

JAS Grading Procedure Checklist

The below checklist is a guide to assist you in creating your JAS grading procedure. Please note your JAS grading procedure must be specific to your business.

1. Matters concerning the production process inspection

- Detail the processes that are taken to ensure the entire production process is compliant with JAS requirements
- Description of how the operational system can trace final JAS product to the JAS compliant raw material
- Describe the process to cross check functioning of JAS certification. This requires an internal audit to review procedures and processes associated with receipt to dispatch
- Include when the internal audit will be done, who will do it and what will be checked – the internal audit is required to occur at least annually, and must include JAS specific checks)

2. Matters concerning the grade labeling

- Description of the process for grading product as JAS compliant e.g. when will product be graded, who will grade product, what criteria will be checked
- Description of the JAS labelling process. Including clarification of where the logo will be used (e.g. packaging, invoice)
- Description of what product packaging will be used for JAS product
- Description of process of obtaining label approvals from ACO – when will this be done, who is responsible?
- Detail how and who will maintain a count of all labels printed, used and destroyed

3. Matters concerning the shipment or disposal of the lot after grading

- Describe the process for goods leaving the facility e.g. dispatch, shipping etc. if product is graded as *compliant*.
- In the case of assessment/ grading of goods as *non-compliant*, who will be responsible for identifying *non-compliant* lots?
- What steps will be taken if a product is identified as *non-compliant* e.g.– how to dispose / rework / downgrade?
- How will records of disposed / reworked / downgraded product be maintained?

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4. **Matters concerning the handling of those lots found to be non-conforming with JAS standards after shipment**

- Provide details on businesses' traceability capability and recall processes.
- Who will be responsible for identifying non-compliant lots?
- Who is responsible for notifying the buyer and ACO as required.
- What steps will be taken to handle product is identified as non-compliant.
- How will records of non-complaint lots be maintained?

5. **Matters concerning the creation and storage of records related to the grading**

- Description of the grading record keeping process
- What forms / checklists will be used for grading?
- Who will complete grading documentation?
- Who will cross check the completeness of records e.g. JAS grading records must include - Item, Batch, Grading Result, GM/G Staff Signature

6. **Matters required for the appropriate business activities, such as implementation status confirmation (by the certification bodies) of the grading activities.**

- Describe the business processes to inform ACO in the event of major changes e.g. change of processes, personnel, premises, ownership, scope, recalls, detection of prohibited inputs in products etc.
- Ensure all relevant documents to demonstrate JAS compliance management are prepared and available for ACO to conduct audits
- Process to submit annual grading report to ACO by end of June annually for the period of 1 April to 31 March.

Please note JAS certification also requires certified businesses to provide annual production estimates for JAS compliant products every year at least 4 weeks prior to audit.