

## Summary of Changes

### 【JFS-C Certification Scheme Document Version. 2.3】

#### <Major changes>

1. Development of JFS related documents (JFS-C Certification Scheme document (hereafter referred to as the Scheme document) 2.2, 2.3, 2.4)

Development of the JFS related documents (the Scheme document, JFS-C Standard, Guideline for JFS-C Standard, and JFS-C Standard interpretations) is organized. In addition, Scheme committee is renamed as Stakeholder committee whose function is defined as an advisory body consisting of stakeholders and experts.

2. Enhancement of Integrity program (the Scheme document 2.6, Annex1)

The following three points are added to the procedures for monitoring certification activities of CBs (included in Integrity Program) in order to enhance the Integrity Program.

- ① Annual analysis of JFSM database and KPI of this analysis is clarified.
- ② Annual monitoring of selected audit reports is added.
- ③ Periodical office audit to each CB is added which is conducted every three years.

3. Audit program (the Scheme document 4.3.2 1; Annex 2)

In order to clarify the audit program, references for determining audit frequencies are clarified and the minimum duration of 2.0 man-day is added.

4. Personnel competence (the Scheme document 4.4.1)

Competence requirements for all the personnel engaging in certification activities are clarified.

5. Auditor competence (the Scheme document 4.4.5 1)

- The procedure for CBs to allow an auditor to register in a specific category is clarified.
- It is also added that if the CB cannot demonstrate the auditor competence, JFSM will delete its registration of the category.

6. Auditor training (the Scheme document 4.4.5 3) )
  - It is clarified that in trainer's training "a trainer" must complete the training provided by JFSM.
  
7. Audit experience→auditing skills (the Scheme document 4.4.5 4) )
  - It is clarified that CBs shall have a written program for the assessment of auditing skills of auditors and assess their auditing skills and knowledge in accordance with the assessment program.
  - It is added that for maintaining auditor registration JFSM confirms at least once a year whether the registered auditor meets the requirements.
  
8. Auditors' qualifications, training, and work experience (the Scheme document 4.4.5.2), Annex 4) )
  - Work experience for a JFS-C auditor is clarified. (Auditors' qualifications, training and work experience stated in Annex 4 was changed from informative to normative.)
  
9. Audit report (the Scheme document 4.3.3) )
  - Function and required items of an audit report are clarified.
  - The principle and rules of confidentiality of the audit report are clarified. (CBs shall obtain a written consent from each organization when intending to provide or disclose the audit report to the third party.)
  
10. Due date for corrective action (the Scheme document 4.3.2 2) (2) b) c) )
  - Due date for corrective action plan is clarified, stating that in case any major or minor nonconformity is found, the organization shall be confirmed with the corrective action completed within certain period.

End