



Jakarta, Indonesia, July 17, 2008
Revision no. 0



PT MUTUAGUNG LESTARI
ARB – Approved Third Party Certifier (TPC – 6)

CONTENT

No.	TITLE	Page
	CODE OF PRACTICE FOR THE CERTIFICATION OF THE MANUFACTURERS	1
	CONTENT	2
1	INTRODUCTION	3
2	SCOPE OF THE CERTIFICATION CONDUCTED BY MUTU CERTIFICATION	4
3	ADDRESSES and WORKING HOUR	4
4	CONFIDENTIALITY	5
5	GENERAL CONDITION	5
6	QUALITY ASSURANCE REQUIREMENT FOR MANUFACTURER	5
7	INITIAL CONTACT	11
8	REQUEST FOR THE SCOPE OF CERTIFICATION	11
9	QUOTATION	11
10	CONTRACT	12
11	INITIAL PLANT QUALIFYING	12
12	GRANTING THE CERTIFICATION	14
13	INSPECTION BY MUTUAGUNG CERTIFICATION	14
14	THE CHANGE OF CERTIFICATE SCOPE	15
15	THE CHANGE OF CERTIFICATION REQUIREMENT	16
16	PUBLICITY OF CERTIFICATE HOLDERS	16
17	MISUSE OF CERTIFICATE	16
18	SUSPENSION OF CERTIFICATE	16
19	WITHDRAWAL OF CERTIFICATE HOLDERS	17
20	FEES	17
21	COMPLAINT FROM MANUFACTURER TO MUTU	18
22	NOTICE OR WARNING LETTER FROM MUTU TO MANUFACTURER	18
23	JUDGMENT TEAM RESPONSIBILITIES	18
	Annex 1. THE MECHANISM OF THE CERTIFICATION PROCESS	19

1. INTRODUCTION

The Airborne Toxic Control Measure (ATCM) adopted by the Board reduces formaldehyde emissions from hardwood plywood, particleboard, and medium density fiberboard, and finished goods containing those materials. This is largely achieved by requiring manufacturers to meet new, stringent formaldehyde emission standards for hardwood plywood, particleboard, and medium density fiberboard panels that are sold, offered for sale, supplied, or manufactured for use in California, and requiring their use in finished goods sold, offered for sale, supplied or manufactured for sale in California.

The formaldehyde emission standards in Table 1 apply to hardwood plywood (HWPW), Particleboard (PB), and medium density fiberboard (MDF) sold, offered for sale, or manufactured for sale in California.

Table 1. Phase 1 and Phase 2 Formaldehyde Emission Standards for Hardwood Plywood (HWPW), Particleboard (PB), and Medium Density Fiberboard (MDF)¹⁾.

Effective Date	Phase 1 (P1) and Phase 2 (P2) Emission Standard (ppm)				
	HWPW-VC	HWPW-CC	PB	MDF	Thin MDF
1-1-2009	P1: 0.08	-----	P1: 0.08	P1: 0.21	P1: 0.21
7-1-2009	-----	P1: 0.08	-----	-----	-----
1-1-2010	P2: 0.05	-----	-----	-----	-----
1-1-2011	-----	-----	P2: 0.09	P2: 0.11	-----
1-1-2012	-----	-----	-----	-----	P2: 0.13
7-1-2012	-----	P2: 0.05	-----	-----	

¹⁾ Based on the primary test method (ASTM E-96 (2002)) in parts per million (ppm)
HWPW-VC = veneer core; HWPW-CC= composite core

The ATCM applies not only to manufacturers, but also to distributors, importers, fabricators, and retailers that sell, offer for sale, or supply hardwood plywood, particleboard, and medium density fiberboard panels, or finished goods containing those materials, for use in California.

Beginning January 1, 2009, new "Phase 1" formaldehyde emission standards take effect for hardwood plywood, particleboard, and medium density fiberboard. More stringent "Phase 2" emission standards for hardwood plywood, particleboard, and medium density fiberboard are to be phased in between 2010 and 2012. It is anticipated that manufacturers will meet the Phase 1 standards by using resin technologies that are similar to those in use today. To meet the Phase 2 standards, manufacturers will likely use modified current day urea-formaldehyde resin systems, no-added formaldehyde (NAF) or ultra-low-emitting formaldehyde (ULEF) resin systems.

Manufacturers of composite wood products are required to demonstrate compliance with the new formaldehyde emission standards by being certified by an independent party known as a "third party certifier". Third party certifiers must be approved by ARB and follow specified requirements to verify that a manufacturers' production meets applicable formaldehyde emission standards. Compliance testing flexibility is provided to manufacturers that elect to manufacture panels using either NAF or ULEF resins. Manufacturers would also be required to label their hardwood plywood, particleboard, and medium density fiberboard panels to identify them as meeting either the Phase 1

or Phase 2 emission standards, or as being made with either NAF or ULEF resins. Recordkeeping requirements are also imposed on manufacturers to document that they are complying with applicable regulatory requirements.

Concerning the above matters, PT Mutuagung Lestari (MUTU Certification) compile a guidance to accelerate the CARB certification program, and based on Section 93120.4, Title 17, California Code of Regulations, MUTU applied to The Air Resources Board (ARB).

On July 07, 2008, State of California AIR RESOURCES BOARD through EXECUTIVE ORDER W – 08 – 006 has approved MUTU Certification as an ARB-approved Third Party Certifier with designating number TPC – 6. The scope of MUTU Certification covers Hardwood Plywood (HWPW), Particle Board (PB) and Medium Density Fiberboard (MDF).

The guidance contains the certification procedure from initial contact, certification process and inspection after certification. The Code of Practice is made based on:

- 1.1 California Code of Regulation, section 93120-93120.12 : Airborne Toxic Control Measure to Reduce Formaldehyde Emission from Composite Wood Products
- 1.2 ISO/IEC Guide 65 : GENERAL REQUIREMENT FOR BODIES OPERATING PRODUCT CERTIFICATION SYSTEM
- 1.3 ISO/IEC 17025:2005, General Requirements for the Competence of Testing and Calibration Laboratories
- 1.4 ISO/IEC 17020: , General Criteria for the Operation of Various Type of Bodies Performing Inspection
- 1.5 ARB Quality Manual of PT Mutuagung Lestari
- 1.6 ISO 19011:2002, Guidelines for Quality and/or Environmental Management System Auditing

With the appearance of this guidance hopefully can give an illustration and guidance concerning to ARB certification code of practice which will affect the better cooperation between MUTU Certification and manufacturers.

2. SCOPE OF THE CERTIFICATION CONDUCTED BY MUTU CERTIFICATION

Each manufacturer is allowed to use MUTU Certification services for ARB certification of the following product categories:

NO.	Product Category	Item of Products
1	Hardwood Plywood (HWPW)	Hardwood Plywood-Veneer Core (HWPW-VC)
		Hardwood Plywood-Composite Core (HWPW-CC)
2	Particle Board	Particle Board
3	Medium Density Fiberboard	Medium Density Fiberboard
		Thin Medium Density Fiberboard

3. ADDRESSES and WORKING HOUR

MUTU Certification has 2 offices located in Jakarta and Samarinda – East Kalimantan. Besides, MUTU Certification also had established an office station outside Indonesia, in Kagoshima (Japan). Any inquiry on the application registration would be submitted to President Director at the head office.

The addresses of MUTU Certification's offices and laboratories are as follows :

Head Office:

Jln. Raya Bogor Km 33,5 No. 19,
Cimanggis, Depok 16953,
The Republic of Indonesia
Phone : (62 – 21) 8740202
Facs. : (62 – 21) 87740745 – 46
E-mail : webmaster@mutucertification.com
inspector@mutucertification.com

Contact Persons: Didik Heru Untoro

Japan Liaison Office:

222-1, Akaogi-Tatsuko-Cho,
Oshima-Gun, Kagoshima-Ken
894-0411, JAPAN
Phone / Facs. : 0997-62-3150
E-mail : fwkh5909@mb.infoweb.ne.jp

Contact Persons: Zeno Otono

Samarinda Branch Office:

Jl. Teuku Umar No. 18, Samarinda 75126
East Kalimantan, Indonesia
Phone : (62 -541) 272600
Facs. : (62 – 21) 274200

Contact Persons: Merza Fernanda

Marketing Department:

Gedung Manggala Wanabhakti
Blok IV, Lantai 5, Wing C No. 521
Jl. Jend. Gatot Subroto, Senayan, Jakarta
10270, The Republic of Indonesia
Phone : (62-21) 5705096
Facs. : (62-21) 5710418
E-mail : marketing@mutucertification.com

Contact Persons: Dewi Lestari Y. Rizki

Office hours of MUTU Certification are as follows :

Weekdays: 08.00 a.m. – 12.00 p.m., 01.00 p.m. – 17.00 p.m.

Closed : Saturday, Sunday, and Holidays (specified under the Law for holidays of Indonesia)
and from 31st of December to the 2nd of January

4. CONFIDENTIALITY

MUTU Certification is responsible for ensuring that the secrecy is well maintained by its employees and those of its sub-contractor, concerning all confidential information in which they become acquainted as a result of their contact with the MUTU certification. MUTU Certification shall not disclose any information pertaining to a supplier or particular product without written consent of the manufacturer. Should the law require information to be disclosed to a third party; the client will be informed of the information provided as permitted by law.

5. GENERAL CONDITION

The basic conditions for obtaining registration are that the manufacturer agrees to and conform to the following procedures and rules:

- 5.1 All information deemed necessary by MUTU Certification in order to complete the evaluation program shall be made available by the manufacture;
- 5.2 MUTU Certification, if not satisfy that all the requirements of registration being met, shall inform the manufacturer of those aspects in which the application has failed
- 5.3 When the Manufacturer can show that remedial action has been taken within a specified time limit to meet the requirements, MUTU Certification will arrange, at an extra cost to the Manufacturer to repeat only the necessary part of evaluation.
- 5.4 If the Manufacturer fails to take remedial action within specified time limit, it may be necessary for MUTU Certification at an extra cost to repeat the evaluation in full.
- 5.5 Identification of conformity shall refer only to the site(s) evaluated and apply to the scope of the issued certificate as state on the certificate.

6. QUALITY ASSURANCE REQUIREMENTS FOR MANUFACTURER

Basic requirements for Manufacturer to participate in this certification program are specified in Appendix 2 of section 93120.12 of California Code of Regulation. Manufacturer must demonstrate compliance with the emission standards by the way of MUTU Certification, and must comply with the quality assurance requirements as follow:

6.1 Quality Control Manual

Each manufacturing plant must have a written quality control manual, which shall, at minimum, contain the following:

- (1) organizational structure of the quality control department;
- (2) sampling procedures;
- (3) method of handling samples;
- (4) frequency of small scale quality control testing;
- (5) procedure to identify changes in formaldehyde emission resulting from production changes (e.g., increase in percentage of resin, increase in formaldehyde/urea molar ratio in the resin, or decrease in press time);
- (6) provisions for additional testing;
- (7) record keeping requirements; and
- (8) Average percentage of resin and press time for each product type.

6.2 Quality Control Facilities

Each manufacturing plant or location designated by manufacturers with more than one manufacturing plant, laboratory equipment shall be provided and properly maintained as a quality control facility for conducting tests required. Alternatively, the quality control facility may be a contract laboratory or a laboratory operated by an approved third party certifier. Equipment shall be calibrated in accordance with the equipment manufacturer's instruction. The original and subsequent equipment calibration records shall be maintained.

6.3 Quality Control Personnel

(1) Quality Control Manager

Each plant shall appoint a Quality Control manager with adequate experience and/or training to be responsible for formaldehyde emission quality control. The quality control manager shall report to plant manager and shall be identified to the MUTU Certification. The quality control manager shall review and initial all reports of routine small scale testing conducted on the plant's production, and shall immediately inform MUTU Certification by telephone or fax and by letter of any changes in production that require re-inspections.

(2) Quality Control Employee

Each plant shall appoint quality control employees with adequate experience and/or training to conduct accurate chemical quantitative analytical tests. The Quality Control Manager shall identify each person conducting routine small scale tests to MUTU Certification. All quality control employees must be certified annually by MUTU Certification.

(3) Chemical Analysis Test

a) Duplicate Analysis

The manufacturer shall contact MUTU Certification to request certification of any quality control employee identified by the Quality Control Manager. MUTU Certification or plant's Quality Control Manager shall test one portion of a formaldehyde solution; the employee to be certified shall test another portion of the same solution. The result of each test must be within a range of concentration established by Third Party Certifier, to verify the correlation of quality control test method

b) Blind Samples

The employee to be certified must determine the formaldehyde content of four sample solutions submitted to them by the third party certifier or plant Quality Control Manager. The formaldehyde content of the four sample solutions must be determined to be within a range of concentrations established by the third party certifier, to verify the correlation of the quality control test method.

6.4 Primary or Secondary Method Tests

(1) Initial (Qualifying) Primary or secondary method test

Each product type, from each production line of each plant must be tested in a primary or secondary method testing chamber. The laboratory operating the chamber must be accredited by an accreditation body that is signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC, 2000). The formaldehyde test methods used by the laboratory must be stated in its scope of accreditation. The Emission from each product type from each production line must not exceed the applicable standard.

(2) Correlation of Large Chamber and Small Scale Test Values

In order to qualify for certification, the manufacturer must establish a statistical correlation between values obtained from the large chamber and the values from the small scale tests for each product type and production line.

(3) Subsequent (Verifying) Large Chamber Tests

a) Quarterly Chamber Test

1) Particleboard (PB) and Medium Density Fiberboard (MDF)

At least quarterly, a large chamber test shall be conducted on randomly selected samples of each product type. The emission from each product type must not exceed the applicable standard.

2) Hardwood Plywood (HWPW)

At least quarterly, a large chamber test shall be conducted on randomly selected samples of the HWPW product determined by MUTU Certification, after review of routine weekly quality control data, to have highest potential to emit formaldehyde. The emission from each product type must not exceed the applicable standard.

b) Failure of Large Chamber Test

1) Exceedance of standards

If the emission value obtained during a subsequent (verifying) large chamber test exceeds the applicable standard, the tested product will be in violation of Formaldehyde Emission standard. In such an event, MUTU Certification is required to notify the manufacturer and ARB. If large chamber and small scale test results on the same product differ, the large chamber result shall be considered the benchmark value.

2) Requalification

Should the exceedance occur, plant production of that product type may be reinstated only upon successful completion of another large chamber test. The re-qualifying large chamber test must be conducted on the same product type as that which failed during the verifying test.

3) Disposition of Failed Lot

The manufacturer may obtain certification of a lot which has failed the large chamber test if the manufacturer can demonstrate to the satisfaction of MUTU Certification that: (1) each panel is treated with a scavenger or handled by another means of reducing formaldehyde emission (e.g., aging) which does not adversely affect the structural properties of the product; and (2) panels randomly selected from the treated panels are tested under and pass the large chamber test within six weeks of the initial determination of a failed lot.

6.5 Small Scale Quality Control Test at Plant

Each manufacturing plant shall conduct small scale quality control tests for each product type and production line to ascertain that its certified panels do not exceed the applicable emission standard. Unless prior notice is given, all lots of each product type being validated for compliance at each plant will be tested, with each lot's small scale quality control tests reported to MUTU Certification.

(1) Approved Small Scale Test Methods

The following small scale tests may be used as quality control test method:

- a) ASTM D 5582-00 (desiccators);
- b) ASTM D 6007-02 (small chamber); and
- c) Alternative small scale tests that can be shown to correlate to the large chamber tests as specified in subsection 6.6.2 and are approved by the Executive Officer of ARB.

(2) Correlation of Quality Control Tests with Large Chamber Tests

Each plant's quality control test results must be shown to correlate to large chamber test results. If data shows variation from the previously used correlation, the manufacturer shall work with MUTU Certification to evaluate the data to determine if a statistically significant change has occurred. If a change is noted, a new correlation curve will be established for the manufacturer by MUTU Certification.

(3) Quality Control Limit

Manufacturer will work with MUTU Certification to establish a Quality Control Limit (QCL) at each manufacturer's plant for each product type or production line. The QCL is the value for any approved small scale quality control test which is based on the correlative equivalent to the value in a large chamber test permitted by the applicable standard and incorporates an operational compliance margin to account for process variation to keep the product's emission from exceeding the applicable standard. In the event that a manufacturer produces product lots that consistently exceed the applicable QCL, MUTU Certification shall be notified promptly.

(4) Basic Testing Frequency

a) PB and MDF

Manufacturers of PB and MDF must conduct routine small scale quality control tests at least once per shift (eight hours \pm one hour of production) for each production line for each product type. In addition, quality control tests must be performed whenever a product type production ends without reaching eight hours of production or whenever one of the following occurs:

- 1) The resin formulation is changes so that the formaldehyde to urea ration is increased;
- 2) An increase by more than ten percent in the amount of U.F. resin used;
- 3) A decrease in the designated press time by more than 20 percent; or
- 4) When the quality control manager or Quality Control Employee has reason to believe that the board being produced may not meet the requirements of the applicable standards.

b) Reduction in Testing Frequency for PB and MDF

Testing frequency may be reduced to no less frequently than one test per 48-hour production period when the plant or production line demonstrate consistent operations and low variability of test values to the satisfaction of MUTU Certification. Manufacturers must obtain advance written approval as part of the manufacturer record keeping requirements.

c) HPWP

Manufacturers of HWPW must conduct routine small scale quality control tests on each product type and product line based on production at the plant. Quality control samples shall be analyzed within a period of time specified in the manufacturer's quality control manual to avoid distribution of non-complying lots. Testing frequency shall be as follows:

Weekly HWPW Production (sq.ft.)	Minimum Number of Routine Tests/Week Per Product Type and Product Line
<200,000	1
200,000 – 400,000	2
>400,000	4

(5) Non-complying Lots

A "non-complying lot" is any lot that has a test value in excess of the applicable standard. Test results from all non-complying lots shall be maintained as required by the manufacturer's recordkeeping requirements. For a non-complying lot to be certified, it must meet the requirements of subsection 6.5(6) and 6.5(7) below.

(6) Disposition of Non-compliance Lot

A non-complying lot must be isolated from certified lots and the third party certifier must be notified. The non-complying lot cannot be certified unless it is determined to be in compliance by treating pursuant to subsection 6.5(7) below and retesting pursuant to subsection 6.5(8). If the manufacturer chooses not to certify, or is not able to certify a non-complying lot, the lot must not be labeled for sale in California. If the lot had already been labeled for sale in California, the label must be removed or obliterated. The original test value of that lot shall be maintained in the certification calculations for standard deviation and consecutive lots. Such lots shall be identified in the quality control chart.

(7) Treatment of Non-compliance Product

Production which has failed the small scale test may be retested for certification if each panel is treated with a scavenger or handles by other means of reducing formaldehyde emissions (e.g., aging).

(8) Small Scale Retesting

The manufacturer may choose to retest a non-complying lot. When retesting a non-complying lot, the following criteria apply:

- a) At least three test panels shall be selected from three separate bundles. They should be selected in such a manner that is representative of the entire lot. Each panel shall be tested by the plant's small scale quality control test.
- b) Test sample shall not be selected from the top or bottom panels of a bundle.
- c) The average of three representative samples must test at or below the QCL.
- d) MUTU Certification shall be informed promptly in writing of any certification pursuant to this section

(9) Shipping QCL.

A manufacturer may choose to establish a Shipping QCL, define the same way as is the QCL above in subsection 6.5(3), but based on panels prior to shipment rather than immediately after manufacturing. If manufacturer choose to establish a Shipping QCL that is distinct from the QCL, the manufacturer shall work with MUTU to establish this limit. The procedures for handling lots that do not comply with the shipping QCL, and the procedures for retesting of such lot, are identical to the procedures for lots that do not comply with the QCL, as described above in subsection 6.5(5) through 6.5(8).

(10) Plant Reporting

Each manufacturer shall maintain product data reports for each plant, production line and product type, and shall submit copies to MUTU Certification at least monthly. The report shall include a data sheet for each specific product with test and production information, and a quality control graph containing:

- a) QCL
- b) Excursion limit
- c) Shipping QCL
- d) Results of quality control tests; and
- e) Retest values.

6.6 Recordkeeping

Manufacturer shall maintain complete records documenting the following:

- (1) Small scale test results;
- (2) Production sequences;
- (3) Changes in the resin percentage for any product type, from levels set by the quality control manual, by more than ten percent (calculated on the basis of resin solids and oven dry wood weight of the face and core furnish, adjusted proportionately);
- (4) Increase in the formaldehyde/urea mole ration of the resin;
- (5) Changes in the press time by more than 20 percent for any product from the levels set in the plant quality control manual;
- (6) Testing of Quality Control Employees;
- (7) Disposition of non-conforming products;
- (8) Calibration of on-site large chamber (if any); and
- (9) Other records requested by MUTU Certification under the direction relating to the requirements for third party certifier specified in appendix 3 of section 93120.12 of California Code of Regulation.

- (10) Lot or batch numbers, measures taken to mitigate the non-complying composite wood products,
- (11) Result of retesting of non-complying lot or batch, and
- (12) Final disposition of the lots or batches of composite wood products.

These records shall be made readily available to MUTU Certification. Records shall be retained for a minimum of 2 years in electronic or hard copy form. Records shall also be provided to ARB upon request.

7. INITIAL CONTACT

A manufacturer that wants to certify its products shall contact MUTU Certification in writing by letter, facsimile, email, etc.

8 REQUEST FOR THE SCOPE OF CERTIFICATION

After receiving a contact from manufacturers, MUTU Certification will send "Request for the Certification of Manufacturer" form (MARB-002) together with Code of Practice (MARB-06) to manufacturer. Manufacturer shall fill the MUTUQ-002 form, and if manufacturers agree with the code of practice of MUTU Certification, they must sign at the available space in MUTUQ-002 and send back to MUTU Certification.

9. QUOTATION

Based on product request for the scope of certification of manufacturer, Manager of Product Certification will prepare a quotation (MUTUQ-003), approved by General manager and send it to manufacturer. If Manufacturers agree with the quotation, they must sign at the available space and send it back to MUTU Certification.

10. CONTRACT

MUTU will prepare a contract for certification. The contract must be agreed by both side and signed at the available space.

11. INITIAL PLANT QUALIFYING

Upon completion of contract between a MUTU Certification and a manufacturer, MUTU Certification shall conduct one or more inspection of each manufacturer.

The purpose of the inspection shall be to determine that the procedures and processes of each plant conform, or can be made to conform, to the requirements of appendix 2 of section 93120.12 of California Code of Regulation. Initial plant qualifying requirements include:

- 1) A written quality control manual approved by MUTU Certification;
- 2) Quality control facilities and personnel approved by MUTU Certification;
- 3) Passage a large chamber qualifying test(s) (ASTM E 1333-96);
- 4) Routine small scale quality control test(s), either desiccators (ASTM D 5582-00) or small chamber (ASTM D 6007-02), approved by MUTU Certification;
- 5) A procedure for selecting samples, approved by MUTU Certification; and
- 6) Correlation values between the routine small scale quality control test(s) and the large chamber test(s) that are approved by MUTU Certification.

Initial qualifying shall be carried out according to MUTU Certification procedure . The evaluation shall be conducted following procedures below:

11.1 Auditor selection

Product Certification Sub Division Manager (hereinafter referred to as Operation Manager) with the Certification and Service Division General Manager (hereinafter referred to as General Manager) guidance shall select auditor to conduct the evaluation. The number of audit team is one as a minimum.

11.2 Document review

Appointed auditor(s) shall carry out a detail examination of submitted application document and prepare a detail report which should be submitted to Manager or General Manager to be reviewed and approved prior to send to the manufacturer.

11.3 Preparation for Initial Plant Qualification

The auditor(s) should prepare the document necessary for evaluation such as itinerary, check list, etc. Manager or General Manager shall inform the manufacturer about the itinerary contained of date of evaluation, time table, location, opening and closing meeting times, name of auditor(s), etc.

11.4 Conduction of Initial Plant Qualification

In opening meeting at manufacturer's plant, auditor shall explain the procedure and key issues of evaluation and also request cooperation from the manufacturer in providing accesses and an escort during the initial qualifying.

During the initial plant qualification, auditors shall record on the check list whether the requirement being accepted or not. Details must include reference to document, item product, etc. used to establish objective evidence.

When the non-conformance being identified, Auditor(s) shall inform to manufacturer's representative and show the evidence in order that there is no misunderstanding and to provide an opportunity to the manufacturer to challenge the evidence and where appropriate produce evidence to the contrary.

In closing meeting, auditor shall issue Non-Compliance Report of the non-conformance being identified and ask the manufacturer's representatives approval/signature.

All records produced for the implementation and operation of the manufacturer quality assurance system shall be readily available for initial qualifying.

Manufacturer shall ensure that responsibility to MUTU Certification for the quality product system is clearly defined by appointing a designated person who is authorized to maintain contact with MUTU Certification. Any changes to the designated appointee must be confirmed to MUTU Certification in writing.

11.5 Initial Plant Qualification Report

Within 15 working days of the Initial Qualifying, auditor shall prepare the Initial Qualifying report and forwarded to Manager and/or General manager for review. General Manager shall prepare the Initial Qualifying Review and submits it to Judgment Team together with all application documents.

Should the General Manager have issues to be revised or corrected, the manufacturer will be informed in writing through following procedures :

- (1) General Manager inform the manufacturer issues to be revised or corrected and request the manufacturer to report on the measures taken for the revision or correction of the issues concerned by a specific date.
- (2) On the receiving the manufacturer report on the measures taken, General Manager makes the auditor re-initial qualifying whether the measures taken are conformed to the requirement
- (3) Lead Auditor prepares re-initial qualifying report and forwards it to General Manager for review.
- (4) General Manager submits the Initial Qualifying report and Re-initial Qualifying as well to Judgment team.

Should the General Manager tell the Auditors to conduct once further Initial Qualifying visit, the General Manager must inform the manufacturer and MUTU Certification will apply part 11.3 until 11.5 of this Code of Practice

11.6 Judgment and decision on the certification.

The Chief of Judgment Team shall form a panel of minimum 3 members of the committee. The Judgment Team Panel shall review the submitted Initial Qualifying report to ensure that the Initial Qualifying was effectively and efficiently conducted at a level consistent with :

- (1) Appendix 2 of section 93120.12 of California Code of Regulation; Quality Assurance Requirements for Manufacturers
- (2) MUTU working regulations
- (3) Quality control manual of the manufacturer

If necessary, Judgment Team Panel may invite Technical Expert(s) to ask their advice during the panel. However the Technical Expert(s) can only give advice, Technical Experts will not take any active part during the panel.

11.7 Judgment team panel chairman should report the Initial Qualifying result to the President Director who will inform the manufacturer. The result should be:

- (1) Recommendation of certification granting to the manufacturer
- (2) Issues further needed the corrective measures. In this case, General manager informs the manufacturer of the issues pointed out in the report of evaluation result and requests the manufacturer to take necessary corrective measures and to report back the result of the measures taken by a specific date.
- (3) On receiving the report on corrective measure from the manufacturer within a specific period of time, minimum one of the Judgment team panel re-evaluates and confirms the conformance with requirements on issues concerned.

- (4) If the auditor(s) have to conduct once further Initial Qualifying visit, part 11.3 until 11.6 of this procedure should be conducted then.

12. GRANTING THE CERTIFICATION

When certificate is issued. The Certificate shall remain the property of MUTU Certification and shall not be copied or reproduced in any manner the prior approval of the President Director of MUTU Certification. Granting the certification shall be done according to the following conditions :

Matters specified in the certificate are as follows:

- (1) Name and address of company
- (2) Name and address of manufacturer
- (3) Category and Item of product
- (4) Standard and Technical criteria on which the certification process is based
- (5) Name and address of Laboratory which conduct Primary or Secondary Method test
- (6) Number and date of certificate.

13. INSPECTION BY MUTU CERTIFICATION

13.1 Purpose

After a manufacturer has been validated by MUTU Certification to report their products as being validated with assigned number, MUTU Certification shall conduct periodic on-site inspections of the plant and production line where each validated product type is produced to ensure full compliance with the provision of appendix 2 of section 93120.12 of California Code of Regulations, and the plant's quality control manual and practices. ARB may also conduct on-site inspections at the manufacturer to ensure compliance with the standard.

13.2 Frequency

Inspection shall occur at least once per quarter.

13.3 Inspection Procedures

MUTU Certification shall be given full cooperation by the manufacturer in all aspects of the inspection including, but not limited to, the following:

- (1) Reviewing formaldehyde emission quality control records;
- (2) Reviewing production records for press times and urea-formaldehyde resin usage;
- (3) Examination formaldehyde emission quality control procedures;
- (4) Selection of sample panels for emission testing;
- (5) Interview and testing of quality control employees; and
- (6) Complete access to the Quality Control Manager and any quality control employee involved with formaldehyde certification.

MUTU Certification may be excluded from plant areas considered confidential, providing such exclusion does not prevent or hinder MUTU Certification from performing the required duties.

13.4 Sample Selection and Testing Procedures

MUTU Certification may conduct a small scale test during his visit. One panel of composite wood product to be certified shall be selected for a single test. The result of this test shall be entered into the record of test values maintained by the manufacturer. If the addition of this test value to the record causes the tested lot to be a non-complying lot, the lot shall be isolated and handled following the procedures for non-complying lots in appendix 2 of section 93120.12 of California Code of Regulation

13.5 Report of Findings

Upon completion of the inspection, MUTU Certification shall prepare findings in writing and review them with the Quality Control Manager or plant manager, if available. As soon as complete data are available, the MUTU Certification shall provide a written report to the plant stating the test results and advising the plant of any deficiencies that must be corrected to maintain evaluation.

13.6 Re-inspections

In the event that a manufacturer produces product lots that consistently exceed the applicable QCL, MUTU Certification shall be notified promptly. MUTU Certification may inspect the plant at least once per month for a period of three months, before returning to the prior inspection frequency. MUTU Certification may also require the manufacturer to demonstrate conformance to the requirements of initial plant qualifying.

14. THE CHANGE OF THE CERTIFICATE SCOPE

The change of the certificate scope could be extension or reduction of the scope. Due to the extension of the scope, in this case for the extended product for example, the Manufacturer shall fill a new application form (see clause 7). The Evaluation will be carried out only on the area or extended product including its production process. The cost of extending the certificate scope will be based on the nature and program of work.

Due to the reduction of the certificate scope, the resignation form shall be filled by the certificate holder including the item to be resigned and its reasons and sent to MUTU Certification together with certificate.

MUTU Certification's President Director shall evaluate the resignation as well as manufacturer's obligation before draw an approval decision, then General Manager instruct the Administration Coordinator to publish this resignation.

15. THE CHANGE OF CERTIFICATION REQUIREMENT

The certified manufacturer will be informed If there is a change in certification requirement in regard with quality system standard, product standard or certification system.

MUTU Certification shall take account of views expressed by interested parties before deciding on the precise form and effective date of the change. Following the decision on and publication of the changed requirement, MUTU Certification shall verify that each certificate holder makes any necessary adjustments within such time as in the opinion of MUTU Certification is reasonable.

16. PUBLICITY OF CERTIFICATE HOLDERS

A certified manufacturer has a right to publish that the product, and its production has been validated and applies the relevant mark of conformity to stationary and promotional material relating the scope of registration as detailed on the Certificate.

17. MISUSE OF A CERTIFICATE

MUTU shall take all reasonable pre-cautions to control the use of its Certificates. Incorrect reference to registration or misleading use of Certificate found in advertisement, catalogues, etc. shall be dealt with by suitable actions which could include suspension or withdrawal of a certificate, legal action and/or publication of transgression

18. SUSPENSION OF A CERTIFICATE

A Certificate may be suspended for a limited period in cases such as the following :

- (1) If non-compliance reports have not been closed out within the designated time limit.
- (2) If a case of improper use of a certificate, e.g. misleading prints or advertising is not solved by suitable retractions or other appropriate remedial measures by the company.
- (3) If there has been any other contravention of the MUTU Certification Codes of Practice.

The company shall not identify as registered any product that has been offered under a suspended certificate and immediately stop all advertising in this respect.

An official suspension of a certificate will be informed in writing by MUTU Certification to the company. At the same time, MUTU Certification shall indicate under which conditions the suspension will be removed. At the end of suspension period, an investigation will be carried out to determine whether the indicating conditions to reinstating the certificate have been fulfilled. On the fulfillment of these conditions the suspension shall be lifted and the company notified of the certificate reinstatement. If the conditions are not fulfilled, the certificate shall be withdrawn.

All costs incurred by MUTU Certification in suspending and reinstating of certificate will be charged to the company.

19. WITHDRAWAL OF A CERTIFICATE

A certificate may be withdrawn in the following cases :

- (1) If inadequate measures are taken by the manufacturer in the case of suspension.
- (2) If the manufacturer fails to comply with due settlement of its financial obligation.
- (3) If the product, production process is no longer offered or the company ceases trading. In this case the manufacturer shall submit a resignation request to MUTU Certification and stating the reason
- (4) Lack of ability to carry out production process of the manufacturer because of natural disaster
- (5) If manufacturer cannot keep the quality of product stabilize.
- (6) If manufacturer would not receive inspection by MUTU Certification
- (7) If manufacturer did not report the implementation of quality control test.
- (8) If manufacturer makes a misuse of marking.

In case of 19 (1) and (2) above, MUTU Certification has a right to withdraw the certificate and informing the company in writing.

No reimbursement of evaluation fee shall be given and withdrawal of a certificate shall be published by MUTU Certification.

Note: If certificate has been withdrawn, manufacturer could not submit a new application during 1 year after withdrawing date.

20. FEES

Cost and fees necessary for the certification of the typical case would be as follows :

(1) Application Fee

(2) Cost and fees necessary for the certification process:

- a) Certification evaluation fee (per one product item).
When a manufacturer applies for several product items at a same time, additional cost for each product item shall be added.
- b) Initial Plant Qualification Fee
- c) Primary Method test Fee
- d) Travel expense for evaluation: Flight fare, transportation on site and hotels – applicant responsibility
- e) Cost and fees necessary for the registration of certification: (per one product category of a manufacturer). When a manufacturer applies for several product category additional costs for each category shall be added.

(3) Cost and fees necessary for the maintenance of certification

- a) Registration and certification maintenance fee (per one item product per month)
- b) Inspection fee
- c) Primary or Secondary Method testing fee
- d) Travel expense
Travel expense for evaluation: Flight fare, transportation on site and hotels – applicant responsibility

Note :

All costs and fees necessary for certification process and registration of certification shall be paid in advance.

When the additional evaluation or audit is necessary for the confirmation or corrective measures or other, additional costs and fees shall be necessary

The fees quoted shall exclude traveling and subsistence expenses which will be charge extra cost. All fees and additional charges are subject to local taxes in the country concerned at the appropriate rate.

21. COMPLAINTS FROM MANUFACTURER TO MUTU CERTIFICATION

Should the manufacturer have cause to complaint, regarding the conduct of MUTU employees or sub-contractors, the complaint should be made in writing and addressed to the General Manager of MUTU.

22. NOTICE OR WARNING LETTER FROM MUTU CERTIFICATION TO MANUFACTURER

MUTU Certification's Notice or Warning Letter to customer is notice or warning letter regarding non-complying product against product standard requirement. All non-complying shall be closed out within the designated time limit.

The customer shall file MUTU Certification's non-complying Report and together with corrective action to be carried out. The result of corrective action will be verified by MUTU Certification's inspector / auditor within designated time limit or in the next visit.

23. JUDGMENT TEAM RESPONSIBILITIES

The Judgment Team, under the direction of the Chief of The Judgment Team, shall be responsible for taking appropriate action on any relevant mater where their advice or decision is not taken or acknowledge respectively.

Annex 1. The Mechanism of Certification Process

The mechanism of the certification process can be described in the following scheme:

