EWPA

PCS-RU-JIS MARK POLICY AND RULES

Contents

1 Scope

This document details the requirements that manufacturers must meet to qualify for and maintain EWPA JIS Certification. Certification requirements are based on Japanese Industrial Standardization Laws and notifications including Technical Criteria, Labelling, Inspection Methods. =.

These rules are intended to be read and understood by those with responsibility over the quality control systems in certified mills. EWPA staff and auditors will refer to them during surveillance activities and when making certification decisions.

The JIS Marking system permits manufacturers, resellers, or processors to display the JIS mark to show conformance to JIS. The JIS Marking system is governed by METI (the Ministry of Economy, Trade and Industry, Japan) who control all aspects of its use.

For the JIS Mark scheme, EWPA as a Registered JIS Mark Certification Body (RCB) outside Japan will, in addition to ISO/IEC 17065, apply the requirements of Article 37 of the Industrial Standardization Law (Japan) for foreign manufacturers.

EWPA shall confine its requirements, evaluation, review decision and surveillance to the scope of certification which covers Division A of JIS (Civil Engineering and Architecture), including Fibreboard JIS A 5905 and Particleboard JIS A 5908.

The EWPA JIS Certification Scheme is open to all particleboard and MDF manufacturers in all countries except Japan and China.

2 EWPA Quality Statement

A major EWPA activity is to provide JAS and JIS certification services to manufacturing bodies.

EWPA achieve this through a combination of auditing of in-mill quality procedures and independent third-party testing of certified product.

The objective is for the EWPA to provide a technically sound, impartial and consistently high-quality audit service to participants in the JAS and JIS Certification Scheme so that products produced under this scheme will reliably meet required standards and laws.

To ensure this objective is met and performance is continually improved, the EWPA commits to maintain a formalised quality management system in accordance with the requirements of AS/NZS/ISO 9001 Quality Systems - Model for Quality Assurance in Production, Installation and Servicing and ISO/IEC 17065 - Conformity Assessment Requirements for Bodies Certifying Products, Processes and Services.

Endorsement of the EWPA as a Registered Overseas Certification Body is seen as a vital component of the industry's continuing participation in international markets.

The EWPA will continue to maintain its reputation as an impartial, reliable, independent, high-quality supplier of certification services to the engineered wood product industries.

Mr Gavin Matthew
EWPA CEO
22 June 2021

3 Terms and Definitions

CEO – Chief Executive Officer of EWPA, also Secretary on EWPA Board of Directors

EWPA – The Engineered Wood Products Association is the certification body.

EWPAA – The Engineered Wood Products Association of Australasia is the parent company of the EWPA.

EWPQC – The Engineered Wood Products Quality Committee is an independent committee responsible for overseeing EWPA certification activities and safeguarding impartiality.

METI – The Japanese Ministry of Economy, Trade, and Industry. METI is the scheme owner and regulating body of the JIS Scheme.

NITE– National Institute of Technology and Evaluation. NITE act as METIs verification body.

INDEPENDENT TESTING – In order for test results to be used by EWPA to make certification decisions, they must come from a test laboratory which is independent of the mill. This test laboratory can be either the Timber Testing Centre (TTC) or, if the mill gets prior approval from EWPA, another external laboratory.

Note: Laboratories that are ISO 17025 certified and include the test within their scope of accreditation are generally accepted but still require EWPA approval. Non-ISO17025 certified laboratories with experience in engineered wood product testing may also be suitable but testing will generally require supervision by the EWPA.

LICENCE – a licence allowing an applicant to use the Mark in accordance with the Licence Terms

LICENCE TERMS – all terms and conditions under which a person is permitted to use the Mark and includes these rules (as amended from time to time) and any special condition, qualification, requirement, or restriction set out in the certification.

MILL - a factory, manufacturer, importer/exporter, distributor, processor or other plant at which an engineered wood product is produced, procured, sold or processed and is included in the scope of these rules.

MAJOR NON-CONFORMANCE - A major non-conformance may be raised if there is an immediate and significant risk of non-conforming product entering the market. This includes, but is not limited to:

(a) When there is a deficiency in the quality control system that poses a significant risk to product performance, particularly with respect to consumer safety.

(b) When there is evidence of non-conforming product in the marketplace, particularly when this indicates an increased risk to consumer safety.

(c) If the mill has not collected or retained sufficient evidence of product compliance before that product enters the market.

(d) If the mill has failed to address a minor non-conformance within the required timeframe.

(e) When a mill has deliberately tried to conceal or manipulate information related to product quality.

(f) When a mill has made false or misleading statements with respect to product performance.

(g) Where results of independent testing indicate a product does not meet the requirements of the product standard or these rules.

(h) Where a mill is not able to provide access to information required to confirm compliance to the scheme rules or product standard during EWPA surveillance activities.

Where Major non-conformances have been identified, the mill must respond within 10 working days of the receipt of the non-conformance detailing the intended action to address the major non-conformance and the time frame for implementation of this action.

This response must include:

(a) The immediate action that will be taken to ensure no non-conforming product will enter the market (this action should be implemented within the two-week period).

(b) Any proposed long-term action to further reduce risk of non-complying product or to allow the short term action to be replaced with a long term solution.

(c) A plan to assess the risk associated with any potentially non-conforming product that has already entered the market with actions to address potential risks.

EWPA must approve the proposed action and will detail any additional surveillance activities that it will perform to review the effectiveness of the corrective action. Additional guidance on responding to major non-conformities is provided in the Surveillance section of these rules.

MINOR NON-CONFORMANCE – a minor non-conformance may be raised where there is an immediate, but low risk to product conformance. This includes, but is not limited to:

(a) A deficiency in the quality control system that has the potential to have a negative impact on product quality.

(b) A deficiency in the quality control system that could have a negative impact on product quality if other control measures are not effective.

(c) A deficiency in the management system that has failed to detect or prevent a deficiency in the quality control system.

(d) A deficiency in the quality control system that, if left unresolved, could result in a major non-conformance.

(e) A mill failing to address an observation within the required timeframe.

(f) A mill being unable to provide access to information required to confirm compliance to the scheme rules or product standard during EWPA surveillance activities.

Where a minor non-conformance has been identified, EWPA may set a timeframe for corrective action. The mill must provide evidence that corrective action has occurred within the specified timeframe. If no timeframe is provided, the due date will be the date of the next surveillance audit.

OBSERVATION – An observation will be raised where there is no short-term risk to product quality but there is an inconsistency or error in the quality system that needs to be resolved. An observation may also be raised if the mill is required to perform an investigation to identify potential issues. The mill is expected to take action to resolve this issue within 12 months of it being raised.

RECOMMENDATION - A recommendation will be made when an issue has no impact on product quality, but current practices could be improved. Recommendations should be used to improve the Quality System or process efficiency;

however, it is up to the mill whether or not to implement these recommendations and EWPA will not mandate that these items are addressed.

MANUFACTURING SPECIFICATION – a manufacturing specification sets out the processes, equipment and material properties that must be controlled and the quality of input materials required to ensure that the claimed end product properties will be achieved. The document must also outline how products will be branded or labelled and how any additional product information will be communicated to customers.

A manufacturing specification may cover an individual product or multiple similar products if differences between products are clear. It may also reference external documents that cover specific processes and process control. Requirements for manufacturing specification are detailed in the quality control requirements for each product.

TIMBER TESTING CENTRE – A wholly owned subsidiary company of EWPAA, that operates an ISO 17025 certified laboratory that is used as the primary laboratory for JAS certification testing by the EWPA.

4 Quality Control Requirements

4.1 Manufacturing Equipment

The mill must have adequately maintained and serviced manufacturing equipment to manufacture the product under their scope of certification.

4.2 Process Control Procedures

The mill must establish process control procedures to control key production variables. To demonstrate control of a manufacturing process the mill must:

(a) Identify the material properties that change during the process and how they will affect downstream production or end product quality.

(b) Identify the process parameters and how these effect material properties.
(c) Determine how these properties and parameters can be monitored.

(d) Determine a frequency at which the property will be monitored and the criteria or limits the property must meet.

(e) Assign responsibility for monitoring the property and create a system for recording and analysis.

(f) Establish actions that must be taken if the property falls outside the specified criteria or limits.

The following production variables or material properties must be controlled:

(a) Wood fibre
(b) Resin
(c) Wax
(d) Forming and pressing
(e) Process control testing
(f) Surface finish
(g) End product testing
(h) Branding
(i) Storage and retention

4.3 Storage Facilities

The mill must have access to sufficient storage space to house normal production volumes.
Storage conditions and processes must be developed to minimise the chance of damage or deterioration of the products.

The mill must have a secure storage location (physically/electronically) for all JIS stamps/labels.

4.4 Testing Facilities

The mill must have access to all necessary equipment to perform the full range of process control and end product tests that are applicable to the products they manufacture.

Test equipment must be adequately maintained and serviced.

4.5 Equipment Calibration

The mill must ensure that critical equipment used in processes that demonstrate compliance to the standard are calibrated. The mill must have documented calibration procedures, frequencies, and limit criteria for each type of calibrated item.

WORKING EQUIPMENT: Minimum calibration requirements for working equipment are identified in the table below. Working equipment can be calibrated internally by use of reference equipment.

Working Equipment	Purpose	Frequency	Criteria	Compliant
Thickness or deflection measuring equipment	• Chip or strand thickness checks • End product dimension checks • Product testing	Annual	±0.05mm	☐Yes ☐No
Tape Measures	• End product dimension checks • Product testing	Annual	±1mm	☐Yes ☐No
Balances	• Glue Mixing • Glue Spread • Resin Testing • Product testing (e.g. moisture content)	6 monthly	±2%	☐Yes ☐No
Thermometer, Thermocouple or Temperature Displays	• Glue Mixing • Resin Testing • Product Testing	Annual	±2%	☐Yes ☐No
Load Cells or Pressure Gauge	• Product Testing	Annual	±1%	☐Yes ☐No
Viscosity Measuring Device	• Glue Mixing • Resin Testing	Annual	±2%	☐Yes ☐No
Moisture Meter	• Verification of moisture content of structural timber	6 monthly	±1.5%	☐Yes ☐No

REFERENCE EQUIPMENT: Minimum calibration requirements for reference equipment are identified in the table below.

Calibrations must be performed by:

(a) National Measurement Institute of Australia or Measurement Standards Laboratory of New Zealand.

(b) A national measurement standards laboratory that is listed in Appendix C of the Bureau International des Poids et Mesures.

(c) A metrology or calibration laboratory accredited by NATA, IANZ or other signatory to the International Laboratory Accreditation Cooperation MRA.

(d) A laboratory recognised by the National Measurement Institute of Australia as a verifying authority.

Note: The calibration in question must be covered by the organisations scope of accreditation or recognition.

Reference Equipment	Requirements
Rules/Tapes	1. Calibrated on purchase or repair 2. Free of corrosion or damage.
Masses	
Gauge Blocks	
Thermometer	As per calibration providers recommendations.
Load Cell	
Pressure Gauge	

4.6 Process Control Testing

The mill must implement routine process control testing to verify the ongoing manufacturing process. The use of accelerated testing is permitted for process control testing.

Process control testing may be used for verification testing if the sampling and testing conducted are acceptable in accordance with applicable JIS standards.

Process control testing should include, where applicable:

(a) Internal bond
(b) Moisture content
(c) Thickness swell
(d) Density
(e) MoE/MoR
(f) Wet bending strength

4.7 End Product Testing

The mill must implement end product testing. End product testing must be done in accordance with applicable JIS Standards, or alternate test methods that have been approved by EWPA.

End product testing requirements are outlined in the table below. Frequencies are guidelines only. Mills may implement different frequencies, however the EWPA will assess the frequencies implemented and determine if they are sufficient to ensure control of a particular property.

Property	**Frequency**
IB	4 per 24 Hours
Moisture content	4 per 24 Hours
Thickness swell	2 per 24 Hours
Density	4 per 24 Hours
Density variations (through panel density)	MDF - 2 per Week; PB – Weekly
MoR / MoE	Daily
Formaldehyde emission (may be external)	1 / month/grade/or Change of Glue Spec.
Wet Bending Strength	2 per week
Wood screw holding power	1/production run
Nail Pull through force	1/production run (Structural Only)
Lateral Nail Resistance	1/production run (Structural Only)
In plane tensile test	1/production run (DO Only)
Impact resistance	1/production run (DO Only)
Acid Resistance	1/production run (DO Only)
Alkaline Resistance	1/production run (DO Only)
Staining Resistance	1/production run (DO Only)
Change in Colour Resistance	Commencement or process change (DO Only)
Scratch Resistance	1/production run (DO Only)
Thermal Insulation	Commencement or process change (Insulation Only)
Flame Resistance	Commencement or process change (FR Only)

4.8 Testing Review and Decision

The mill must assign a person or persons to be responsible for reviewing testing data and deciding on outcomes.

The person(s) responsible for making the decision on the outcome of the batch shall review the results of all testing.

This person(s) shall consider whether all testing has been completed in compliance with applicable standard and whether the results meet the pass requirements. Based on this information, they shall decide whether the product can be approved.

If the product is approved, it may be sold as JIS compliant and can be marked with the appropriate JIS Mark.

If the product is rejected, it cannot be sold as JIS compliant, the JIS Mark cannot be applied to the product.

4.9 Product Marking

The JIS Mark can only be applied to product that falls under the mills scope of certification. Finished product must comply with all applicable JIS standards/specifications. The JIS mark can only be applied by the certified site.

Fines can apply if the JIS Mark is used incorrectly, ambiguously or such that it is considered misleading. If EWPA learns of illegal use of the mark or a misleading similar mark on products, it will immediately notify the relevant minister.

Certification Mark Display

(a) Certification marks shall be a single colour and have a minimum diameter of 20mm.

(b) The Japan Industrial Standard number, EWPA name and Certification Number shall be displayed close to the certification mark.

(c) Display will be made on each product or each packaging, and the display method shall be by printing, imprinting, engraving, or attaching labels.

(d) The following information shall be displayed on product or product packaging. Fibreboard manufacturers also have the option of displaying the information on invoices.:

- JIS standard and JIS type or class (only when display items are stipulated relating to types or classes in the relevant Japan Industrial Standard).
- Dimensions (thickness x width x length).
- Month and year of manufacture or their abbreviation e.g., lots of batches, the identification number or code.
- Name or abbreviation of manufacture (name and abbreviation of mills if there are multiple certified mills).
- Notes regarding the product, (for MDF including the details of adhesives used if the plant does not use adhesives containing formaldehyde).

For MDF products for sheathing (floor, inside wall, outside wall, roof) that are to be marked for formaldehyde emission grade, the classification according to the formaldehyde emission and the manufacture date and manufacturer name shall be marked on each product.

Examples of Certification Mark

Certified by: EWPA
JIS-A5905
Certification No: EW AU 10 123

RCB: EWPA
JIS-A5905
Certification No: EWT AU 10 123

5 Quality Management System Requirements

The mill must implement a quality management system. The mill can select either Type A or Type B conformance as defined below, EWPA will assess the mill based on their selection.

Type A requires detailed compliance with the requirements detailed in Section 6.1 below. EWPA examination items for the product shall be one of the criteria on which the assessment is based.

Type B requires compliance to ISO9001 and applicable JIS standards/specifications.

5.1 Type A Conformance

To comply with Type A Conformance, the mill must implement and maintain the following requirements as a minimum.

5.1.1 Management Requirements

To enable the mill to maintain a satisfactory level of quality, the following management requirements must be met:

(a) The promotion of internal procedures and quality controlled is established as a management policy of the mill.

(b) Internal procedures and quality control are planned and implemented.

(c) Responsibilities and authorities for each department are documents and clearly defined.

(d) Departments are organically coordinated by a responsible person (hereafter known as IQC) for the promotion of Industrial standardization and quality control.

(e) Problems faced when promoting internal procedures and quality control are identified and corrective action is taken to solve the problem.

(f) Education and training, necessary to promote internal procedures and quality, are planned and provided to employees.

(g) Where subcontracting occurs, appropriate technical guidance regarding internal procures and quality control shall be given to subcontractors.

5.1.2 Internal Procedures

The mill shall have internal procedures in place for the following:

(a) Quality, inspection/testing, and storage of raw materials. Quality and inspection/testing procedures shall include what records must be maintained, frequency requirements, compliance limits and corrective and preventative action for non-compliant material.

(b) Quality check/testing/inspection of each manufacturing process, including what records must be maintained, frequency requirements, compliance limits and corrective and preventative action for non-compliant material.

(c) Quality, inspection/testing, and storage of finished product. Quality and inspection/testing procedures shall include what records must be maintained, frequency requirements, compliance limits and corrective and preventative action for non-compliant product.

(d) Batch ID and traceability.

(e) Calibration and Maintenance.

(f) Record/Document control.

(g) Items to be controlled in each processing stage and their control methods, quality characteristics and their inspection/testing methods, and items concerning operating methods.

(h) Facility control, including manufacturing, processing, inspection, and testing facilities.

(i) Subcontracting control (management of subcontractors when a part of the manufacturing, processing, inspection/testing, or facility management is contracted out to external contractor/s.

(j) Handling of complaints.

(k) Internal Audits.

(l) Management Review.

Quality check, inspection and testing procedures shall include what records must be maintained, frequency requirements, compliance limits, result review and decisions and corrective and preventative action for non-compliant material as a minimum.

Internal procedures shall be made readily available to all relevant personnel.

5.1.3 IQC

Manufacturers or the like must appoint an IQC, who has independent authority from the manufacturing or processing division of the relevant product for certification by EWPA. Responsibilities of the IQC include the following:

(a) Planning and promotion of the internal standardization and quality control.

(b) Presiding over the development, reorganising, and managing of in-company standards.

(c) Evaluation of quality standards for the relevant product for the certification by EWPA.

(d) Guiding and advising on implementation of the internal standardization and quality control at each process, and coordination between departments.

(e) Handling abnormalities in processes and complaints and guiding and advising on their counter measures.

(f) Promotion of education and training on the internal standardization and quality control for employees.

(g) Guiding and advising on subcontractor management.

(h) Validating JIS compliance of the relevant product for the certification by EWPA.

(i) Authorisation to release and ship final product.

The IQC shall possess the necessary training and practical experience in manufacturing or processing for the relevant product and shall meet the following requirements:

(a) Be a graduate of a university, or technical and higher education institution and have completed subjects related to quality control and the relevant technology through science, engineering, agricultural or other equivalent courses.
OR

(b) Alternatively, the IQC may be deemed to possess knowledge on standardization and quality control by completing recognised seminars in these subjects combined with a minimum of 4 years practical experience of quality control in manufacturing industry.

5.2 Type B Conformance (ISO 9001 Certification)

To comply with Type B Conformance, the mill must implement and maintain the following requirements as a minimum.

(a) Certification of the management system to ISO 9001 by an authorized IAF MLA member accreditation body. A copy of the certificate and latest audit report shall be submitted.

(b) IQC is appointed as per section 5.1.3.

(c) Manufacturing or processing is carried out using appropriate facilities as stipulated by relevant Japanese Industrial Standards.

(d) Testing is carried out using testing facilities and test methods stipulated.

6 Applications

To apply for certification, the mill must submit a formal application to the EWPA by email or mail. The applicant shall use PCS-CHK-JIS Application (Form 1).

An applicant for certification must ensure that their processes for manufacturing, testing, facilities management, quality control, process control, and promotion and training in all these activities satisfy the EWPA JIS Mark Policy and Rules.

The application shall include the following documents:

(a) Brief description of the organisations.

(b) Organisation chart of the factory.

(c) Process flow chart, outlining the main elements of the production process.

(d) Qualifications and position descriptions outlining responsibilities and authorities for the IQC.

(e) In house procedures and specification relating to the process and product being certified.

(f) Evidence of compliance with either Type A or Type B Management System as outlined in section 5.2 or 5.3.

(g) Laboratory accreditation for in-house laboratory (if applicable).

Variations to applications for certification, including additions, corrections or withdrawals are to be made to EWPA in writing.

6.1 Application Review Process

EWPA will review all applications within 21 days of receipt. Applications will be reviewed in a non-discriminatory and imperial manner.

EWPA may undertake an impartiality and/or safety risk assessment prior to performing any certification activities. If EWPA cannot complete the required certification activities due to issues identified during these risk assessments, then certification cannot be granted.

If, during the review, EWPA identify missing information, the applicant will be requested to submit future documents. The applicant must provide the requested documents for the review to proceed. If the applicant fails to provide the requested document, the application will be put on hold. Application on hold will not count toward the 21-day review period.

At the completion of the application review, EWPA will notify the applicant of the outcome. If the application is accepted the Qualification Process shall take place.

7 Qualification Process

7.1 Qualification Audit

EWPA shall conduct a minimum of one on-site audit, the need for additional on-site audits will be assessed by EWPA based on results of the initial audit.

The audit will include assessment of the following items, additional items may be assessed as deemed necessary by the auditor.

(a) Factory and storage facilities.

(b) Manufacturing process in its entirety.

(c) Production and end-product testing.

(d) Equipment, maintenance, and calibration.

(e) Management system requirements.

(f) Product labelling and expected JIS Mark usage.

(g) Compliance with EWPA rules and relevant Japanese Industrial Standards.

(h) Third party product testing

The following conformance rankings will be used by EWPA.

Table 1 Conformance Ranking used by EWPA

Evaluation	Individual marks	Assessment Criteria (used by EWPA)
Extremely unsatisfied	**Major Non-Conformance**	• JIS provisions were not satisfied in the quality control system, or the product test results. • Requirements of Ministerial Ordinance on assessment criteria (as described in this JIS Mark Rules) were not incorporated in the internal standard. • Implementation of the internal standard was unable to be verified at all.
Unsatisfied	**Minor Non-Conformance**	• Although requirements of Ministerial Ordinance on assessment criteria (as described in this JIS Mark Rules) are incorporated in the internal standard, part of the content is not satisfactory. • Although requirements of JIS are incorporated in the internal standard, part of the content is not satisfactory. • Implementation of the internal standard was unable to be completely verified.
Somewhat unsatisfied	**Observation**	• JIS requirements are in place but strengthening would be beneficial.
Satisfied but improvement possible	**Recommendation**	• JIS requirements are in place, however an opportunity for improvement has been identified.

7.2 Qualification Testing

EWPA shall, as part of the qualification audit, select samples for independent testing. Independent testing is required for each different product type listed during the application process.

The mill shall make available any and all finished product stored onsite available to the auditor for sample selection. The mill shall provide sufficient space for the auditor to select samples and mark the selected samples as required. The mill shall cut the selected samples to the required submission size and forward them to the EWPA for testing.

Failure to submit the selected samples or submission of alternate samples not selected by the auditor, may result in the need to conduct an additional on-site audit, or may result in the application being terminated by EWPA.

7.3 Decision

At the completion of all qualification activities, an application summary will be completed and a decision on certification shall be made.

Criteria for Certification Decision by the EWPA

Decision	Criteria for the decision
To grant certification	All assessed items were found conformed.
Not to grant certification	There are then 2 possible outcomes: Rejection, when major non-conformance is 4 or more, or the applicant does not take appropriate action against any major non-conformances. Reservation (hold) - if in the view of the EWPA, the extent of non-conformity is not unreasonable, certification will be reserved (Specific corrective action will be requested).

If the application is approved the applicant will be provided with the certification documentation as described further in this section. EWPA may impose specific ongoing requirements that must be met to maintain the certification of the product.

If the application is rejected, EWPA will notify the applicant of the decision and the reason the application was rejected.

If the application is reserved, the EWPA will notify the applicant of the decision and outline the necessary steps required to continue the certification decision. The applicant must make the required improvements and re-submit any necessary information. EWPA will then decide to approve or reject the application.

The timeframe from the assessment to the decision of the EWPA shall not exceed 3 months.

7.4 Certification Documentation

If certification is granted EWPA will:

(a) Issue an approval letter, outlining the scope of certification and any specific ongoing requirements that must be met.

(b) Issue a certification contract. The contract must be fully executed prior to items (c) and (d) being actioned.

(c) Issue an EWPA Certificate of Certification.

(d) Update the EWPA certification register.

8 Changes affecting Certification and Notifications from the Certified Mill

The mill must notify EWPA of the following circumstance within the time frames specified.

(a) Mill changes ownership: notification shall be made immediately. A new certification contract with the new owner must be signed within 2 weeks of change of ownership.

(b) Changes to the person performing the IQC role: notification must be made immediately. Evidence of qualifications must be provided promptly.

(c) Change to the person performing the role of Site Manager: notification must be made within 2 weeks.

(d) Significant changes to input material, product or processes that may affect certification: notification must be made immediately.

(e) Resumption of production after a period of non-production: notification must be made immediately.

EWPA shall review the changes and the possible impact of the changes, and determine what action is necessary, which may include:

(a) Full reassessment.

(b) Changes to the scope of certification.

(c) Reassessment of product properties or quality processes.

(d) Additional laboratory testing.

(e) An audit to verify changes.

(f) Termination of certification.

Failure to notify the EWPA shall result in action being taken against current certification.

8.1 Scope Changes

A mill can have their scope of certification reduced or extended under the following circumstances:

(a) The mill wishes to add new products to their scope.

(b) The mill wishes to remove certified products from their scope of certification.

(c) In mill testing indicates product does not comply with JIS requirements.

A formal application form shall be submitted for all scope additions. An email outlining the request for scope reduction shall be sent to the EWPA for all scope reductions.

EWPA can alter a mills scope of certification under the following circumstances:

(a) Product is found not to comply with JIS requirements.

(b) EWPA discontinues some or all certification activities.

(c) Client does not participate in surveillance audits and testing.

When the scope of certification is altered, a new certificate shall be issued. Obsolete certificates must be destroyed.

9 Surveillance Audits

When conducting audits, EWPA will use the conformance rankings identified in Section 7.1 Table 1.

9.1 Annual Surveillance Audits

Once certification has been obtained, certified mills will be audited on an annual basis. Annual surveillance audits will include a combination of an on-site inspection and product testing of samples selected during the on-site inspection.

The surveillance audits will consist of an inspection of items identified in Section 7.1, with exception of the Management System items.

At the completion of an annual surveillance audit, EWPA will notify the certified mill whether certification can continue.

9.2 Ad-Hoc Surveillance Audits

Ad-hoc surveillance audits are irregular and will occur under certain conditions, unless stated otherwise third-party testing is required as part of an Ad-Hoc audit.

Conditions for carrying out an ad-hoc audit include:

(a) When the party obtaining certification is going to change or add specifications for the certified product or change the quality control system. If, however, the changes are not going to result in the relevant product no longer conforming to Japan Industrial Standards, EWPA can limit the inspections to document assessments.

(b) When a revision of the Japan Industrial Standards may result in the certified product no longer conforming to the Japan Industrial Standards or the quality control system of the party obtaining certification requiring change. An audit shall be conducted within 4 months of the relevant revision.

(c) When EWPA have received an allegation from a third party that the certified product does not conform to Japan Industrial Standards or that the quality control system of the party obtaining certification does not conform to the standards to which certification was granted, and the risk is high, EWPA shall, after reviewing the relevant facts, without delay execute an on-site audit.

(d) In addition to 1) to 3) above, when EWPA becomes aware of the fact that the certified product does not conform to Japan Industrial Standards, that quality control system of the party obtaining certification does not conform to the standards to which certification was granted, or that there is a possibility of such non-conformity, EWPA shall, after grasping the relevant facts, speedily execute an on-site audit.

9.3 Triennial On-Site Inspections

EWPA will classify every third on-site inspection as a “Triennial Audit”.

Triennial audits will include a combination of an on-site inspection and product testing of samples selected during the on-site inspection.

The triennial audits will consist of an inspection of items identified in Section 7.1.

The certified mill must submit the latest version of their quality system documentation and a system description to EWPA prior to the Triennial Audit occurring.

9.4 Audit for Re-certified Parties

When a party has had their certification re-instated after being revoked, EWPA shall conduct full triennial audits every year for three years. Where EWPA deem it unnecessary, part of the inspection may be exempted.

After the third year, audits shall return to normal.

9.5 Audit Product Testing

9.5.1 Annual Surveillance Audits

EWPA shall select samples for independent testing during each audit, the samples selected shall rotate through the list of products certified.

9.5.2 Re-Certification Audits

EWPA shall select samples for independent testing during recertification audits, all product certified will be sampled for testing.

9.5.3 All audits

If product is not able to be sampled due to no production or no inventory, the following options shall apply:

(a) The target (qualification) JIS product shall be produced, and testing will be conducted.

(b) Testing of certified JIS product shall occur at least once every 3 years. If product is not available at a surveillance audit, it can be tested at the next production run by way of an ad-hoc surveillance audit.

(c) For JIS compliant products, temporary certification will be maintained until the start of production at the next ordering time, at which time testing must be completed. An audit and testing shall be conducted. JIS mark cannot be used until temporary certification is lifted.

All certified products must be able to be tested within a 3-year period. If product is not being produced a production run must be completed to enable the product to remain certified.

If samples selected during surveillance do not pass JIS requirements, the following process will occur:

(a) Certification shall be suspended, and the certified mills name will be removed from the JIS register.

(b) The certified mill will be asked to investigate and provide a reason why they believe the sample has failed and provide an explanation of the corrective action taken.

(c) An EWPA auditor will return to site and select another sample.

(d) If the second sample passes the JIS requirements and confirms the corrective action has been successful, the certification shall be reinstated, and the certified mills name added back onto the register.

(e) If the second sample does not pass, an ad-hoc surveillance audit will be conducted. A sample will again be selected.

(f) If the third sample passes, certification shall be reinstated, and the certified bodies name added back onto the register.

(g) If the third sample does not pass, certification will be withdrawn, and the mill will need to re-qualify for certification.

9.6 Audit Report Process

At the completion of each audit the auditor shall prepare and issue an audit report to the certified mill.

The audit report will identify any and all non-conformities identified during the audit, as well as identifying corrective action taken for previous non-conformities.

10 EWPA Product Evaluation

The applicant/certified mill shall either have product tested at the Timber Testing Centre, or another ISO 17025 certified laboratory. EWPA will only accept another laboratory if the applicant/certified mill is outside Australia and it is impractical to use the Timber Testing Centre laboratory, or Timber Testing Centre is unable to conduct the test (eg. incombustibility).

The use of another laboratory must be by mutual agreement between EWPA and the applicant/certified mill.

11 Corrective Action Demands

When any of the following applies to a certified mill, EWPA shall demand that the certified mill rectifies the situation and takes necessary preventative measures to avoid a reoccurrence.

(a) Quality control system does not meet the required criteria.

(b) The mark under Article 30-1 or 31-1 or a similar mark which may be mistaken as the mark, was affixed to a product other than the certified product, its packaging, its container, or invoice.

(c) The mark under Articles 30-1 or 31-1 or a similar mark which may be mistaken as the mark, was used in an advertisement for a product other than the certified product in a way that it may give the impression that the non-certified product is certified.

(d) An advertisement of a certified mill includes content that may mislead a third party about certification by EWPA.

11.1 Stop Use of Mark

In the cases described in the following points, EWPA shall demand that a certified mill stops partly or entirely using the mark under Article 30-1 or 31-1 (including similar marks, which may be mistaken as the mark) and demand that the certified mill does not ship the JIS non-compliant products to which the mark under Article 30-1 or 31-1 is affixed (including cases when the mark is affixed to the product, its packaging, container or invoice).

EWPA will conduct a surveillance audit of any organisation required to stop use of mark within one year of the request when:

(a) Article 45-2-3 of the law applies to a product manufactured or processed by a certified mill.

(b) Quality control system of a certified mill does not meet the required criteria and there is a possibility that the deviation from the criteria may cause the business to be non-compliant to JIS, or the deviation is deemed to be significant.

(c) A certified client does not properly or promptly comply with the demand described in this section.

11.2 Notification

EWPA shall formally notify the certified mill in writing when making any corrective action and stope use of mark demands.

Notification shall clearly identify the demand and include a defined period for corrective and preventative action to be completed.

EWPA shall promptly notify the certified mill in writing when the demand has been withdrawn due to rectification and preventive actions being deemed satisfactory by EWPA.

11.3 Withdrawal

EWPA shall withdraw certification if the certified mill does not comply with rectification and preventative measures within notified period, this will include a demand that the certified mill removes or strikes out the mark under Article 30-1 or 31-1 from the product for which the certification was withdrawn, its packaging, container or invoice that are in the business's possession.

12 Suspension and Withdrawal of Certification

12.1 Suspension

If the use of JIS marks have been suspended due to failed audit testing, EWPA will promptly send a letter to the certified mill notifying them of the suspension. All non-compliant product must be isolated and JIS Marking must cease immediately. A duration of suspension will be identified.

Once corrective action has been taken, EWPA shall conduct an audit to confirm actions taken have been successful and compliance with the JIS Mark Policy and rules.

Once EWPA confirms that this action has been successful, the suspension may be lifted. EWPA will notify the certified mill in writing that the suspension has been lifted.

If the suspension is lifted, EWPA shall conduct a full triennial audit within one year of lifting the suspension. When EWPA deem it unnecessary, part of the inspection may be exempted.

The JIS mark register will be updated immediately.

12.2 Withdrawal

EWPA will cancel the use of the JIS Marks if the following events occur:

(a) The certified mill fails to maintain its quality control system and product properties as described in these rules. A demand for corrective action has been made by EWPA but rectification work has not been satisfactorily conducted.

(b) The JIS marks are wrongfully displayed or misused.

(c) The certified mill does not pay the certification fees.

(d) The certified mill refuses, obstructs or evades surveillance audits.

(e) The certified mill breaches the certification agreement in any other way

(f) EWPA discontinues its status as an RCB.

(g) The JIS Mark Rules are changed and the certified mill either cannot or will not ensure conformity with the new requirements.

(h) The certified mill voluntarily surrenders its use of the JIS marks.

EWPA will give 14 days' notice to the certified sites Manager to show cause as to why their certification contract should not be cancelled. The notice shall be made in writing and shall detail the reason for withdrawal of certification and what corrective actions can be taken by the mill to avoid the withdrawal of certification.

After assessment of the certified mills response to the show clause notice, EWPA will determine if withdrawal of certification is to continue. EWPA will issue a notification outlining if certification is to continue or be withdrawn. The notification will include all reasoning and when certification is withdrawn the requirement to stop the use of the JIS Mark.

The JIS mark register will be updated immediately.

12.3 Reinstatement

Any certified mill which for any reason has been subject to withdrawal, may again apply for certification. The decision to re-instate a mill will be made by authority of the CEO acting on advice from the General Manager and EWPQC Review Committee.

Generally, the mill must first conform to the EWPA JIS Mark Rules, and where necessary, have taken appropriate corrective action. Any additional requirements or relaxation of pre-qualification requirements will be advised in writing by EWPA.

Where the certification had been cancelled, all EWPA licensees and affiliates will be notified that the marks have been re-issued to that plant.

The JIS Mark register will be updated immediately.

13 Complaints and Appeals

13.1 Appeals

All licensees and other affected parties have the option to appeal or complain against any decision taken by the EWPA, its staff and committees with respect to implementation and enforcement of the EWPA JIS Mark Rules.

Appeals may be lodged in writing to the CEO of EWPA at 3/107 Northlink Place, Virginia, QLD, 4014, Australia, or gavin.matthew@ewp.asn.au

Upon receipt of an appeal, EWPA shall acknowledge receipt of an appeal and will address

EWPA will provide formal notice of the outcome of the appeal and where applicable shall indicate that the appeals process has ended to all parties involved.

If, after the appeal has been finalized, the appellant is still not satisfied with the decision and submits the appeal again, then the appeal should be reported to METI.

13.2 Complaints and Disputes

Complaints shall be submitted in writing and disputes by telephone in relation to test results, assessment activities or the integrity of assessment personnel.

Complaints and disputes in relation to the Scheme may be made to the EWPA CEO at:

EWPA
3/107 Northlink Place, Virginia, QLD, 4014, Australia.
Ph+61 7 32503700
E-mail: gavin.matthew@ewp.asn.au

Upon receipt of the complaint, EWPA will confirm whether the complaint relates to certification activities for which it is responsible and, if so, EWPA shall acknowledge receipt of a formal complaint and will address it.

EWPA will ensure that the necessary action is taken to resolve the complaint and provide formal notice of the outcome at the end of the complaint process to all parties involved.

14 Revision History

Version	Reason	Date
2	Update to section 4.9 after release of JIS A 5905:2022.	12/04/2023
1	Initial Release	18/05/2022