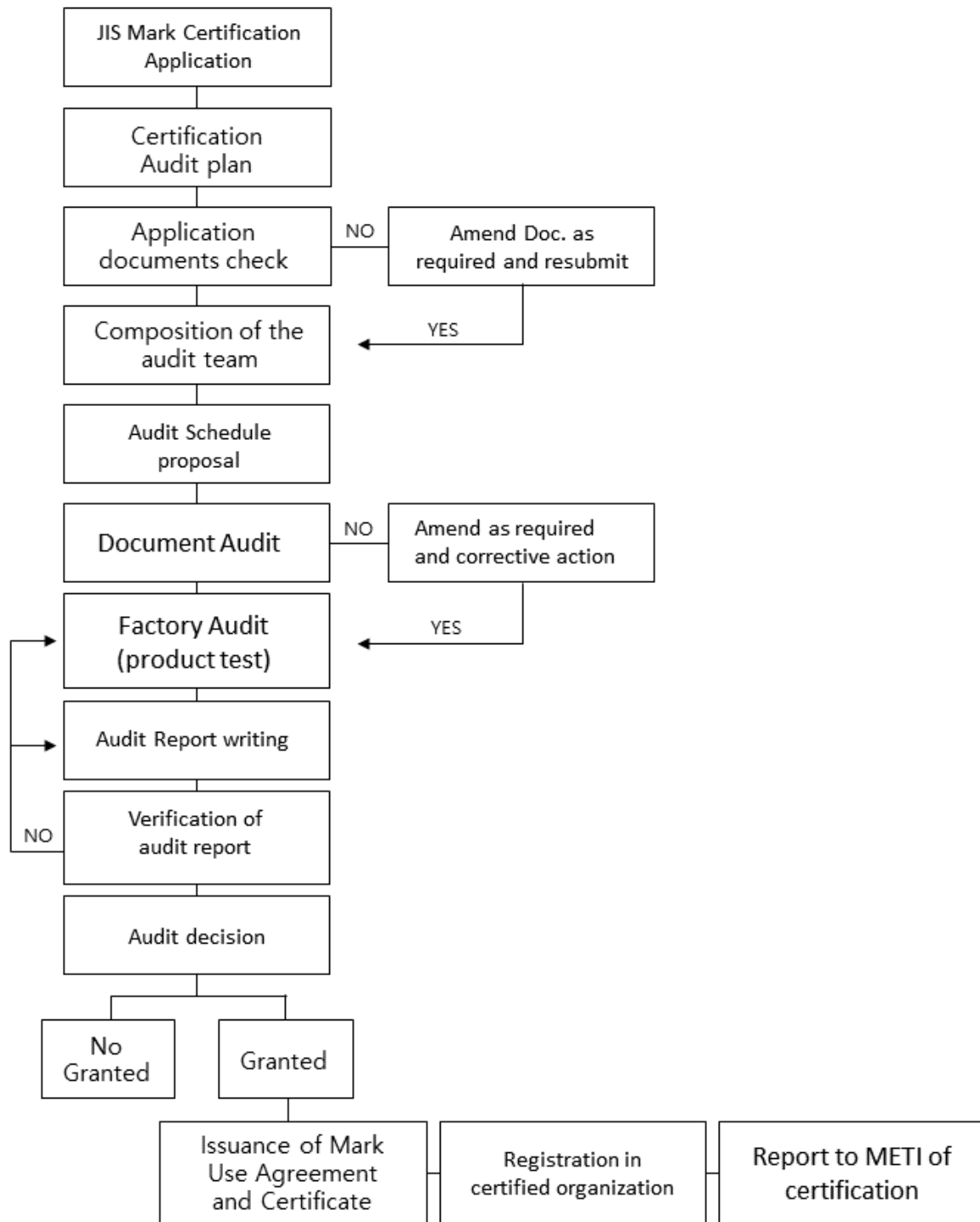


1 Certification Audit Procedure

1. Certification audit flow chart



2. Key Activities in each step

1) Certification Application and Contract

Customers who require JIS mark certification, please send along with the application fee, a JIS mark certification application and application documents.

The certification audit proposal by KSA based upon information provided on the application form will be prepared and by signing a contract the certification contract is completed.

2) Audit team

Once the contract is signed, KSA will form the audit team and notifies the applicants. Comments of applicant can be reflected in the audit team.

3) audit planning and advice

Once Audit team is formed, and that the auditor will audit the audit plan and notify the application vendors. To ensure fairness and preclude the differentiation of one certification services in principle, to the period of implementation at the local audit certification application within 60 days, apply for companies and KSA can adjust the audit schedule through consultations. If the incomplete application forms exist, it must be compensated.

4) certification audit

① Document audit

Prior to the on-site audit the auditor will conduct a document audit in order to gather sufficient information to establish the judge, such as the on-site audit program that the application documents in line with the Spirit of the corresponding JIS standards, criteria, compliance certification of the Japanese Industrial Standards . If this document non-conformances found during the audit, the application vendor to take corrective action within a month and check it during site audit.

② site audit

The audit team conducted a site audit by visiting the sites of application vendors to audit whether the enforcement record and document the application submitted by companies are properly implemented and maintained in accordance with applicable criteria. After completion of audit, the audit team leader presents the audit report, including the non-conformity to the company apply for and receive a check. Application vendors must take corrective actions within one month for the nonconformity, if you disagree with the audit results, if you can dispute it in writing.

③ confirmation audit

Perform confirmation audit to assess the improvements completed report is submitted apply makers. Check audit consists of a document audit and field verification for completed improvement completion report and verify if the information available to confirm the contents of this document non-conformances field can be omitted. However, if there is new addition in confirmation s occur, you can add a verification audit days during screening.

④ The Audit can be stopped if there is fatal flaws and violations Certification Scheme.

5) decision issued certificates and certificate

When the check is finished verification audit the entire audit process, from the technical committee to determine the adequacy of the audit carried it holds for the case audit committee to determine whether authentication.

3. Lead time in each step

The required lead time will illustrate the mean time there are some differences in the actual audit. The average time spent is at least 60 days up to 140 days from the receipt of an application.

classification	App ~ Doc. audit	Doc audit ~ site audit	site audit ~ test comp.	audit audit ~ certificate decesion
lead time (Average)	7 ~ 30 days	15 ~ 30 days	30 ~ 45 days	8 ~ 35 days

2 Criteria for calculating JIS certification application fee and number of days

1. Criteria for calculating the number of days of certification audit

- 1) The audit date calculation table is the time required for audit, including document audit, audit plan establishment, on-site audit, and examination report preparation, and the time to confirm the corrective action of nonconformities pointed out by the customer during the audit may be additionally calculated in the audit days.
 - 2) The audit day calculation table below presents the average number of days of audit according to the number of employees of the customer for one JIS. There may be cases in which the audit period needs to be extended or shortened for customers of similar size. The period required for each audit varies depending on various factors such as customer size, scope of audit, and logistics. These factors are investigated during the contract audit process and reflected in the allocation of the audit period.
 - 3) The number of audit days may be adjusted in consideration of the following examples, but there must be a documented basis for the adjustment.
 - Examples of factors requiring an extension of the audit period
 - ① Complex logics involving two or more buildings or locations where the work takes place
 - ② If you need an interpreter
 - ③ too extensive a workplace for the number of employees
 - ④ Stakeholder's opinion
 - Examples of factors that allow for a shorter audit period
 - ① Customer's prior knowledge of the system (e.g. if it has already been certified by KSA)
 - ② In the case of continuous audit of the same JIS certification standard
 - ③ Where it is difficult to visit the site due to natural disasters or the spread of infectious diseases
 - Factors extending the audit period may be offset by shortening factors.
 - Where there are a large number of workplaces subject to audit and excessive travel time between workplaces subject to audit occurs, the actual travel time may be additionally calculated in consultation with the customer to the standard number of audit days.
- 2. The cost of product testing shall be calculated separately in accordance with the procedures of the product testing agency (KCL, KTC, etc.).**

3. Depending on the certification method, the number of examination days will be applied as shown in the table below.

(1) If the applicant for JIS certification and the related factory are the same (e.g., if the applicant for certification and the related factory are the same manufacturer)

① Initial audit

Class	Standard			Option 1			Option 2		FULL Option
	Basic Audit			Lab added			Interpreter required		
Audit type	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	2	4	6	1	1	8	1	7	9
2 products	2	5	7	1	1	9	1	8	10
3 products	2	6	8	1	1	10	1	9	11
more than 4	Depending on the mutual agreement								

② Surveillance audit

Class	Standard			Option 1			Option 2		FULL Option
	Basic Audit			Lab added			Interpreter required		
Audit type	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	1	4	5	1	1	7	1	6	8
2 products	1	5	6	1	1	8	1	7	9
3 products	1	6	7	1	1	9	1	8	10
more than 4	Depending on the mutual agreement								

③ Lot/Batch Certification audit

- In the case of the first certification company, it is the same as the initial JIS certification audit.
- In the case of existing certification companies, it is possible to integrate with the JIS certification maintenance audit through consultation.

(2) If the applicant for JIS certification and the related factory are different (e.g., if the applicant for certification is a seller/exporter and the related factory is another place of business), and the related factory is a company that does not have a valid certificate of the related JIS standard through KSA

① Initial audit

Class	Standard				Option 1			Option 2		FULL Option
	Applicant	Related Fac			Lab added			Interpreter required		
Audit type	Doc. Audit	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	2	2	4	8	1	1	10	2	10	12
2 products	2	2	5	9	1	1	11	2	11	13
3 products	2	2	6	10	1	1	12	2	12	14
more than 4	Depending on the mutual agreement									

② Surveillance audit

Class	Standard				Option 1			Option 2		FULL Option
	Applicant	Related Fac			Lab added			Interpreter required		
Audit type	Doc. Audit	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	1	1	4	6	1	1	8	2	8	10
2 products	1	1	5	7	1	1	9	2	9	11
3 products	1	1	6	8	1	1	10	2	10	12
more than 4	Depending on the mutual agreement									

- The document audit of the applicant for certification, who is a seller or exporter, is conducted as shown in the table above.
- If the audit is conducted in a language other than Korean, add 1 MD each to the applicant and the related factory. (Option 2)

- (3) If the applicant for JIS certification and the related factory are different (e.g., if the applicant for certification is a seller/exporter and the related factory is a different place of business), and the related factory is a company that holds a valid certificate of the related JIS standard through KSA

① Initial audit

Class	Standard				Option 1			Option 2		FULL Option
	Applicant	Related Fac			Lab added			Interpreter required		
Audit type	Doc. Audit	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	2	1	3	6	1	1	8	2	8	1
2 products	2	1	4	7	1	1	9	2	9	1
3 products	2	1	5	8	1	1	10	2	10	1
more than 4	Depending on the mutual agreement									

② Surveillance audit

Class	Standard				Option 1			Option 2		FULL Option
	Applicant	Related Fac			Lab added			Interpreter required		
Audit type	Doc. Audit	Doc. Audit	Site Audit	Sub total	Lab. audit	Test	Sub Total (STD+option1)	additional MD	Sub Total (STD+option2)	Sub Total (STD+option1,2)
1 product	1	1	2	4	1	1	6	2	6	1
2 products	1	1	3	5	1	1	7	2	7	1
3 products	1	1	4	6	1	1	8	2	8	1
more than 4	Depending on the mutual agreement									

- As an applicant and acquirer of KSA's certification, the relevant factory must hold a valid certificate based on the date of application.
- The JIS certification standard received as an applicant and acquirer of the relevant factory and the standard to be certified as a related factory must be the same.
- The scope of certification of the JIS certification standard received as an applicant and acquirer of the relevant factory shall include the scope of certification of the standard to be certified as the relevant factory.
- The document review of the applicant for certification, who is a seller or exporter, is conducted as shown in the table above.
- If the audit is conducted in a language other than Korean, add 1 MD each to the applicant and the relevant factory. (Option 2)

5) Audit fee (VAT not included)

- ① Application fee (including registration fee): KRW 1,000,000
(※ Raised KRW 1,000,000 from the audit after 2024.01.01)
- ② Audit Fee : KRW 900,000/MD
- ③ Travel expense : actual expense based on KSA T&E standard
- ④ Product test fee and VAT (payable directly to Test Lab)
- ⑤ Additional cost of 1MD per judge for overseas audits (Not an audit MD is added)