



Canadian Mill Services Association

JAS APPLICATION PACKAGE

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Scope & Policies

(Extracted from “Certification Procedure Manual for Japanese Agricultural Standards (JAS)”)

1.1 Scope

The certification procedures manual as specified by CMSA will be in accordance to the Japanese Agricultural and Forestry Standards and labeling requirements as specified under the JAS Law.

CMSA stipulates requirements in certifying manufacturers. However, when the certification procedure overlaps with existing quality control and certification systems, these existing systems will be utilized and only the clauses will be referred to in the manual.

1.2 Policy of Certification Activities

All activities of CMSA relating to the certification activities shall be carried out based on the following principles:

- a) CMSA shall provide impartial, fair, and timely service for certification;
- b) CMSA shall endeavour to maintain and improve the technical knowledge necessary to establish confidence in the certification process.
- c) CMSA shall endeavour to and be responsible to eliminate any influence from other departments to ensure that confidentiality, objectivity and impartiality are maintained.
 - a. Any information obtained in the course of its certification activities and information about the applicants or the certified manufacturers obtained from sources other than those parties (e.g., complainant, regulators) shall be treated as confidential.
 - b. CMSA shall clearly state on the JAS Agreement document regarding the information items and details related to the certified facilities to be disclosed. In case of publishing any information about the certified facility, the facility shall be notified in advance.
- d) The policies and procedures under which the ROCB (CMSA) operates, and our administration shall be non-discriminatory, and CMSA shall make its services accessible to all applicants whose activities fall within its scope of operation.



4.1 Area of Certification activities and Office Location

- a) CMSA shall process certification applications in all regions of Canada, and in foreign countries (except for Japan).
- b) CMSA shall conduct certification activities at CMSA office, as follows:

**#200, 601-6th Street
New Westminster, BC
B3L 3C1 CANADA**

4.3 Types of Certifiable Agricultural and Forestry Products

The Association shall certify the following types of products.

- a) **Sawn lumber (JAS1083)**
(limited to Softwood structural lumber (Visually graded lumber only), except for Preservative treated lumber)
- b) **Structural lumber for wood frame construction & Structural Fingerjointed lumber for wood frame construction** (except for MSR lumber, Treated Lumber should be limited to ACQ-2.) **(JAS600)**
- c) **Glued laminated timber** (Glued laminated timber for Fixture only) **(JAS1152Fix)**
- d) **Flooring (JAS1073)**
(except for Insect-treatment)

Certification Process

Application

Company submits the signed Application Form (JAS Form #1)

Inspection and Verification

- CMSA inspector will visit your factory to verify machineries, test equipments, QC system, etc., being in accordance with the applicable JAS Standard.
- If required, CMSA will provide a JAS Training Seminar (JAS seminar certificate will be issued to the attendants)
- CMSA will collect the required documents and information from the factory such as facility layout, name of the grader and list of equipment, etc. (see next page for more info)
- CMSA will review the Quality Control Procedure manual and forms and revise as necessary to meet JAS requirements.
- CMSA inspector will conduct 3 trial runs.

Judgment:

- Once verified that all the requirements have been met, JAS Certificate will be issued.
 - o Facility will be able to order JAS marking (labels or stamps) after the JAS marking image being approved by CMSA.
- If any non-conformance has been found, 'Request for Corrective Actions' will be issued by CMSA.
 - o Once Facility completes all the corrective actions, CMSA shall re-test or re-inspect the applicable issues, and make a judgment for JAS Certification.

On-Going Inspection

- Class 1 = 5 successful inspections per 20-days (or 10days) production period (depending on JAS standard)
- Class 2 = After passing Class 2, move to 30days (or Quarterly) Inspection.

Documents & Information required by a facility for Certification

- Signed Application Form (JAS Form #1)
- CMSA JAS Certification License Agreement

- Name of the following key personnel:
 - o Company representative (President or Factory Manager)
 - o Quality Control Supervisor(s) & Personnel
 - o Grade Inspection Supervisor(s) & Personnel

- Organization chart

- Contact information for JAS Application (E-mail address)

- Layout of machines and equipment

- Name of JAS Graders (and if they have taken the JAS seminar in the past or not)

- Manufacturer's specification documents of glue to be used for the JAS product. (for applicable products only)

- Most recent (valid) calibration certificates and calibration records for all the manufacturing and QC test equipment those require calibration.

- Internal Manufacturing Quality Control Procedure manual and sample QC forms that are already being used, and most recent QC records.

Other Information Required (after Certified)

- Total export volume to Japan (all the products including JAS)
- JAS product export volume to Japan
 - o This information will only be used for the **Annual Report** to Ministry of Agriculture, Forestry and Fisheries, Japan. The information will be collected every year in April regarding the volumes for the **previous fiscal year** (from April to March).
- Updated JAS Grader's list and any change to the facility such as QC system, equipment and machinery.
 - o The information will be collected every year around April by Fax request. **However, the certified mill is required to report any changes to the facility (address, ownership, QC system, QC personnel, equipment and machinery) to CMSA whenever any of them occurs.**

Annual Audit (after certified)

According to the Notification No. 217 (March 1, 2006), the JAS certification for lumber products shall be reviewed and verified its compliance to the applicable standard annually.

After 1 year from the certification date, CMSA will conduct 'Regular audit' on the certified manufacturer annually.

The audit will include:

- Site inspection including verification of machinery, QC equipment.
- Verification of quality control procedure
- Personnel check
- Trial run(s)
- JAS Seminar (If requested by the mill)

When CMSA conducts an audit, it shall collect the audit fees (**C\$550.00/manday** plus travel expenses), from the certified manufacturer being audited.



Responsibility of Applicant/Certified Manufacturer

(Extracted from “JAS Certification Agreement”)

Facility’s Responsibilities:

- a) Upon the initial certification, the facility shall fill out and submit the **JAS Application Form** to CMSA, which includes the following information:
 - 1) Complete name and location address of the company and manufacturing facility.
 - 2) Complete name and position of the representative person.
 - 3) Kind and Type of agricultural product(s)
 - 4) History of any experiences and the current possession of JAS certification(s) (including the ‘Revocation’, ‘Cancellation’, or ‘Suspension’ experiences)
- b) Always fulfils the requirements by the applicable JAS Technical Criteria including implementing appropriate changes when they are communicated by CMSA;
- c) The certified product must continue to fulfill all the JAS requirements;
- d) For convenience, the certified facility can use or print the JAS Grading Mark on the products, packaging material, containers or invoices prior to the Grading activities. However, such products shall NOT be sold or shipped out unless the required Grading process and inspections completed properly.
- e) In case where any product marked with JAS is found to be off-grade or or not meeting the applicable product standard, the facility shall remove or obliterate the JAS marking immediately.
- f) The certified facility can use the JAS marking of the certified product items on their brochures or any published material referring to their certified JAS product item only.
 - 1) Layout of all the JAS labels/stamps shall be submitted to CMSA for approval prior to the actual use.
 - 2) JAS mark shall ONLY be applied to the ‘TESTED and CERTIFIED’ product items during JAS certification process.
 - 3) All the JAS Stamps/Labels CANNOT leave the factory, and an inventory must be kept at all times.
- g) In making reference to its JAS certification in communication media such as documents, brochures or advertising, the facility shall ONLY refer to their certified item(s) and shall not use any misleading statements;
- h) The certified facility shall comply with the order, respond to, submit the requested information or materials, accept inspections, provide the sincere answer to questions by the Ministry of Agriculture, Forestry and Fisheries, Japan, in a timely manner, regarding the JAS grade marking.
- i) The certified facility shall inform CMSA, without delay, of changes that may affect its ability to conform to the JAS certification requirements.



Examples of changes can include:

- 1) The legal, commercial, organizational status or ownership,
 - 2) Organization and management (e.g. key managerial, decision-making or technical staff),
 - 3) Modification to the product or the production method,
 - 4) Contact address and production sites,
 - 5) Scope of operations in the production method, and
 - 6) Major changes to the management system.
- j) If the facility provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified by CMSA. When the facility provides copies of their JAS Facility Certificate to others, the facility shall clearly indicate on the copy that it is a 'COPY' of the original Certificate. Such certification documents or any information about its certification shall not mislead the receivers about the certified product items and the certification process by CMSA.
- k) The certified facility can provide copies of the certification documents to others for the purpose of notifying the others that it is complying with the JAS requirements for the certified product item(s) only, and not for other purposes.
- l) When CMSA determines the violations for j) and k) above and requests for the correction of the information or to stop providing such information to others, the certified facility shall follow.
- m) The certified facility shall cooperate and make all necessary arrangement for CMSA's Annual Audit, Interim Audit or any other necessary audit and inspections:
- i. To provide product samples for free (for product inspections)
 - ii. To allow CMSA to access to the necessary locations and facilities (for site inspections)
 - iii. To cover all the cost for reloading, transportation (including shipping), unpackaging or packaging of product samples for inspections.

Also, the certified facility shall accept the observers (or auditors) from MAFF/FAMIC when they participate any Audit conducted by CMSA.

- n) The certified facility shall submit '**Monthly JAS Production Reports**' to CMSA in the first week of following month, using the provided form. Those reports shall be EMAILED to CMSA, whether or not the facility had any JAS production during the month. (if the facility had NO JAS production, the report still needs to be submitted recoding "0" on the form.)
- o) The certified facility shall submit '**Total volume of JAS production and Total shipment volume to Japan**' to CMSA.

The information stated in n) and o) above will only be used for the **Annual Report** to Ministry of Agriculture, Forestry and Fisheries, Japan (JAS). The information will be collected every year around May regarding the volumes for the **previous fiscal year** (starting from April to March, next year).

- p) The certified facility shall maintain all the records related to its JAS grading activities for at least 3



years from the date of the shipment of the products.

- q) Upon revocation or cancellation of JAS certification, the certified facility shall discontinue the shipment of JAS marked products and its use of all JAS Marking on advertising matters and shall return or destroy all the JAS marking devices and the JAS Certificate, and shall remove or obliterate all the JAS marking which CMSA determines not to be appropriate.
- r) The certified facility shall not use its product certification in such a manner as to bring CMSA into disrepute and does not make any statement regarding its product certification which CMSA may consider misleading or unauthorized.
- s) The certified facility shall keep records of all complaints made known to the facility relating to the compliance with certification requirements and to make these records available to CMSA when requested; and
 - 1) Takes appropriate action with respect to such complaints and any deficiencies found in JAS products that affect compliance with the requirements for JAS certification;
 - 2) Documents the actions taken.



CMSA Contact information (JAS)

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