

JARA LICENCE Manual

JARA : Japan Automotive Recyclers Association



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Content

Chapter 1 Outline of JARA LICENCE

- 1.1 Summary of Licence System
- 1.2 JARA LICENCE Conception
- 1.3 Main content of Licence System
- 1.4 Diagram of JARA LICENCE System
- 1.5 System and Responsibility

Chapter 2 Essentials of JARA LICENCE Application

- 2.1 Essentials of accepting the applications
- 2.2 Essentials of investigation entrustment
- 2.3 Essentials of field survey
- 2.4 Essentials of Examination Committee
- 2.5 Qualification confirmation of investigators (Auxiliary Rules)
- 2.6 The way to deal with claims and requirements (Investigators)

Chapter 3 The Approval Standard for JARA LICENCE

- 3.1 Summary of the Approval Standard for JARA LICENCE
- 3.2 The Approval Standard and Investigation Outline of JARA LICENCE
- 3.3 Investigation Standard and Kinds of Licence Letters for JARA LICENCE

The attached lists of the Licence System Manual For JARA LICENCE

- List 1: JARA LICENCE Licence Letters of Type I
- List 2: JARA LICENCE Licence Letters of Type II
- List 3: JARA LICENCE Licence Letters of Type III
- List 4: Letter of Authorization for Investigation
- List 5: Letter of Investigation Instruction
- List 6: Instruction Reference

Chapter 1 Outline of JARA LICENCE

1.1 Summary of Licence System

This Licence System is that, in accordance with Automobile Recycling Law, those enterprises engaged in producing and selling recycled automotive parts will be titled with Excellent Enterprise and awarded Excellent Enterprise Certificate by JARA, if the enterprises could pass JARA's investigation and meet JARA's regulations of product quality, production program, storage, price, physical distribution, customers' satisfaction, customer information management, sale moral and environmental standard (JARA Excellent Enterprise Licence System hereinafter referred to as "JARA LICENCE").

1.2 JARA LICENCE Conception

As a member of society, we'll develop activities which could meet observance of laws and rules, social common idea and business morality, and strive to improve cultural life level of society accompanied with the healthy development of Automobile recycling business.

1.3 Main content of Licence System

① Investigating Committee and Examination Committee
 Investigating Committee and Examination Committee are separately set up and the Licence is made by the last agreement between the two committees. All the members of Examination Committee are JARA directors. The members of Investigating Committee are appointed from related companies.

② Approval Standard

Approval Standard includes findings of investigation prescribed by JARA and widely popularizing certificates (such as, Consortium Recognition, ISO9001, ISO14001, P Mark, and so on)
 For more information, see also Chapter 3 - The Approval Standard for JARA LICENCE.

③ Licensing objects and varieties
 There are three kinds of licensing objects according to different business and separately licensed in accordance with the relative standards.

Licensing objects	Licensing varieties
The enterprise which produces and sells recycled parts	The Licence of Excellent Enterprise Producing & Selling Recycled Parts (Type I OF JARA LICENCE)
The Dismantlement enterprise	The Licence of Excellent Dismantlement Enterprise (Type II OF JARA LICENCE)
The corporate which produces and sells automotive Rebuilt parts	The Licence of Excellent Corporate Producing & Selling Automotive Rebuilt Parts (Type III OF JARA LICENCE)

④ The use of licensing certificate and Logo mark

Issue JARA Licensing Enterprise Certificate and allow them to use Logo mark for JARA Licensing Enterprise Certificate.

⑤ The valid period and renewal of licence:

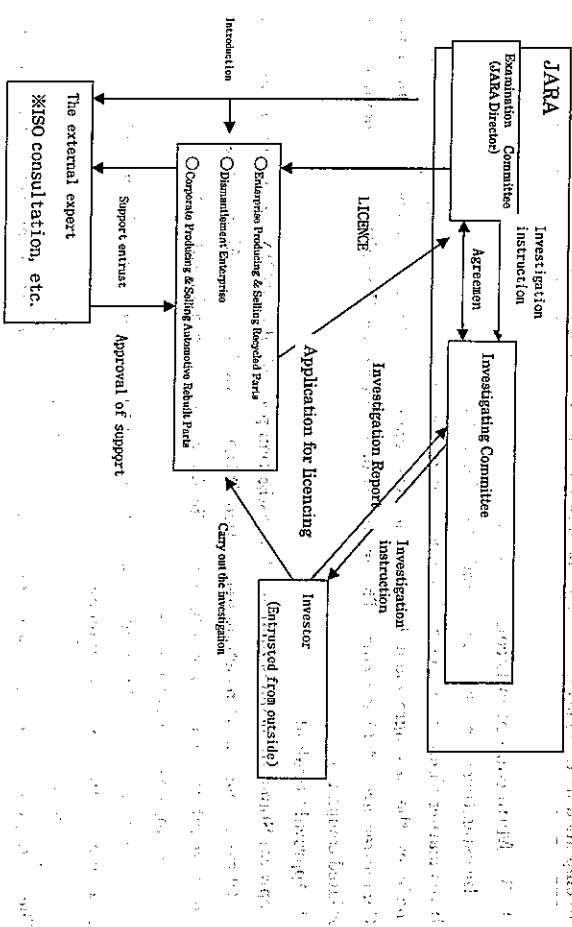
The valid period and renewal of licence is done once two years only through the renewal of procedure. But if the followings happened, investigation must be done before the renewal of procedure:

- There is enlargement or alteration in business;
- Need to investigate further because of the modification in legal rules;
- Other cases which JARA think it's necessary to investigate.

⑥ Investigators

Investigators shall match the condition that Investigating Committee prescribes. The valid period and renewal of investigators is done once three years only through the renewal of procedure.

1.4 Diagram of JARA LICENCE System



1.5 System and Responsibility

The responsibilities/roles of each position are as follows. The specific responsibilities/roles are otherwise provided in the manual.

Position	Responsibility / Role
Examination Committee	Examine the establishment, application and licence of JARA LICENCE system, and give necessary directions to Investigating Committee
Investigating Committee	Accept the directions from Examination Committee, and give investigation directions to field investigators. And manage and supervise field investigators' work
Office	Ensure the smooth operation of JARA LICENCE, support the work of Investigating Committee and Examination Committee, and contact and negotiate with the external divisions
Investigator	Accept the directions from Investigating Committee, conduct field investigation, and report the necessities.

Chapter 2 Essentials of JARA LICENCE Application

This chapter prescribes the essentials of JARA LICENCE operation (i.e. accepting the applications → accepting and conducting investigation entrustment → field survey → Inspecting Commission), investigators' qualification confirmation and the way to deal with claims and requirements.

2.1 Essentials of accepting the applications

work	person responsible	Relevant data
<p>Accept the application material</p> <p>↓</p> <p>Confirm the content of application</p>	<p>Office</p> <p>Examination Committee</p>	<p>Letter of Authorization for Investigation (List 4)</p>
<p>Accept Letter of Authorization for Investigation</p> <p>↓</p> <p>Accept the application</p>	<p>Examination Committee</p>	<p>Letter of Investigation Instruction (List 5)</p>
<p>Work out Letter of Investigation Instruction and submit it to Investigating Committee together with Letter of Authorization for Investigation</p> <p>↓</p> <p>Entrust Investigating Committee to investigate</p>	<p>Examination Committee</p>	

2.2 Essentials of accepting and conducting investigation entrustment

work	person responsible	Relevant data
<p>accept and conducting the field investigation entrustment</p> <p>↓</p> <p>Select the field investigator</p> <p>↓</p> <p>Entrust the field investigation</p>	<p>Investigating Committee</p> <p>Investigating Committee</p>	
<p>Accept Letter of Authorization for Investigation and Letter of Investigation Instruction, and confirm the content of investigation</p> <p>↓</p> <p>Select the investigator from the list of investigators in accordance with the essentials of selecting investigators in this manual</p> <p>↓</p> <p>Give Letter of Authorization for Investigation and Letter of Investigation Instruction to investigators, and entrust the field investigation to the investigator.</p>	<p>Investigating Committee</p>	

2.3 Essentials of field survey

work	person responsible	Relevant data
<p>Accept and conduct Field Investigation, and confirm the content</p> <p>↓</p> <p>Field investigate and adjust beforehand</p>	<p>Field investigator</p>	<p>Instruction Reference (List 6)</p>
<p>Accept Letter of Authorization for Investigation and Letter of Investigation Instruction, and confirm with Investigating Committee if there's any unidentified point.</p> <p>↓</p> <p>The investigator contact the investigated beforehand and get his/her permission of the investigated content.</p> <p>↓</p> <p>Finish the content of investigation, work out Investigation Introduction. In principle, post Investigation Introduction to the investigated two weeks before date of execution and get his/her permission of the investigated content.</p>	<p>Field investigator</p>	

↓			
↓	Conduct Field Investigation according to Investigation Notice	Field investigator	
↓	Work out Letter of LICENCE Investigation	Field investigator	Report of Licence Investigation
↓	Summarize the results of investigation and work out Report of Licence Investigation. The content of Report of Licence Investigation shall get the permission of the investigated person responsible and be handed out to customers.		
↓	Report to Investigation Commissary	Field investigator	

2.4 Essentials of Inspecting Commission

work	person responsible	Relevant data
Accept Report of Licence Investigation and confirm whether the content is complete or not.	Investigating Committee	Note of Examination
↓		
Submit Report of Licence Investigation to Examination Committee	Investigating Committee	Note of Examination
↓		
Examination Committee	Examination Committee	
↓		
Notify the result of Examination	Examination Committee	Note of Examination

↓	Award JARA LICENCE LICENCE CERTIFICATE	Office	JARA LICENCE CERTIFICATE
↓	Expose information about JARA LICENCE	Office	
↓	Expose the outline of JARA LICENCE and publicize enterprises getting JARA LICENCE on JARA homepage, but don't publicize the content of investigation		

2.5 Qualification confirmation of investigators

work	person responsible	Output
Select investigator	Examination Committee	List of Investigators
↓		
Make decision (Award qualification)	Examination Committee	Oath Letter of Keeping Secrecy
↓		
Regulate obligation to maintain secrecy		
↓		
Update data	Examination Committee	

2.6 The way to deal with claims and requirements

work	person responsible	Output
External claims or requirements ↓ Determine and conduct emergency handling ↓ Determine and conduct correction treatment	Accept external claims or requirements The slight cause is reported to Office, and the major one is to Examination Committee. Examination Committee Examination Committee	The addressee claim or requirement Sheet

Chapter 3 The Approval Standard for JARA LICENCE

3.1 Summary of the Approval Standard for JARA LICENCE

① Approval Standard

Approval Standard includes findings of investigation prescribed by JARA, and widely popularizing certificates (such as, Consortium Recognition, ISO9001, ISO14001, P Mark, and so on)

② Licensing objects and varieties

There are three kinds of licensing objects according to different business and separately licensed in accordance with the relative standards.

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The Dismantlement enterprise	The Licence of Excellent Dismantlement Enterprise (Type II OF JARA LICENCE)
The corporate which produces and sells automotive Rebuilt parts	The Licence of Excellent Corporate Producing & Selling Automotive Rebuilt Parts (Type III OF JARA LICENCE)

③ The Matrix of Licensing objects, Approval Standard and kinds of registration systems

Licensing objects	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
Investigation Standard of customer satisfaction	○	○	○	○	○	○	○	○	○	○	○
Quality Standard	○	○	○	○	○	○	○	○	○	○	○
Standard of production program	○	○	○	○	○	○	○	○	○	○	○
Standard of stock management	○	○	○	○	○	○	○	○	○	○	○
Standard of packaging management	○	○	○	○	○	○	○	○	○	○	○
Standard of environmental management	○	○	○	○	○	○	○	○	○	○	○
Standard of waste treatment	○	○	○	○	○	○	○	○	○	○	○
Standard of labor safety and health	○	○	○	○	○	○	○	○	○	○	○
Standard of customer information management	○	○	○	○	○	○	○	○	○	○	○
Moral Standard	○	○	○	○	○	○	○	○	○	○	○
Price Standard	○	○	○	○	○	○	○	○	○	○	○
producers and sells recycled parts (Type I OF JARA LICENCE)	○	○	○	○	○	○	○	○	○	○	○
Dismantlement (of dismantled cars) (Type II OF JARA LICENCE)	○	○	○	○	○	○	○	○	○	○	○
produces and sells automotive recycled parts (Type III OF JARA LICENCE)	○	○	○	○	○	○	○	○	○	○	○
Kinds of registration systems*	○	○	○	○	○	○	○	○	○	○	○

※ G:ISO9001, E:ISO14001, O:OHSAS18001, P:PP Mark

※ if some of those qualifications were gained, such qualification shall be deleted from the table. For example, if the certificated of ISO9001 and ISO14001 were passed, then there shall be no field investigation for the two items.

3. 2 The Approval Standard for and Investigation Outline of JARA LICENCE

Items of standard	Standard of investigation	Essentials of investigation
① Investigation Standard of customers' satisfaction degree	Insist the idea of Customer First, respond customer's requirement, accurately hold customers' satisfaction degree, and correctly deal with claim.	Invest, by means of interview with person responsible and workers, inspection inside the company and confirmation of customer's claim, that the representative of this industry insists the idea of Customer First and this idea is complemented in the company or not.
② Quality Standard	The quality standard of part-shipment enterprises is based on ISO9001.	Invest all the storage goods to see the quantity of goods reach the necessary amount or not. If it's ok, then check the status.
③ Standard of production program management	On the basis of ISO9001.	Operate according to operational procedure. Necessary procedure and standards be written out. Manage engineering in accordance with regulations.
④ Standard of stock management	On the basis of stock standard of part-shipment enterprises.	Basically the interior management and merchandise show, which is qualified or not based on what the investigator saw.
⑤ Standard of packaging management	Based on packaging material and leave-factory package which could protect goods.	Make an actual confirmation of packaging operation and the status of packed products.
⑥ Standard of environmental management	Abide by Environmental Protection Law and fake environmental protection measures.	Grasp the content of Environmental Protection Law, take environmental necessary protection measures, and have the relative equipment for environmental protection.
⑦ Standard of waste treatment	Abide by the law of Waste Treatment.	According to the law of Waste Treatment, contact and Manifest to confirm if there's the correct disposal of Automobile Recycling Law.
⑧ Standard of labor safety and health	Safety management and equipment/personnel qualification inspection are based	Confirm the status of safety management in the workshop on site. And confirm if there's relative safety

	on the law of labor safety and health.	precaution.
⑨ Standard of customer information management	Manage private information in accordance to Privacy Policy and improve the level of sale management system.	The status of data management, customer information management, Security (to protect private information). And to see if there's sales management system and the perfection of this system.
⑩ Moral Standard	Readability of enterprise idea, contributions to industrial development, comparison test with area and society, reasonable sale price and accurate commodity specification	By means of interview with person responsible and workers, inspection inside the company, response to and investigation of the external claim. And abide by the laws and regulations.
⑪ Price Standard	On base of the 50% of price of new genuine parts, the retail price is within 5% fluctuation	The price of products with different function or genuine parts with unclaimed price is based on market average price. And carry out spot check on storage goods

3.3 - Investigation Standard and Kinds of Licence Letters for JARA LICENCE

Examination Committee will work out the Letter of Licence Investigation to reflect the above standards. Field investigation will be done according to those documents and the report will be submitted to Examination Committee.

Licensing objects	Documents for field investigation	Attached lists
The enterprise which produces and sells recycled parts (Type I OF JARA LICENCE)	Letter of Licence Investigation for Type I of JARA LICENCE (The enterprise which produces and sells recycled parts)	List 1
The Dismantlement enterprise (Type II OF JARA LICENCE)	Letter of Licence Investigation for Type II of JARA LICENCE (The Dismantlement enterprise)	List 2
The corporate which produces and sells automotive recycled parts (Type III OF JARA LICENCE)	Letter of Licence Investigation for Type III of JARA LICENCE (The corporate which produces and sells automotive recycled parts)	List 3

Edition	Constitution date/Emendation date	Content
Edition 1	Mar. 6, 2007	Emendate the new regulations

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