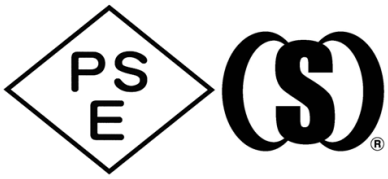
Cosmos Corporation

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 (assessment on actual products)	Relevant specified Electrical Appliances and Materials	Electrical Appliances and Materials manufactured or imported are subjected to assessment
Type 2 assessment (assessment on samples and inspection facilities)	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.

Electric heating appliances			
Electric heated toilet seats	Electric hot cupboards	Electric water pipe freeze protection prevention heaters	Glass fogging dew-prevention heater
Other electric heating appliances for preventing freezing or condensation		Electric storage water heaters	Electric heating-type inhalators
Household electric heating therapeutic appliances	Electric steam baths	Electric heaters for steam baths	Electric sauna baths
Electric heaters for sauna baths	Electric aquarium heaters	Electric heaters for ornamental plants	Electric heating-type toys
Electric motor operated or Magnetically Driven appliances			
Electric pumps	Electric well pumps	Refrigerating showcases	Freezing showcases
Electric ice cream freezers	Electric food waste disposers	Electric massagers	Automatically washing and drying toilets
Vending machines	Electric bubble generators for bathtubs	Electric bubble generators for aquariums	Other electric bubble generators
Electric motor-	Electric vehicles	Other electric motor-operated or	

operated toys		electromagnetically driven amusement appliances	
Electronic appliances			
High-frequency depilators			
AC electrical appliances			
Magnetic therapeutic appliances	Electric insect killers	Electric therapeutic bath controllers	DC power supply units
Portable generators			
Portable generators			

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

* At the quotation stage, we are unable to submit a quotation unless all the documents listed in the "Documents Required at the Quotation Stage" section have been provided.

Name of document	Note	Necessary documents for estimation
Application Form for Conformity Assessment under Electrical Appliance and Material Safety Act（QAF1411）	Please download from our website.	For the quotation, it is sufficient to fill out only items 1, 2, 3, 5, 7, 8, 10, and 11.
Outline of the structure, material, and performance	(See attachment in Application Form) Please submit documents that describe structure and material of appliances. Describe these considering the classification by Katashiki (product type).	△ Required if instruction manual is not available
Rating marks	(See attachment in Application Form) Please also let us know marking locations.	
Power of attorney	(See attachment in Application Form) If an applicant delegates authority involved in application to someone else, a letter of attorney is needed.	

Name of document	Note	Necessary documents for estimation
Declaration of Conformity Assessment	(See Attachment in Application Form) Only for an importer	
List of factories	(See Attachment in Application Form)	○
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.
Certification Agreement（QAF1565）	Only for the first application * Please sign after confirming contents of the agreement.	
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.	○

Name of document	Note	Necessary documents for estimation
CB Test Report (including National Deviations, i.e., National differences for Japan) and CB Test Certificate The CB Test Report of electrical appliance under the conformity assessment is required. We cannot recognize CB Test Report of partial unit incorporated into the electrical appliance.	1. If you intend to use a CB Test Report for inspection, please confirm in advance that the test standard(s) applied are based on international standards listed in Appendix 12 and are not obsolete. 2. The following tests must be conducted by us, even if you use CB Test Report for inspection. - 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.	
Peripheral equipment for operating the product	Same as the number of samples	
Parts, etc., (For structure confirmation and for repair)	We will contact you at the time of estimation.	

Name of document	Note	Necessary documents for estimation
Application Form for On-Site Test (QAF1852)	If you would like to take on-site test, please download the form QAF1852 at our website, then complete and send it to us.	△

* We carry out on-site test, if an applicant wants us to do it and we confirm that necessary equipment is provided at its factory or location under its control and that we can do on-site test without difficulty.

2.4 Handling fee for Conformity Assessment:

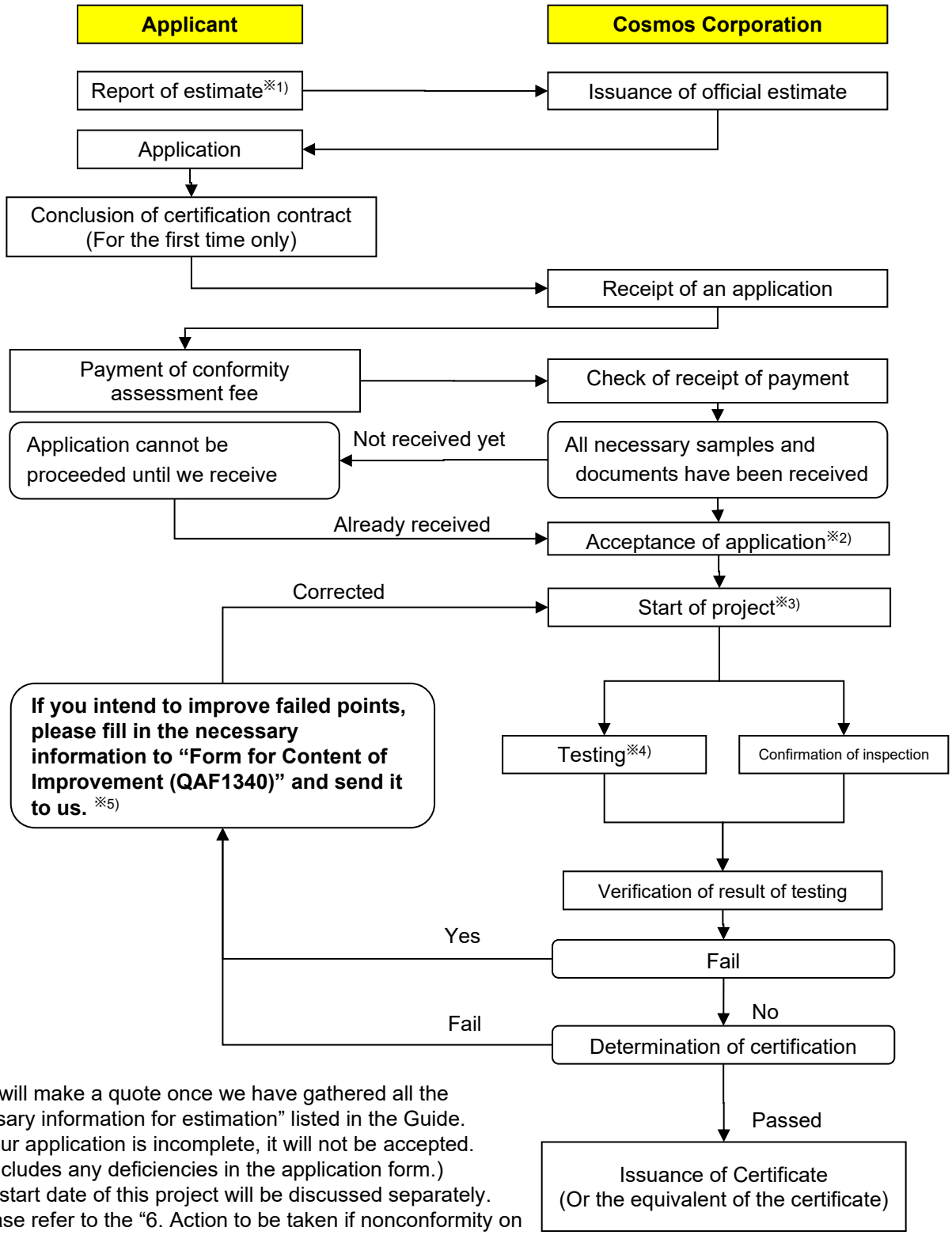
See Appendix.

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.



※1) We will make a quote once we have gathered all the "necessary information for estimation" listed in the Guide.
※2) If your application is incomplete, it will not be accepted. (This includes any deficiencies in the application form.)
※3)The start date of this project will be discussed separately.
※4) Please refer to the "6. Action to be taken if nonconformity on Electro Magnetic Interference is identified" in this application form.
※5) A maximum of two Fails is allowed. If a third Fail occurs, the inspection will be terminated at that point.

※Please be aware that if any defects or non-conformities occur in any process, it will affect the completion schedule.

3.1 Supplementary information from application to issuance of certificate:

Application can be accepted after receiving all 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 Fail:

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 Fail. 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 during 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　②

or COSMOS

As a rule,①, ②, and ③ must be placed close together.

③ABC 株式会社

入力:AC100V 80VA 50/60Hz
出力:DC12V 1A

① PSE Mark for specified Electrical Appliance

② Name of the Registered Inspection Body: Please display the applicable mark below.

Model Subject to Conformity Inspection: "csc mark"

Other Models in the Same Model Classification : COSMOS

* Please mark "Cosmos Corporation" or COSMOS registered abbreviation.

<Format of " COSMOS ">

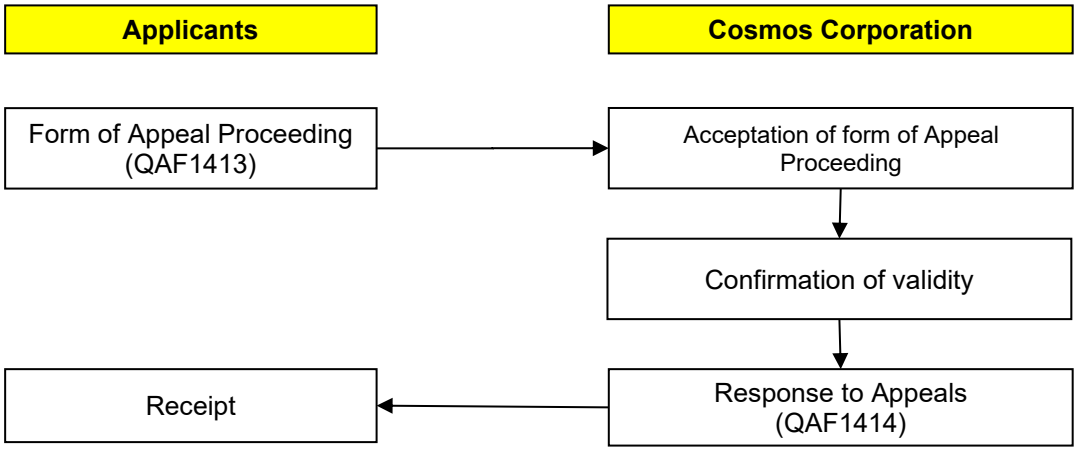
Please use small letters.
Psease use MS Gothic.
Please keep the height not less than 1.6mm.
*Note: Please contact us for use at less than 1.6mm.

③ Name of the Notifying Supplier

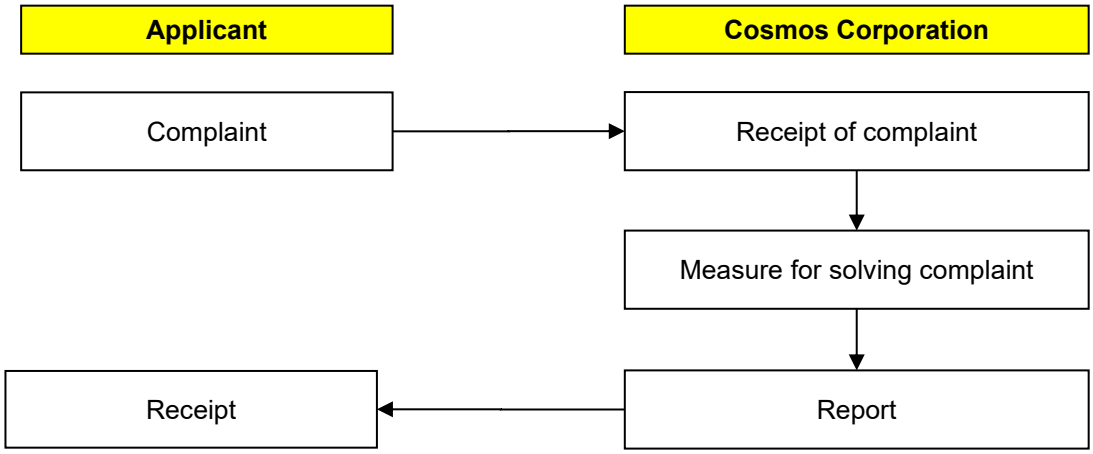
Ⅲ Complaint and Filing of objection

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 (evaluated under Appendix No. 8)

1-1 Testing fee for safety standards

No.	Name of Electrical Appliances and Materials	Handling fee
	Electric heating appliances	
1.	Electric heated toilet seats	375,000 JPY
2.	Electric hot cupboards	353,000 JPY
3.	Electric water pipe freeze protection prevention heaters	348,000 JPY
4.	Glass fogging dew-prevention heater	342,000 JPY
5.	Other electric heating appliances for preventing freezing or condensation	388,000 JPY
6.	Electric storage water heaters	369,000 JPY
7.	Electric heating-type inhalators	399,000 JPY
8.	Household electric heating therapeutic appliances	412,000 JPY
9.	Electric steam baths	369,000 JPY
10.	Electric heaters for steam baths	340,000 JPY
11.	Electric sauna baths	353,000 JPY
12.	Electric heaters for sauna baths	342,000 JPY
13.	Electric aquarium heaters	348,000 JPY
14.	Electric heaters for ornamental plants	350,000 JPY
15.	Electric heating-type toys	345,000 JPY
	Electric motor operated or Magnetically Driven appliances	
1.	Electric pumps	321,000 JPY
2.	Electric well pumps	321,000 JPY
3.	Refrigerating showcases	334,000 JPY
4.	Freezing showcases	334,000 JPY
5.	Electric ice cream freezers	345,000 JPY
6.	Electric food waste disposers	296,000 JPY
7.	Electric massagers	358,000 JPY
8.	Automatically washing and drying toilets	377,000 JPY
9.	Vending machines	431,000 JPY
10.	Electric bubble generators for bathtubs	329,000 JPY
11.	Electric bubble generators for aquariums	313,000 JPY
12.	Other electric bubbles generators	334,000 JPY
13.	Electric motor-operated toys	342,000 JPY
14.	Electric vehicles	331,000 JPY
15.	Other electric motor-operated or electromagnetically driven amusement appliances	318,000 JPY
	Electronic appliances	
1.	High-frequency depilators	318,000 JPY
	AC electrical appliances	
1.	Magnetic therapeutic appliances	326,000 JPY
2.	Electric insect killers	313,000 JPY

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3.	Electric therapeutic bath controllers	315,000 JPY
4.	DC power supply units	326,000 JPY
Portable generators		
1.	Portable generators	272,000 JPY

JPY = Japanese Yen

1-2 Testing fee for Electromagnetic Interference

No.	Name of Electrical Appliances and Materials	Handling fee
Electric heating appliances		
1.	Electric heated toilet seats	91,000 JPY
2.	Electric hot cupboards	91,000 JPY
3.	Electric water pipe freeze protection prevention heaters	91,000 JPY
4.	Glass fogging dew-prevention heater	91,000J PY
5.	Other electric heating appliances for preventing freezing or condensation	91,000 JPY
6.	Electric storage water heaters	91,000 JPY
7.	Electric heating-type inhalators	91,000 JPY
8.	Household electric heating therapeutic appliances	91,000 JPY
9.	Electric steam baths	91,000 JPY
10.	Electric heaters for steam baths	91,000 JPY
11.	Electric sauna baths	91,000 JPY
12.	Electric heaters for sauna baths	91,000 JPY
13.	Electric aquarium heaters	91,000 JPY
14.	Electric heaters for ornamental plants	91,000 JPY
15.	Electric heating-type toys	91,000 JPY
Electric motor operated or Magnetically Driven appliances		
1.	Electric pumps	91,000 JPY
2.	Electric well pumps	91,000 JPY
3.	Refrigerating showcases	91,000 JPY
4.	Freezing showcases	91,000 JPY
5.	Electric ice cream freezers	91,000 JPY
6.	Electric food waste disposers	91,000 JPY
7.	Electric massagers	91,000 JPY
8.	Automatically washing and drying toilets	91,000 JPY
9.	Vending machines	91,000 JPY
10.	Electric bubble generators for bathtubs	91,000 JPY
11.	Electric bubble generators for aquariums	91,000 JPY
12.	Other electric bubbles generators	91,000 JPY
13.	Electric motor-operated toys	91,000 JPY
14.	Electric vehicles	91,000 JPY
15.	Other electric motor-operated or electromagnetically driven amusement appliances	91,000 JPY
Electronic appliances		
1.	High-frequency depilators	208,000 JPY

No.	Name of Electrical Appliances and Materials	Handling fee
AC electrical appliances		
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
Portable generators		
1.	Portable generators	143,000 JPY

JPY = Japanese Yen

* The fee for type 1 assessment is the amount of the above fee multiplied by number of samplings.
* 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 construction of your product allows to reduce the number of basic test items, the fee may be reduced depending on estimated man-hours.
* 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.
* Reduction of testing fee when using CB Test Report. If using CB Test Report that is approved by NCB for the inspection, test results in CB Test Report may be considered for acceptance, and related testing fee will be decreased depending on the situation.
* Additional fees would be charged if any special machine is required due to complicated carrying-in and handling of the product.
* Additional fees would be charged if consumables are required for evaluation.

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

No.	Content	Handling fee
1.	Fee for factory inspection (Including special remote inspection)	70,000 JPY
2.	Fee for confirmation of documents	10,000 JPY
3.	Restraint Fee (Only for other than Japan)	Travel for half day: 30,000 JPY Travel for one day: 60,000 JPY

JPY = Japanese Yen

* Travel expenses include the fee of transportation, accommodation and insurance, and will be billed separately according to the regulations.
(Insurance: only for other than Japan.)
* We will conduct the remote inspection using the submitted documents by the applicant and communication line if it is determined the same content as the on-site inspection can be confirmed by submitted documents etc. in case the following conditions.

・if it is determined that it is difficult to respond locally, or
・if it is determined that the factory inspector's body is in danger due to a dispute or epidemic, or
・if a travel ban advisory is issued by a government agency.

* In case multiple conformity assessment applications for products those belong to the same classification of Electrical Appliances are submitted at the same period of time and those products are manufactured at the same factory, inspection for the testing facilities of one product is enough and only document confirmations are required for the other products.

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.

4. Travel expenses and other fees associated with on-site test

No.	Content	Handling fee
1.	Travel expenses for on-site test are separately charged according to our rule.	As described on the left.
2.	Restraint costs (for travel to foreign countries only)	Travel for half day: 30,000 JPY Travel for one day: 60,000 JPY

* Travel expenses consist of transportation, accommodation and insurance expenses (for travel to foreign countries only).

We will charge the fee of the above 1 to 4 with adding tax and local taxes.

END