

APPLICATION FOR CHANGE IN REGISTERED CONTENTS

Date of Application:

When there are any changes in the contents of registration, please apply by using this form. Please refer to the explanation found on the reverse side of this form.

Month _____ Day _____

Year _____

To: Management Systems Sector

Japan Quality Assurance Organization (JQA)

FAX: +81-3-4560-5760 (TEL: +81-3-4560-5710) E-Mail: naiyouhenkou-t@jqa.jp



Certificate Number JMI/JQA-

Name of Organization _____

Person to contact Name: _____

Section: _____

TEL: _____ FAX: _____

E-Mail: _____

Description of the Changes: (Please enter your statements for relevant items only.)

Items of the Change (Please check the relevant box(s).)	Type of change	After Change
<input type="checkbox"/> Registered organization	<input type="checkbox"/> Change of address description due to administration reasons <input type="checkbox"/> Site relocation <input type="checkbox"/> Change of the organization name Date of change: Month _____ Day _____ Year _____ Preferred timing of changing certificate: Month _____ Day _____ Year _____ <input type="checkbox"/> Increase/Decrease in the number of employees: (<input type="checkbox"/> Increase / <input type="checkbox"/> Decrease) _____	
<input type="checkbox"/> Associated Organization	<input type="checkbox"/> Change of address description due to administration reasons <input type="checkbox"/> Site relocation <input type="checkbox"/> Change of the organization name <input type="checkbox"/> Addition or Deletion of Associated Organization (<input type="checkbox"/> Addition / <input type="checkbox"/> Deletion) Date of change: Month _____ Day _____ Year _____ Preferred timing of changing certificate: Month _____ Day _____ Year _____ <input type="checkbox"/> Increase / Decrease in the number of employees: (<input type="checkbox"/> Increase / <input type="checkbox"/> Decrease) _____	
<input type="checkbox"/> Scope of registered activities	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion Date of change: Month _____ Day _____ Year _____ Preferred timing of changing certificate: Month _____ Day _____ Year _____ <input type="checkbox"/> Increase / Decrease in the number of employees: (<input type="checkbox"/> Increase / <input type="checkbox"/> Decrease) _____	
<input type="checkbox"/> Customer contract requirements (for JIS Q 9100)	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion Date of change: Month _____ Day _____ Year _____	
<input type="checkbox"/> Others	<input type="checkbox"/> Unification of registration Certificate No. to be unified with: _____ <input type="checkbox"/> Division of registration Organization to be divided: _____	
<input type="checkbox"/> Change of applicable standards due to a revision, etc. of applicable standards.		
<input type="checkbox"/> Language of the certificate		<input type="checkbox"/> Japanese and English <input type="checkbox"/> English only

Contact person change

If the contact person with JQA has been changed, please apply to JQA by using the “Request for Change the Contact” form.

APPLICATION FOR CHANGE IN REGISTERED CONTENTS (EXPLANATION)

(1) About the Change Audit

- After the registration, when there are any changes occurred in the contents of registration stated on the certificate and its appendices (change of applicable standard, change in registration scope, integration of systems, division of systems, change in the name/location of the organization and others), significant changes occurred in the operation, or a significant increase/decrease occurred in the number of employees, please apply to JQA by using this form. When the change application has accepted, a Change Audit will be conducted in accordance with the contents filled in this format. **(Please apply to JQA for changes 4 months prior to the upcoming change audit.)**
- When changes are only in the name of organization, location address description due to the convenience of the administration, etc., confirmation by Document Deliberation may be substituted for Change Audit, at the discretion of JQA.
- The readiness shall be reviewed beforehand in order to confirm whether the Change Audit can be conducted or not.
- In case of substantial changes in the system of the registered organization or the like, and where JQA judges it necessary, first-stage audit (in the same way as initial audit) may be conducted prior to the Change Audit. (About the audit, please refer to the latest version of the “Management System Certification/ Registration Rules”.)
- A Change Audit may be conducted together with Surveillance/Renewal audit.
- When Certification Committee has judged that the contents of the registration can be changed after Document Deliberation or Change Audit, a certificate and its appendices reflecting the changes will be newly issued.
- If the changes are made by client’s convenience, ¥20,000 will be charged for an issuance of new registration certificate. (In case of Japanese or English certificate only, ¥10,000 will be charged.)
- When the current registration certificate is being issued in Japanese or English only, and the client demands the additional certificate to be issued written in another language, charge for both certificate issuances will be ¥20,000. (In addition to the above prices, the consumption tax will be added separately for the domestic sale in Japan.)
- Man-days for the Change Audit shall be determined by the rule applied for each applicable standard and contents of the change. For detail information, please contact us at the following number and address.
- When the quotation is required, please contact us at the following number and address.

(2) Note (how to enter into the format);

- Please describe the contents in the application form or attach some materials that clearly indicate where the changes will be occurred in the registered information.
- In case of significant changes, it may be required to submit more specific information relevant to the changes.
[E.G.: Information on associated organizations to be added, information on “environmental aspects to be affected” by changes in case of ISO 14001, etc.] For detail, please contact us at the following number and address.
- You can use the specific application form for the changes of IATF 16949 / TS 16949.

(3) Change of the Contact Person

If the contact person with JQA has been changed, please apply to JQA by using the “Request for Change the Contact” form, in addition to checking the box on this Application (see the front page, “Contact person change”).

* Personal information provided above will be used by JQA for communicating and coordinating our certification/registration services for which clients have applied, as well as guide and information providing on our other and new services. Your personal information will be controlled in accordance with relevant laws and our internal rules.

- For further inquiries, please contact below -

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