INITIAL AUDIT FLOW-CHART

PROCESS	CLIENT ORGANIZATION	CLASS NK

ⓐ Application made on specified form.

ⓑ Details confirmed. Application accepted.

ⓒ Selecting the audit team members

ⓓ Investigation of outline of the Organization ,outline of the business, schedule for establishment of the management system, if deemed necessary by the Society

ⓔ Documents to be submitted (Manual, supplements)

ⓕ Confirmation of the conformities with the requirements of the applicable standards

ⓖ The results of the stage 1 audit (document) are to be notified

ⓗ If the nonconformities with the requirements of the applicable standards are found, the Society requests to correct and to be submitted.

ⓘ Auditing to the corrected documents and the results of audit are to be notified.

ⓙ To make a plan for the stage 1 audit (visit)and notice to the organization

ⓚ Confirmation of preparedness for the management systems of client organization

ⓛ The results of the stage 1 audit (visit) are to be notified.

ⓜ If findings are found out, organization should be solved them by the stage 2 audit.

ⓝ To make a plan for the stage 2 audit (visit) based on the results of the stage 1 and notice to the organization.

ⓞ Confirmation for the level of implementation of the management systems of client organization (conformities with requirements of the applicable standards, conformities with policy, achievement of policy, etc,)

ⓟ The results of the stage 2 audit are to be notified

ⓠ If nonconformities are found out by the audit, corrective action shall be taken by the organization and the results of them are to be submitted

ⓡ confirmation of contents and effectiveness of the corrective action

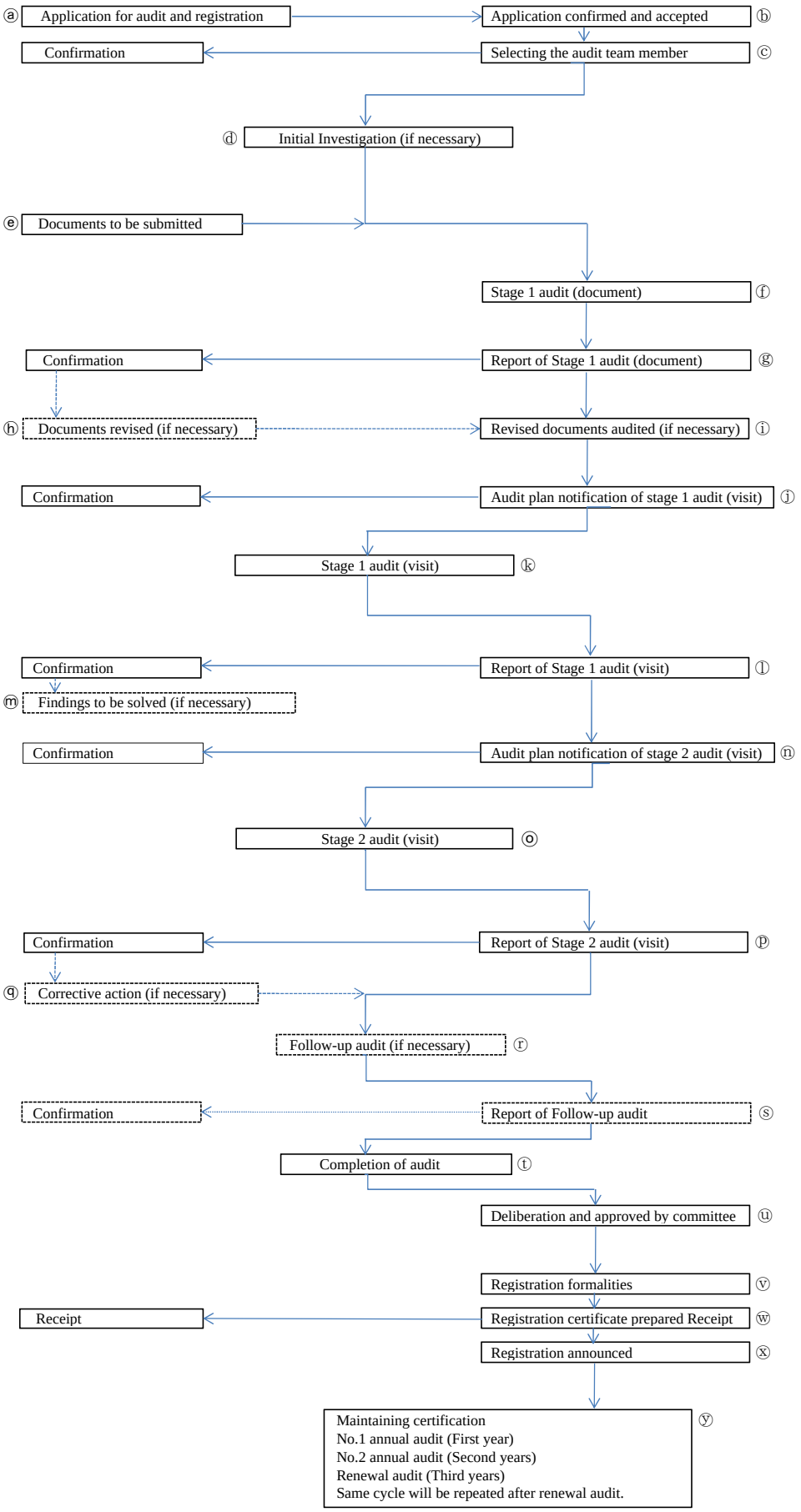
ⓢ The results of follow-up audit are to be notified.

ⓣ Completion of audit

ⓤ The results of audit is deliberated by the Quality Committee and registration is pproved by the Society.

ⓥ Registration formalities (JAB, RvA, Registration, etc.)

ⓦ Registration certificate is prepared and issued

ⓧ To be announced the contents of registration in the website of the Society.

ⓨ Maintaining certification
After registration, annual audit shall be carried out at least one time per year and renewal audit will be carried out every 3 (three) years. In case major changes are made to the occasional audit as deemed necessary by the Society.