic Files】

22. Application documents stated with necessary information and signed by the person responsible for the application can be sent to JET via E-media. Electronic Files will be treated as the originals of the application documents and applications can be accepted on Electronic Files. In that case, the originals of the application documents must be kept at the applicant side.

End of document