

Cosmos Corporation

**Guide for Application of Conformity
Assessment
under Electrical Appliance and Material
Safety Act**

Domestic manufacturers or importers can apply assessment conformity to Registered Conformity Assessment bodies, and foreign manufacturers can apply assessment equivalent to conformity assessment (hereinafter refer as “equivalent of the conformity assessment”).

The Electrical Appliance and Material Safety Act (Act No. 234 of 1961, hereinafter referred as “the act”) requires that manufacturers or importers of Electrical Appliances have the obligation of Notification of Business, confirmation of compliance with Technical Requirements and Self-inspection, and they shall affix PSE mark to Electrical Appliance for sales under the Act. And if the Electrical Appliances (manufactured or imported) are specified Electrical Appliances and Materials in Article 2 of the act, they must be subjected to conformity assessments by Registered Third Party Assessment bodies (Registered Conformity Assessment bodies).

Cosmos Corporation (herein after referred as “we, our, or us”) will conduct conformity assessments (or equivalent of the conformity assessment) on the specified Electrical Appliances and Materials as Registered Conformity Assessment bodies based on the act.

This manual is a document that explains procedures and key points for application for conformity assessments on the specified Electrical Appliances and Materials conducted by us.

If you have any questions for this manual or our business, please contact us.

I Procedure of application

1. Classification as applicants:

Please select from (1) a domestic manufacturer, (2) an importer or (3) a foreign manufacturer, which is applicable to you. Please apply the requirements for the selected one.

(1) Domestic manufacturer:

A person that provides notification under Article 3 of the act (Notification of Business) and produces Electrical Appliances in Japan.

(2) Importer:

A person that notifies according to Article 3 of the act (Notification of Business) and imports Electrical Appliances from foreign countries to Japan. If an importer intends to apply for conformity assessment under Article 9, paragraph (1), item (ii), the importer shall have a capital affiliation with the manufacturer, and dispatch staff to the manufacturer. The dispatched staff shall conduct inspections directly or give directions to other staff to inspect by means of inspection facilities (testing facilities) specified in Article 9 of the act under supervision of the applicant, and the specified Electrical Appliances and Materials shall be imported. The manufacturer must have inspection facilities (testing facilities) specified in Article 9 of the act and the staff of applicant must conduct inspection in manufacturing process and on finished products using the inspection facilities (testing facilities) directly or give directions to other staff under supervision of the applicant.

(3) Foreign manufacturer:

A foreign manufacturer that is specified in Article 9, paragraph (1) of the act (Conformity Assessment on the Specified Electrical Appliances and Materials) and subjected to confirmation equivalent to the certificate specified in same article, paragraph (2).

2. Method of application

2.1 Method of conformity assessment on the specified Electrical Appliances and Materials:

For the specified appliances and materials, conformity assessment is required per classification by Katashiki (product type) and type 1 assessment or type 2 assessment shall be conducted as specified in article 9, paragraph 1.

* If you intend to take type 1 assessment, please let us know in advance.

Assessment type	Object of assessment	Note
Type 1 assessment	Relevant specified Electrical Appliances and Materials	Electrical Appliances and Materials manufactured or imported are subjected to assessment
Type 2 assessment	The specified Electrical Appliances and Materials used for testing and the inspection facilities (testing facilities) for said specified Electrical Appliances and Materials which are in the notifying supplier's plant or workplace, and other matters as specified by Ordinance of the Ministry of Economy, Trade and Industry.	Samples of Electrical Appliances and Materials manufactured or imported and inspection facilities (testing facilities) in the plant where they are manufactured are subjected to assessment.

2.2 Name of Electrical Appliances and Materials that are eligible for conformity assessment:

Name of specified Electrical Appliances and Materials that we can conduct conformity assessment are as below.

- Magnetic therapeutic appliances
- Electric insect killers
- Electric therapeutic bath controllers
- DC power supply units

2.3 Necessary documents for the application:

For conducting the above type 1 and 2 assessments, it is needed to apply for any of them with specified documents that are filled with the necessary information. The specified documents are as below. Please download them from our website and fill in them with necessary information. The conformity assessment is conducted per classification by Katashiki (product type), so if the conformity assessment for more than 2 specified Electrical Appliances and Materials with different classification by Katashiki (product type) are needed, please send necessary documents per classification by Katashiki (product type) of the specified Electrical Appliance and Materials to us. If additional documents other than them in listed in below table are considered to be needed

after starting the inspection, we will request you to send us them even if during testing.

* When we prepare an estimate, documents listed in “Necessary document for estimation” are needed.

Name of document		Note	Necessary documents for estimation
【QAF1411】	Application Form for conformity assessment under Electrical Appliance and Material Safety Act	Please download from our website.	Item “1.” “2.” “3.” “5.” “7.” “8.” “10.”
	Outline of the structure, material, and performance	(See page 6 of Application Form) Please submit documents that describe structure and material of appliances. Describe these in light of the classification by Katashiki (product type).	△ Required if instruction manual is not available
	Rating labels	(See page 7 of Application Form) Please also let us know marking locations.	
	Letter of attorney	(See attachment in Application Form) If an applicant delegates authority involved in application to someone else, a letter of attorney is needed.	
	List of factories	(See Attachment in Application Form)	
	Declaration of Conformity Assessment	(See Attachment in Application Form) Only for an importer	
	List of Inspection Facilities (Testing Facilities)	(See attachment in Application Form) Items that are described in column of inspection facilities (testing facilities) per classification of Electrical Appliances in Appended table 4 of the Ordinance for Enforcement * If confirmation of inspection facilities (testing facilities) is conducted in the Factory, the following documents are also needed. 1. Regulations for control of the facilities (A document that describes the control system related to calibration of inspection facilities (testing facilities)) 2. Specification of the facilities (instruction manual etc.) 3. Record of calibration (including the date that the calibration was conducted and effective date for calibration)	△ Not needed, if this is the first application for the factory.
【QAF1565】	Certification Agreement	Only for the first application * Please sign after confirming contents of the agreement.	

Name of document	Note	Necessary documents for estimation
Classification by Katashiki (product type)	Please download from our website. Please submit them per the classification listed in Appended table 2 of the Ordinance for Enforcement.	
CB Test Report (including National Deviation, i.e. country deviation for Japan) and CB Test Certificate	<ol style="list-style-type: none"> 1. If you intend to use CB Test Report for inspection, only CB Test Report issued within 3 years can be used. If the test standard(s) applied in CB Test Report is not based on international standards listed in Appendix 12 or if it is already void, it cannot be used. Please be sure to confirm the test standard(s) in CB Test Report before sending them. 2. The following tests must be conducted by us, even if you use CB Test Report for inspection. <ul style="list-style-type: none"> - Electromagnetic Interference (If the test data is included in CB Test Report and we can confirm its compliance, it is not required.) - Evaluation of appliances with remote control mechanism, if applicable. (J1000) - Evaluation under safety standard relating to prevention of accidents from occurring, if applicable. (J3000) 3. Please note that after confirming submitted CB Test Report, additional test may be needed. We will inform you the additional fee after confirming the CB Test Report. 	
Circuit Diagrams		○
Critical components list	Please download a form of Critical components list from our website.	○
Instruction Manual (Japanese)		○
Specifications, structure diagrams, wiring diagrams, board pattern diagrams, etc, of finished products, parts used, etc.		
Certificates for parts or materials used	If applicable	
Document describing special operation or handling if such operation or handling is required	If applicable	
Samples	At least three. We will contact you at the time of the official estimate issued.	

Name of document	Note	Necessary documents for estimation
Peripheral equipment for operating the product	Same as the amount of samples	
Parts, etc, (For structure confirmation and for repair)	We will contact you at the time of estimation.	

2.4 Handling fee for Conformity Assessment:

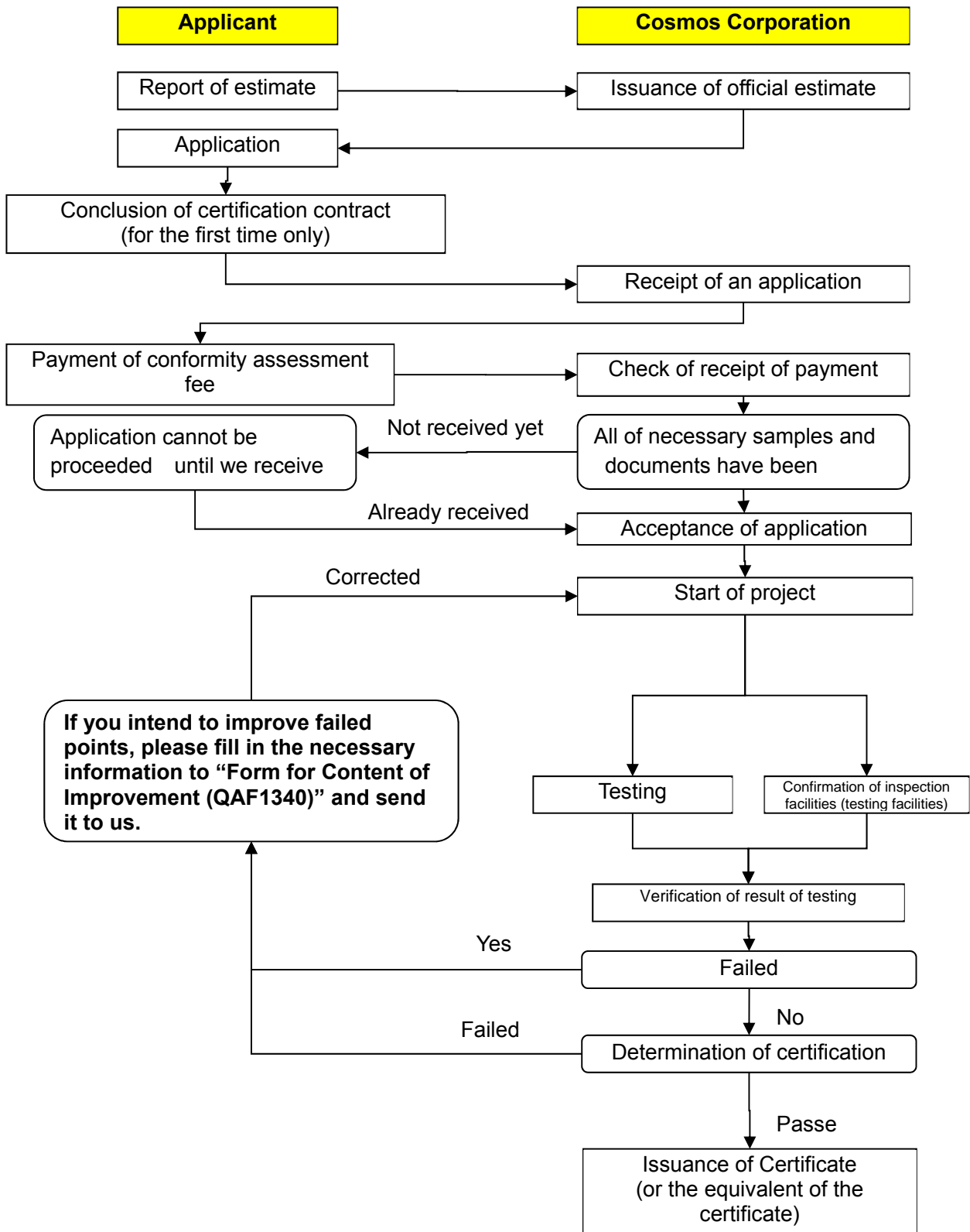
See Appendix.

2.5 Payment method:

For payment of conformity assessment, please pay in advance the fee in an official estimate by cash as a rule. Inspections will be started after confirming your payment. Fee for additional testing by improvement etc. against non-conformities occurred in the conformity assessment will be charged when the tests are completed, if applicable.

3. Flowchart of conformity assessment:

The following flowchart shows the flow from application to issuance of certificate or the equivalent of the certificate.



3.1 Supplementary information from application to issuance of certificate:

Application can be accepted after receiving all of the documents and samples listed in the above clause 2.3 and other necessary documents (specification of components, etc.), and testing will be started to conduct.

3.2 Testing for samples:

Testing of samples is intended for confirmation of compliance for standard under Article 8, paragraph 1 of the act.

3.3 Items for confirmation of inspection facilities (testing facilities):

For the factory that produces specified Electrical Appliances and Materials, compliance of inspection facilities (testing facilities) requirements under Article 9, paragraph 2 of the act must be confirmed. If the factory has already been issued certificate (or equivalent to the certificate) and complies with the following conditions, confirmation of inspection facilities (inspection facilities) can be conducted by paperwork.

- The validity period of the certificate (or equivalent to the certificate) is more than 6 months.
- The specified Electrical Appliance and Material is included in the classification of electrical appliances on such certificate (or equivalent of the certificate).
- No modification of inspection facilities (testing facilities) of the factory.

3.4 Issuance of certificate:

After verification of result of testing, determination of certification will be done. If it is judged pass, we issue the certificate.

3.5 Improvement against failed:

If any non-conformity occurs in conformity assessment, we will inform you the failed points by "Report of result of inspection". If you expect us to continue to conduct the inspection, please let us know the contents of improvement within 40 days from issue of the report (please submit a notice of correction attached to the report, reporting contents of correction). If we do not receive the notice from you within 40 days or an improved sample fails to re-test twice, we do not continue the testing on improved sample, and the application is completed as failed. If you intend to cancel the application without improvement, please send us "Form for withdrawal (QAF1569)". Then we complete the conformity assessment.

3.6 Contact:

Matsusaka Office CS department

718-1 Katsurase-cho, Matsusaka-shi, Mie, 515-1104 Japan

TEL: +81-598-30-5225 FAX: +81-598-30-5571 E-Mail: sales@cosmos-corp.com

3.7 Others

(1) Issuance of additional certificate etc.:

If you have following modifications in your certificate, etc, please apply for issuance of additional certificate.

i) Case of issuance of additional certificate:

- If you intend to change the name and address of applicants in the certificate, etc. (the change of address covers change of notation and movement)
- If you intend to change the name and address of the factory in the certificate, etc. (only for change of notation without movement)

ii) Case of issuance of additional certificate after confirming the inspection facilities (testing facilities)

- If you intend to move the factory listed in certificate, etc,
- If you intend to add a new factory that belongs to the corporate body same as the applicant to the certificate, etc.

(2) Issuance of copy of certificate (official copy):

Article 9 specifies “Equivalent of the certificate”. Conformity assessment specified in Article 9, paragraph 1 of the Act is not required to be conducted if you have retained “Copy of certificate (official copy)” as “Equivalent of the certificate” that is within valid period.

In case of importing specified Electrical Appliances and Materials that are produced by a foreign manufacturer:

A foreign manufacturer that received certificate from us should apply to issue “copy of certificate (official copy)” to us based on Article 13, item (i) of the Ordinance for Enforcement.

In case of re-importing specified Electrical Appliances and Materials produced and imported by a domestic manufacturer:

A domestic manufacturer that received certificate from us should apply to issue “official copy of certificate” to us based on Article 13, item (i) of the Ordinance for Enforcement.

(3) Temporary suspension of certificate:

After issuing the certificate, if the Japanese Government gives an order or a direction to the applicant with respect to the Electrical Appliance, e.g. prohibition of marking for a certain period, or if it is proved that any non-conformity to certification requirements is found, we may require you to temporarily stop use of all of advertisement and promotion materials referring to issuing the certificate in consultation with Ministry of Economy, Trade and Industry.

(4) Withdrawal of Certification:

After issuing the certificate, if the Japanese Government gives an order or a direction to the applicant with respect to the Electrical Appliance, e.g. prohibition of marking, or if it is proved that any non-conformity to certification requirements is found, we may require you to stop use of all of advertisement and promotion materials referring to issuing the certificate and to send the original certificate back to us in consultation with Ministry of Economy, Trade and Industry.

4. Non-disclosure of confidential information

We shall maintain the confidentiality of confidential information known to us in the course of conformity assessment and we shall not disclose the information except for case it is required to disclose the information according to the relevant legislation.

5. Consultation

According to the Act, we are not allowed to give any advice on conformity assessment (i.e. consultation).

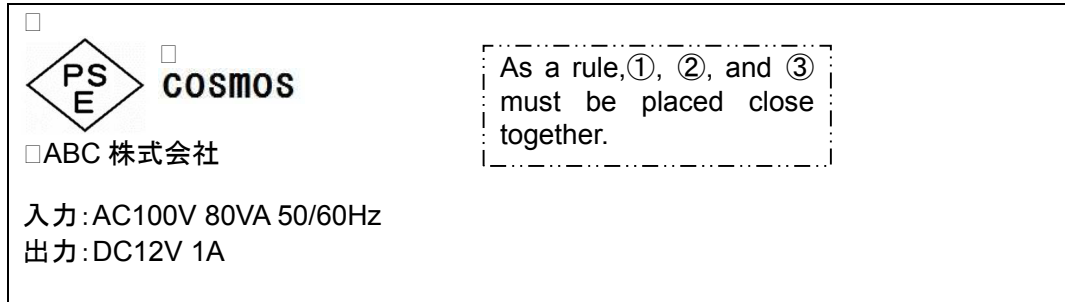
II Markings

1. How to use PSE Mark

1.1 PSE Mark

For marking of Registered Conformity Assessment Body, please confirm the below rules, and for other markings, please fulfill the provisions in the Act.

< Example of marking >



(1) PSE Mark for specified Electrical Appliances

(2) Name of the Registered Conformity Assessment Body: Please mark "Cosmos Corporation"
or **COSMOS** registered abbreviation.

<Format of "**COSMOS**">

Please use small letters.

Please use MS Gothic.

Please keep the height of "**COSMOS**" not less than 1.6mm.

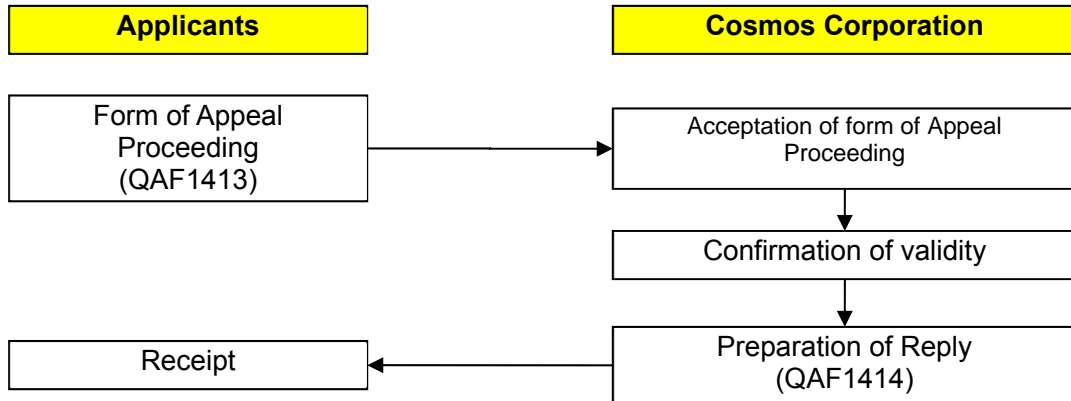
*Note: Please contact us for use at less than 1.6mm.

(3) Name of the Notifying Supplier

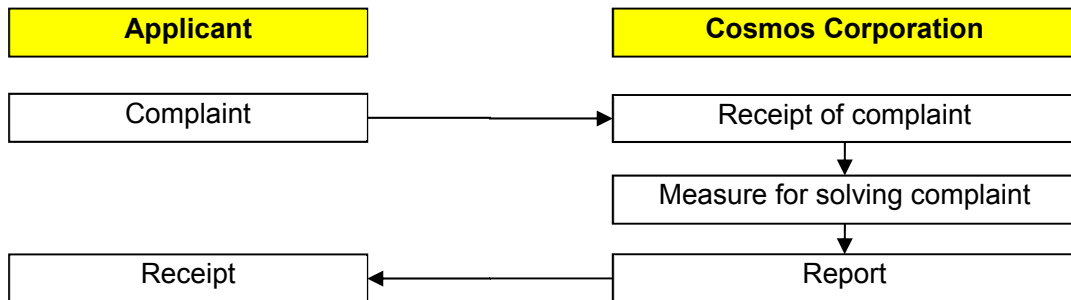
III Complaint and Filing of objection

For general complaint on conformity assessment and filling of objection on determination of certification, please contact to our CS department. For filling of objections, we will send you “Form for Appeal Proceedings”, please complete and send it to us. After receiving the form, we confirm its contents and reply to you.

Flowchart of Filling of objection



Flowchart of response to complaint



Appendix:

Handling fee for Conformity Assessment

1. Standard testing fee for each appliance

1-1. Testing fee for safety standards

No.	Content	Handling fee
1.	Magnetic therapeutic appliances	326,000 JPY
2.	Electric insect killers	313,000 JPY
3.	Electric therapeutic bath controllers	315,000 JPY
4.	DC power supply units	326,000 JPY

JPY = Japanese Yen

1-2. Testing fee for Electromagnetic Interference

No.	Content	Handling fee
1.	Magnetic therapeutic appliances	91,000 JPY
2.	Electric insect killers	91,000 JPY
3.	Electric therapeutic bath controllers	91,000 JPY
4.	DC power supply units	91,000 JPY

JPY = Japanese Yen

* The fee for type 1 assessment is the amount of the above fee multiplied by number of sampling.

* Testing fee may be added, depending on workload such as the Electrical Appliance having some operation modes, component tests needed, special structure, components having special structure, test item increased by structure of components, times of test increased by structure of the appliance, and Appendix 12 applied.

* If the appliance has more than one rating, 15 % of the testing fee is added.

* If re-testing is required by improvement, etc, testing fee is added depending on the workload of the test items.

* If using CB Test Report that is approved by NCB for the inspection, tests are not required in general and related testing fee will be decreased depending on the situation.

2. Fee for confirmation of inspection facilities (testing facilities)

No.	Content	Handling fee
1.	Fee for factory inspection (Travel expenses charged separately based on the rules)	70,000 JPY
2.	Fee for confirmation of documents	10,000 JPY
3.	Restraint Fee (Only for other than Japan)	Travel for half a day: 30,000 JPY Travel for a day: 60,000 JPY

JPY = Japanese Yen

* Travel expenses include the fee of transportation, accommodation and insurance (insurance: only for other than Japan)

3. Issuance fee

No.	Content	Handling fee
1.	Certificate or the equivalent of the certificate (original)	10,000 JPY
2.	Certificate or the equivalent of the certificate (official copy)	6,000 JPY
3.	Additional certificate or the equivalent of the certificate (original)	10,000 JPY
4.	Additional certificate or the equivalent of the certificate (official copy)	6,000 JPY
5.	Test report (hard copy)	6,000 JPY

JPY = Japanese Yen

* If you need hard copy of the test report, handling fee is added. (6000 JPY).

* If you need the test report in English, translation fee based on unit price at translation market (including typing fee) is added.

We will charge the fee of the above 1 to 3 with adding tax and local taxes.