

# Application for JET Certification

Date:  
Receipt No.  
(To be filled in by JET)

To Japan Electrical Safety & Environment Technology Laboratories

We hereby apply for Certification on the Product listed below, in order to obtain the Certification as specified in the Rules for Operation of JET Certification.

1. Applicant

Company name:  
Representative Job title:  
Name:

Address:

2. Product name

3. Model: (Please write all models. If necessary, please add an attached sheet.)

4. Factory: As shown in the separate sheet 1

5. Applied Standard for Testing: (Please tick the appropriate box below.)

- Description of the technical requirements by the METI Ordinance. (APPENDIX )
- Standard other than METI Ordinance ( )

6. Application: (Please tick the appropriate box below.)

- New application
- Additional application (Certificate No. )

7. Person in the charge of this application

Company name

Address

Section & Job title

Name (Signature or seal)

TELEPHONE:

FAX:

E-mail:

(Form 1-2/2)

Receipt No.

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Separate sheet 1: List of the name(s) and address(es) of the Manufacturing Factory  
(Factories)

Attached documents: 1) Declaration of Technical Specification

2) Power of Attorney

3) Supplement to the Application for JET Certification and Points to  
be confirmed

4) Descriptions on Quality control at the Factory (Factories)

5) Description on Agreement on Commissioned production or Import

6) JET FACTORY INSPECTION REPORT SECTION B (If it is the  
first-time application for the factory)

7) Application for Testing based on Procedures of Testing at  
Manufacturer's Premises (If such Testing is applied)

8) CB Test Certificate (if Test Data are to be accepted under the CB  
scheme)

(Separate sheet 1)

Receipt No.

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## List of the name(s) and address(es) of the Manufacturing Factory(Factories)

〔Please be aware〕

Please enter all factories covered by the application.

- If it is the first-time application for the factory, please submit JET FACTORY INSPECTION REPORT (SECTION B).
- If the factory is registered at JET, please enter the Factory Reference Number.
- If the factory is not in Japan, please make entries in English. Further, if it is in China or Taiwan, please make entries both in English and in Chinese.
- If the manufacturing factories are more than 3, please attach an additional sheet.

Remark: If particular models are manufactured at the particular factory/factories, please describe the detailed information on the distribution of the production.

(Examples)

Factory 1 (Factory Reference Number: \_\_\_\_\_ )

Name of the Manufacturer:

Name of the Factory:

Address of the Factory: 〔zip code(postcode) \_\_\_\_\_ 〕

(In Chinese)

Factory 2 (Factory Reference Number: \_\_\_\_\_ )

Name of the Manufacturer:

Name of the Factory:

Address of the Factory: 〔zip code(postcode) \_\_\_\_\_ 〕

(In Chinese)

Factory 3 (Factory Reference Number: \_\_\_\_\_ )

Name of the Manufacturer:

Name of the Factory:

Address of the Factory: 〔zip code(postcode) \_\_\_\_\_ 〕

(In Chinese)

Remarks:

1. A Manufacturer is the organization that carries out the manufacturing, OK/NG judgment, handling, storage of the products, and supervises and controls all these activities, and, in doing so, bears responsibility to have the products always conforming to the technical standards and assumes the related obligation. (The Applicant may and may not be the Manufacturer.)
2. A Factory is the place at which the products are manufactured or assembled, and where the initial and follow-up factory inspections are carried out by JET.

## Declaration of Technical Specification

1. Product name:

2. Model and its rating: (Rated voltage, rated frequency, rated power consumption, etc.)  
(If they are not one, please write all combinations. If necessary, please add a sheet / sheets.)

3. Technical information:

(Please provide the product's photos, drawings, the description on the casing materials, component listings, circuit diagrams, markings, instruction manuals, and other information necessary to conduct the tests. If the space on this sheet is not sufficient, please attach the necessary materials.)

(Attached document 2)

## Power of Attorney

( mo. ) ( day ), ( year )

To. Japan Electrical Safety & Environment Technology Laboratories

[Applicant]

(Please enter "1. Applicant" of the Application for JET Certification)

Company name:

Address: [zip code(postcode) ]

Section, Job title:

Person in charge:

Seal

I hereby entrust the following person as agent of the applicant with the application for JET Certification, and delegate full authority to him for making application, changing the entry/entries of the Certification, and doing the related other procedures.

[Agent]

Company name:

Address: [zip code(postcode) ]

Section, Job title:

Person in charge:

Seal

Telephone:

Fax:

[Validity of this Power of Attorney] (Please tick the appropriate box below.)

- Till the change of the agent
- From                      to                      [(mo.) (day),(year)]

Remark: If it is a new Power of Attorney, please submit the original. Next time onwards, please submit its copy.

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**Supplement to the Application for JET Certification and Points to be confirmed**(Please tick the appropriate )

## 1. Issue of Test Report

- Yes ( subject to fees) (Simplified Detailed) (Japanese English) version  
(Requested Model number : \_\_\_\_\_ )

Remark: If English version is to be issued, please give us the name and address of the company in English.

Please be forewarned that the restricted Test Report may be issued depending on the content of the application.

- No

## 2. Request for quick issue of the Certificate (subject to fees if the report is requested to be issued earlier than in a month after the application.)

- Yes (by \_\_\_\_\_ month/day/year)  
 No

## 3. Confirmation of Registered information (Only first application)

(If you have other S-JET Certificate, please tell us the issued latest certification number)

( \_\_\_\_\_ - \_\_\_\_\_ )

## 4. Information on test samples (Please show shipping schedule, the number of cartons and other necessary information below.)

Remark: Please note that JET is to inform the applicant how many samples are needed for the testing after the content of the submitted documents is checked at JET's section in charge.

If large samples are to be delivered to JET's laboratory, please consult beforehand with the laboratory

- Samples are to be shipped to JET on ( \_\_\_\_\_ month/day/year).  
The number of packages: \_\_\_\_\_
- Samples are to be delivered to JET directly on ( \_\_\_\_\_ month/day/year).
- Other information: ( \_\_\_\_\_ )

## 5. Confirmation of the Addressee and other points)

1. For inquiries, JET is to contact ;  
 Person in charge of this the application  
 Reference No. 1 below  Reference No. 2 below

2. The Certificate and Test Report are to be sent to ;  
 Person in charge of this the application  
 Reference No. 1 below  Reference No. 2 below

3. The bill for testing fees and other related charges is to be sent to ;  
 Person in charge of this the application  
 Reference No. 1 below  Reference No. 2 below  
(If the bill is to be addressed not to the applicant, please write the addressee.)

(Attached document 3 - 2/3)

Receipt No.

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4. Return of the tested sample(s) ;
- The tested samples are to be returned to (Carrying charges are to be collected on delivery):
    - Person in charge of this the application
    - Reference No. 1 below       Reference No. 2 below
  - The samples are to be picked up by the applicant.
  - The samples are to be discarded by JET (Small-sized sample(s) only. The discarding charges are to be borne by the applicant.)

Reference No. 1

Company name:

Address:

Section, Job title:

Person in charge:

Telephone:

Fax:

E-mail:

Reference No. 2

Company name:

Address:

Section, Job title:

Person in charge:

Telephone:

Fax:

E-mail:

6. Others (Messages if any)

Receipt No.

(To be filled in by JET)

**【Points to be confirmed on the application for Certification】**

1. This Application will come into effect after JET's receipt of the Test samples, necessary documents and the estimated fees for Certification.
2. If the Test samples and necessary documents are not delivered to JET within six months after the date when JET verifies its receipt of this Application, this Application will be deemed to have been withdrawn at the Applicant's request.
3. The Test samples shall be delivered to and received by Japan Electrical Safety & Environment Technology Laboratories (Tokyo Lab., Yokohama Lab or Kansai Lab according to JET's assignment). The Applicant is responsible for the delivery.
4. If JET informs the Applicant of any defect or damage found in the Test samples delivered to JET, the Applicant shall immediately take countermeasures.
5. JET does not restore the original condition of the Test samples after the testing and does not bear responsibility for any disassembly or damage of the Test samples which may have arisen as a result of the testing.
6. If the Applicant is to pick up the Test samples with which the testing was conducted, they are to be picked up within 50 days after completion of the testing. If it is not done in time, the samples are at JET's disposal. In this case, the Applicant shall bear all expenses related to such disposal.
7. The Applicant agrees to allow JET's staff members to enter the Manufacturing factories and perform necessary investigations there if it is requested for the conduction of the Preliminary Factory Inspection.
8. The Applicant agrees to observe the provisions of "Rules for Operation of JET Certification" and to provide JET with all information necessary for evaluation of the product to be certified.

**The Applicant has confirmed the above points on the Application for Certification.**

- Hereby I, the person in charge of the Application, accept the contents of all the above points to be confirmed. (Please tick the box, if accepted)



(Attached document 4)

### **Descriptions on Quality control at the Factory (Factories)**

1. On receiving inspection and the storage of the inspection records
2. On the manufacturing and daily inspection of the products and the storage of the inspection records
3. On the check of functional operation of the measuring equipment and the carrying out of calibration, and on the storage of the records of checking and calibration
4. On the handling of the products
5. On the confirming inspection of the products and the storage of the inspection records
6. On the Quality system audit of the manufacturing factories
7. On the handling of nonconforming products
8. On complaints from customers and the storage of the records of the complaints
9. On the design control of the products to be certified

Remark: The above descriptions may be substituted by the explanation with diagrams, flowcharts or other documents showing these series of particular charge.

(Attached document 5)

## Descriptions on Agreement on Commissioned production or Import

Date: (Year/Month/Day)

Applicant name

These Descriptions are submitted in order to explain the contents of **the Agreement** on Commissioned production or Import, **by which** the manufacturing of the certified products is commissioned to a business other than the Applicant (or the certified products are imported from such a business), and **under which** the unified Quality Control with such a business engaging in the production (manufacturing business, manufacturing factory or the like) is carried out with definite accountability structure (designing, manufacturing and inspection and so on) and the certificate holder is assigned to evaluate its maintenance and control.

1. The name of the document in which the Agreement on commissioned production or import is embodied and the date of its conclusion
  
2. The document on commissioned production or import has the following contents.  
Remark: the following descriptions may be substituted by the explanation with diagrams, flowcharts or other documents showing these series of particular charge.
  - 1) Description on accountability structure in Quality Assurance under the unified Quality Control (The burden sharing under the accountability structure shall be explicit.)  
(Example) The following accountability structure is described.
 

Manufacturer	: Product design, Quality assurance, Observance of test standards
Manufacturing factory	: Production Control, Product inspection, Confirmation of conformity to test standards
Certification holder	: Verification of the Quality Control over the products (Recording of Design changes, Products inspections and so on).
  
  - 2) Description on implementation of Quality Control over the products at the manufacturing factory/factories (Receiving Inspection / Production Inspection / Delivery Inspection / Sampling Inspection)  
(Example) The corresponding regulations have been set up and the implementation of Quality Control over the products is described.
  
  - 3) Description on the procedure for the certification holder to verify of Quality Control over the products  
(Example) Periodical submittal of the records of Delivery Inspection is described.
  
  - 4) Description on the obligation to conform to the Test Standard applied for the Certification  
(Example) The obligation to conform to the applied Test Standard is described.

- 5) Description on the control of S-JET Certification Mark  
(Example) It is described that the S-JET Certification Mark can be placed only on the certified products.
- 6) Description on the follow-up factory inspections of the manufacturing factory / factories  
(Example) It is described that the follow-up factory inspection is carried out once a year by JET or by the inspector JET entrusts.
- 7) Description on the handling of S-JET Certification Mark : if the design of the certified product is changed, the notice of Design Change shall be submitted to JET for the review for the continued Certification, and S-JET Certification Mark shall not be placed on the changed models without JET's approval  
(Example) It is described that if the design of the certified products is changed, JET is to be informed of it beforehand.
- 8) Description on the observance of the Agreement on JET Certification  
(Example) It is described that the copies of the Agreement on JET Certification are to be given to the Manufacturer and the Manufacturing Factory / Factories and the provisions of the Agreement on JET Certification are to be observed.

**The above statement is true and correct.**

Applicant

Company name:

Section and Job title:

Person in charge of Certification of the products:

(Signature or Stamp)

Manufacturer

Company name:

Section and Job title:

Person in charge of Quality Control:

(Signature or Stamp)

Manufacturing factory

Company name:

Section and Job title:

Person in charge of Quality Control:

(Signature or Stamp)

(Attached document 7)

Receipt No.

(To be filled in by JET)

## Application for Testing based on Procedures of Testing at Manufacturers' Premises

To Japan Electrical Safety and Environment Technology Laboratories

Hereby we apply for testing of the products stated hereunder at the manufacturer's premises.

1. Applicant for Certification:  
Company name:  
  
Address : [ Zip code (postcode) ]
2. Product name :
3. Models of the Product: (Please write all models. If necessary, please add an attached sheet.)
4. Reason for this Application:
5. Place for the Testing: (Please give an approximate time required from the nearest station and attach a diagrammatic sketch showing directions.)
6. Request Date of the Test:
7. Person in the charge of this application  
Company name  
  
Address  
  
Section & Job title  
  
Name (Signature or seal)

TELEPHONE:

FAX:

E-mail: