

April. 1st. 2023

The implementation procedures for Examination and Certification of Rubber Fenders Test Environment

Specialist Center Of Port and airport Engineering

SCOPE

3-3-1, Kasumigaseki, Chiyoda-ku, Tokyo

100-0013, Japan

If there is any discrepancy between the Japanese version and the English version, the Japanese version prevails.

(Objective)

Article 1 These procedures that are provided by Specialist Center Of Port and airport Engineering (hereinafter referred to as the "**SCOPE**") would apply to the certification program of Rubber fenders test environment (hereinafter referred to as "**the test environment certification**").

The objective is to ensure the quality of the construction materials (hereinafter referred to as "**the materials**") used in construction work by conducting appropriate examinations and certifications of the test environment.

(Scope of application)

Article 2 The test environment certification confirms the proper measures to prevent fraudulent or falsification in static compression test apparatus or data and the appropriate data management of static compression test records. However, even if SCOPE certifies the test environment, the compression tests and physical property tests of fenders and the receiving inspections at construction sites must be conducted based on the contract of each customer.

(Subject of test environment)

Article 3 The subject of the test environment certification shall be a test environment in which compression performance tests are conducted for "solid-type*¹ rubber fenders" used in port facilities (quays, piers, etc.). In addition, the target of the test environment certification may be added as needed.

*1: The type of fender that the rubber materials absorb the energy.

(Examination items)

Article 4 The test environment certification examines the following items.

- 1) Static compression test apparatus
 - a. Operation-related documents such as standard operating procedures.
 - b. Software and hardware specifications and certification documents.
 - c. Data fraud prevention documents
 - d. Capacity and soundness of constant temperature facilities, compression testing apparatus, measuring instruments, computer systems, and etc.
- 2) Static compression test record
Verification of the management status and soundness of test records.
- 3) Physical property test
Compliance of testing machines and test methods with JIS.

(Application for examination and certification)

Article 5 The applicant of "Examination and Certification of the Test Environment" (hereinafter referred to as "**Examination and Certification**") shall apply to the SCOPE with the necessary documents (**Appendix 1**) separately specified in the "**Examination and Certification of Rubber Fenders test environment (New) Application Form**" (**Form 1**).

2. When applying under the preceding paragraph, the following items must be satisfied.
 - 1) The applicant for Examination and Certification must be the manufacturer of rubber fenders.
 - 2) If a part of manufacturing is outsourced, the name of the consignment manufacturing company and plant should be indicated.
 - 3) The application documents would be written in Japanese, and the contents of the materials could be explained in Japanese. In addition, it does not require significant effort, time, and expense to confirm the contents.
 - 4) False applications are not allowed.

(Confirmation of necessary information)

Article 6 After receiving the application documents in the preceding Article, SCOPE shall confirm to the applicant the necessary matters for Examination and Certification.

2. SCOPE may request the applicant to submit additional materials that it deems necessary during the confirmation described in the preceding paragraph.

(Reception and Examination Fees)

Article 7 After confirming the necessary matters in the preceding Article, SCOPE shall accept the application and send the "**Rubber Fender Testing Environmental Examination and Certification (New) Application Acceptance Form**" (**Form 2**) to the applicant.

2. After receiving the Form 2 in the preceding paragraph, the applicant shall promptly pay Examination and Certification fee in the manner prescribed by SCOPE.

3. Examination and Certification fee shall be JPY 500,000 (excluding tax). However, the test apparatuses per application shall be in the same factory or on the same site, and the maximum number of compression test apparatuses shall be three.

4. All expenses related to matters necessary in the examination process shall be borne by the applicant.

(Establishment of the Standards Committee for the Examination and Certification of Rubber Fenders test environment)

Article 8 SCOPE shall establish the Standards Committee for the Examination and Certification of Rubber Fenders test environment (hereinafter referred to as the "**Standards Committee**") for Examination and Certification. The important matters in the operation of this project and the " Examination Standards for Rubber Fender Testing Environment Certification" (hereinafter referred to as "**Examination Standards**") shall be deliberate in Standards Committee. The rules of Standards Committee shall be stipulated separately.

2. To examine and certify the test environment, the Rubber Fenders Test Environmental Certification Committee (hereinafter referred to as the "**Certification Committee**") shall be established and examined. However, the provisions of the Certification Committee shall be approved by Standards Committee.

(Method of Examination and Certification)

Article 9 SCOPE shall hold the meeting of Certification Committee and conduct examination and certification based on the examination criteria separately stipulated based on the materials submitted by the Applicant pursuant to the provisions of Article 5 and the confirmation items obtained from the Applicant pursuant to Article 6.

2. On-site inspection of the test environment must be conducted, and tests using actual apparatus shall be conducted to confirm that the test is being carried out appropriately. However, the expenses related to the inspection shall be borne by the

applicant.

3. Examine the recorded test data to ensure that the test data is recorded and managed correctly.

4. In principle, the period required for Examination and Certification shall be three months after accepted the application in accordance with the provisions of Article 7. In addition, if it is necessary to submit additional materials, conduct compression tests, or conduct additional confirmation tests pursuant to the following article, in principle, it becomes three months from the time when the results are accepted as additional materials for application materials.

5. If it is necessary to hold Certification Committee meeting, in principle, it shall be held every quarter of the year.

(Addition of materials)

Article 10 In the process of examination the test environment certification, SCOPE can request the applicant to submit new materials or conduct additional compression tests as necessary.

2. If it is deemed necessary to conduct a confirmation test in relation to the preceding paragraph, an additional confirmation test shall be conducted at the inspection institution specified by SCOPE at the expense of the applicant.

(Issuance Certificate or notification)

Article 11 Upon completion of the examination, SCOPE shall promptly create "**Rubber Fender Test Environmental Certificate**" (**Form 3**) (hereinafter referred to as the "**Form 3**"). and shall be issued to the applicant. If the results of the examination are unsuccessful, SCOPE shall notify the applicant of the reason.

(Certificate validity period)

Article 12 The validity period of Form 3 is three years from the date of issuance.

(Renew Certificate)

Article 13 A person who applies for renewal of a certificate shall apply for the "**Examination and Certification of Rubber Fenders Test Environment (Renewal) Application Form**" (**Form 4**) at least three months before the expiration date, together with the necessary materials specified separately (**Appendix 1**).

2. When accepting an application pursuant to the preceding paragraph, SCOPE can request the implementation of a hearing and the submission of additional

materials as necessary.

3. After confirming the necessary documents in the preceding paragraph, SCOPE shall accept the application and send the "**Examination and Certification of Rubber Fenders test environment (New/Renew) Application Acceptant Form**" (**Form 2**) to the applicant.

4. After receiving the acceptance form set forth in the preceding paragraph, the applicant shall promptly pay Examination and Certification costs to SCOPE. The payment shall be made in the manner prescribed by the cost of examination and certification related to renewal is 200,000 yen (tax excludes).

5. In the renewal audit, the test environment shall be inspected and tested using an actual apparatus to confirm that it is being conducted appropriately. However, the expenses related to the inspection shall be borne by the applicant.

6. Upon completion of the examination related to renewal, SCOPE shall promptly prepare a certificate and issue it to the applicant. If the results of the examination are unsuccessful, SCOPE shall notify the applicant of the reason.

7. The validity period of the certificate approved for renewal shall be three years from the date of issuance. However, if the examination and certification is not completed by the expiration date due to the circumstances of the certification committee meeting, the expiration date may be extended, and a new certificate with an extended expiration date (extension certificate) shall be issued.

(Modification of test facilities, etc.)

Article 14: In the event of modification or renewal of test facilities or software that may affect the examination, the application for renewal shall be made in accordance with the preceding article by submitting the "**Application for Examination and Certification Renewal of Rubber Fenders Testing Environment**" (**Form 4**) with the necessary materials.

2. The required materials in the preceding paragraph shall be as follows:

1) Materials showing the details of modifications or updates to test facilities and software

2) In the case of revision of the JIS standard regarding testing machines and test methods, materials showing the revised parts and their contents

3. When accepting an application pursuant to Paragraph 1, SCOPE can request the implementation of a hearing and the submission of additional materials as necessary.

4. If the test environment has been approved to be renewed due to the change in the contents stipulated in Paragraph 1, **the examination certificate (Form -3)** will be

reissued.

(Withdrawal of application)

Article 15: The applicant can change the contents of the application other than the preceding article or withdraw the application during the examination and certification. In this case, the expenses shall be settled after consultation between the Applicant and SCOPE.

(Certificate invalid)

Article 16: SCOPE shall invalidate the certificate if any of the following matters are found.

- 1) When the applicant requests that the certificate be invalidated.
 - 2) When the applicant receives certification by false application or other fraudulent means.
 - 3) If the contents of the certificate no longer conform due to modification or renewal of test equipment or software, the issuance of the certificate shall be suspended. In addition, if the renewal application is not made within the expiration date of the certificate.
2. If the provisions of the preceding paragraph is applied, the Applicant shall immediately take necessary measures at the request of SCOPE.

(Defect liability for compensation, etc.)

Article 17: SCOPE shall not be liable for compensation due to defects, and etc. in the test environment of rubber fenders.

(Publication)

Article 18: SCOPE shall publicize the test environment (applicant, manufacturing plant, static compression test facility) for which a certificate has been issued, for example, in periodicals published by the SCOPE and on its Internet homepage, in order to help ensure appropriate use in future construction projects.

2. SCOPE will publicize on its website those items that fall under Article 16, Paragraph 1.

(Change of information on the certificate)

Article 19: If there is a change in the information stated on the certificate, the applicant shall apply with the necessary materials in the **"Notification of Rubber**

Fender Test Environment Certificate Change" (Form 5).

2. The required materials in the preceding paragraph shall be as follows:

1) In the case of a change in the applicant's company name, etc., the documents certifying the change

3. When accepting an application pursuant to Paragraph 1, SCOPE can request the implementation of a hearing and the submission of additional materials as necessary.

4. SCOPE shall check the submitted changes and, in the case of minor changes in the name, etc., SCOPE can change the information stated on the certificate.

(Expenses required to change the information stated on the certificate)

Article 20: After confirming the necessary matters in the preceding article, SCOPE shall accept the change notification and send the "**Acceptance of Rubber Fender Test Environmental Certificate Change Notification Form" (Form 6)** to the applicant. The expenses required to change the contents of the certificate shall be determined separately by SCOPE in consideration of the changes.

2. The applicant for a change of content shall promptly pay the expenses stipulated in the preceding paragraph in the manner prescribed by SCOPE.

(Change of Procedures)

Article 21: Changes to these procedures shall be conducted by the President of SCOPE after deliberation by Standards Committee.

(Other)

Article 22: In addition to what is stipulated in these procedures, necessary matters may be determined by the President of SCOPE.

Supplementary Provisions:

These procedures shall be implemented from April 1st, 2023.