



The
Building
Center
of
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Wood Structure Performance Evaluation Committee

Manual for Preparation of Application Documents for Performance Evaluations of Wood-based Materials

(Quality of Building Materials as Stipulated in Article 37 item (2) of the Building Standard Law)



財団法人日本建築センター
The Building Center of Japan

Technical Appraisal Department, Structural Safety Section

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Section 1 List of Documents to be Submitted

The following documents must be submitted between the time of application for performance evaluation of building materials by the Wood Structure Performance Evaluation Committee and the completion of the performance evaluation. Please prepare these documents according to the instructions and formats, etc., provided in this manual.

Submission Date	Documentation Required	Copies	Manual/Format	Remarks
No later than one week before the meeting of the Acceptance Committee	Performance Evaluation Application	1	Form BF01-01	A special application form is available.
	Documents to be Submitted for Performance Evaluation	1	See Section 2 of Manual	These will be used for preliminary checking of contents.
By 4pm on the day before the meeting of the Acceptance Committee	Documents to be Submitted for Performance Evaluation	6	See Section 2 of Manual	These will be used for committee and subcommittee deliberations
On the date of the subcommittee meeting	Response to issues raised	3	Form BF50-05	The content will be checked on the day of the subcommittee meeting. If supplementary material is required, this must also be provided.
By 4pm on the day before the Report Committee meeting	Additional material for consideration	6	See Section 4 of Manual	This will be used as reference material for the committee report.
	Attachments and tables	1	See Section 3 of Manual	This will be used as reference material for the Performance Evaluation Report (Draft).
Several days after the Report Committee meeting	Attachments and tables	1 each	See Section 3 of Manual	These will be used as base documents for the Performance Evaluation Report, so stapling, etc., is not required.
Within approximately one month from the Report Committee meeting	Final Documents	2	See Section 4 of Manual	One copy will be stamped with a confirmation seal and returned.

Section 2 Preparing Documents to be Submitted for Performance Evaluation

1. Format for Documents to be Submitted for Performance Evaluation

(1) Combine the documents into a single A4-size loose-leaf binder file. A3 pages, such as drawings, can be folded.

(2) Enter the following information on the front and back covers.

- ① Name of item (name of material, etc.)
- ② Date of application (date of Acceptance Committee meeting)
- ③ Name of applicant (company name)

(3) All documents must be in Japanese.

2. Contents and Composition of Documents to be Submitted for Performance Evaluation

The Documents to be Submitted for Performance Evaluation should be based on the following table of contents and structure. See the next and subsequent pages for information about the documentation proper.

- Cover
- Performance Evaluation Application (Copy)
- Table of Contents
- Documentation Proper
 - I. Items Pertaining to Overview of Building Material and Scope of Application, etc.
 - II. Items Pertaining to Material Properties in Relation to Quality Standards for Building Material
 - III. Statistical Data Pertaining to Properties of Material
 - IV. Items Pertaining to Tests Conducted for Preparation of Statistical Data
 - V. Items Pertaining to Quality Control

The above represents a basic table of contents for use when preparing documentation for a performance evaluation application. There are no restrictions on contents and format provided that they satisfy standards set down in the Notification No. 1446 (2000) of the Ministry of Construction for technical content pertaining to quality.

Documentation Proper

I. Items Pertaining to Overview of Building Material and Scope of Application, etc. (Attachment)

1. Name of item ← If name of the item also includes a common name, it should be preceded or followed by a name that can be used to identify the company.
2. Scope of application of building material ← Indicate the scope of use for the building material.
← If special limitations will be placed on the content of the application or special handling is required, this should be indicated.
3. Composition of building material, quality standard ← Provide a list of standard performance values for the material (the required items among those listed in Annexed Table 2 of the Notification).

Example: Wood-based glued composite panels

- 3.1 Standard values for dimensions
 - 3.2 Quality of each component element
 - 3.3 Standard values for in plane compressive strength
 - 3.4 Standard values for out of plane flexural strength and flexural modulus of elasticity
 - 3.5 Standard values for shear strength and shear rigidity
 - 3.6 Moisture content adjustment coefficient for out of plane flexural strength and flexural modulus
 - 3.7 Continuous load time adjustment coefficients for in plane compressive strength and out of plane flexural strength
 - 3.8 Creep adjustment coefficient for flexural modulus
 - 3.9 Adjustment coefficients for accidental water leakage for in plane compressive strength, out of plane flexural strength and flexural modulus
4. Shape and Dimensions of Building Material ← State the dimensions and dimensional precision.
 5. Manufacturing and inspection systems for building material
 - 5.1 Name and address of manufacturing plant
 - 5.2 Manufacturing and inspection processes ← Describe manufacturing and inspection processes using flowcharts, etc.
 6. Quality control system ← Enter diagrams, etc., showing the organization and allocations of duties, etc., in the factory, etc., in relation to the quality.
← If two or more companies are making a joint application, each company will be an applicant as a manufacturer of the building material. When indicating quality control regulations, the scope of each company's responsibilities should also be indicated.

II. Items Pertaining to Material Properties in Relation to Quality Standards for Building Material

Performance Evaluations for Approval under the Provisions of Article 37 item(2) of the Building Standards Law (Table)

Compliance with technical criteria for quality in Article 3 of the Notification No.1446 (2000) of the Ministry of Construction

← See Section 3 for tables.

III. Statistical Data Pertaining to Properties of Material

← Provide statistical data for the required items based on the technical standards in Article 3 of the Notification No.1446 (2000) of the Ministry of Construction that apply to the type of material for which the application is being made. Not only the data, but also interpretations of the data must be provided.

IV. Items Pertaining to Tests Conducted for Preparation of Statistical Data

← Provide test reports for the required items based on the technical standards in Article 3 of the Notification No.1446 (2000) of the Ministry of Construction that apply to the type of material for which the application is being made.

← If tests have been carried out by an official testing organization, attach the test report.

← If tests have been carried out by the applicant, attach a test report in which the following information is stated.

- Name of persons responsible for and in charge of the tests
- Type and purpose of tests
- Date and location of tests
- Shape, dimensions and number of specimens, test method, test apparatus, test results, etc.
- Photographs of test apparatus, specimens, test environment, state of specimen after destruction, etc. (where applicable)

V. Items Pertaining to Quality Control

1. Items pertaining to factory, etc., used to manufacture the building material for which the application is being made

1.1 Management policies ← Including items pertaining to quality control.

1.2 Organization a chart ← Including overall corporate organization, with persons responsible for quality control implementation clearly indicated.

1.3 Overview of education and training, etc., for employees ← Including names of relevant internal standards

2. Items pertaining to the production of the building material for which the application is being made

2.1 List of in-house standards

2.2 Overview of quality characteristics of product and quality control

2.3 Names of principle materials, names of manufacturers, summary of quality and quality assurance methods

2.4 Chart summarizing of production processes

2.5 Overview of quality control during production process

2.6 Overview of principal manufacturing equipments and their management

2.7 Overview of principal inspection equipments and their management

2.8 Overview of outsourcing and management of outsourcing

2.9 Overview of complaint processing

← State names of relevant in-house standards.

← Including items concerning storage

← State names of relevant internal standards.

3. Items pertaining to persons responsible for implementation of quality management for the building material for which the application is being made

← State criteria for selection of persons responsible for implementation of quality control (titles, practical experience relating to quality control and acquisition of specialized knowledge).

4. Principal in-house standards and quality control records

4.1 Internal standards defining inspection, manufacturing, transportation and storage methods, or summaries thereof

← Inspection-related items, as listed in Table 3 Column (B) of the Notification No.1446 (2000) of Ministry of Construction must be entered.

4.2 Other in-house standards pertaining to quality control, organizational operation of quality control, selection of persons responsible for quality control implementation, and items relating to the performance of tasks, or summaries thereof

4.3 Inspection records and statistical data extracted from those records

← Inspection-related items, as listed in Table 3 Column (B) of Ministry of Construction Notification No.1446 (2000) must be entered.

- 4.4 Extracts from records pertaining to items concerning organizational operation of quality control in relation to production, transportation, storage and other methods, selection of persons responsible for quality control implementation, and items relating to the performance of these tasks
5. Documents certifying that manufacturing equipments, inspection equipments, inspection methods, quality control methods and other technical production conditions necessary for quality assurance conform with the provisions of JIS Z9902.

← Only if the standards in Article 3 Paragraph 2 of Ministry of Construction Notification No.1446 (2000) apply.

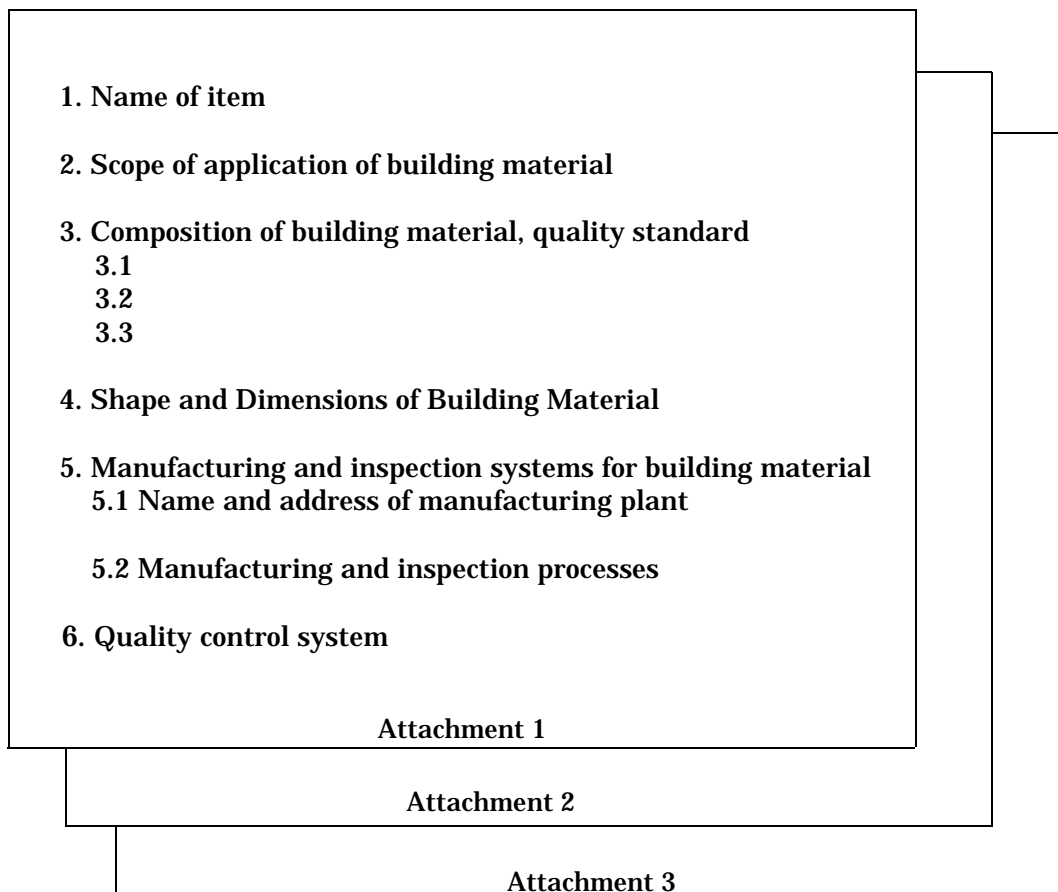
Section 3 Preparing Attachments and Tables

1. Composition of Attachments

Attachment pages must be numbered as “Attachment 1, Attachment 2, Attachment 3....”

- A4-size paper must be used.
- If these are submitted after the Report Committee meeting, they will be used as base documents for the performance evaluation report. They must therefore be submitted without stapling, etc.
- See Section 2 I. (Items Pertaining to Overview of Building Material and Scope of Application, etc.) for information about the content of attachments.

Attachment



2. Composition of Tables

Tables should be structured as shown below.

- Performance evaluations for approval under the provisions of Article 37 item (2) of the Building Standards Law
Compliance tables for quality-related technical standards under Article 3 of the Notification No.1446 (2000) of the Ministry of Construction
- Additional Table 1, Additional Table 2, Additional Table 3....

Number tables as “Table 1, Table 2, Table 3....”

- A4-size paper should be used and writing should be horizontal.
- If these are submitted after the Report Committee meeting, they will be used as base documents for the performance evaluation report. They should therefore be submitted without stapling, etc.
- See the following page for information about content.

Table

Performance evaluation for approval under the provisions of Article 37 item (2) of the Building Standards Law

Compliance table for quality-related technical standards under Article 3 of the Notification No.1446 (2000) of the Ministry of Construction

Evaluation Item		Result of Consideration	Pass/Fail	Attached Information	

Table 1

Table 2

Table 3

Additional Table 1: Summary of Product Quality Characteristics and Quality Control

Additional Table 2: Names of principle materials, names of manufacturers, material quality and quality assurance methods

Table 4

Table 5

Section 4 Formats for Tables

Because tables are required to be descriptions in their own right, references to other books are not acceptable. “See evaluation materials” or “from evaluation materials” are not acceptable because they refer to other books.

- If it is not possible to list all in-house regulations, etc., corresponding to items in notifications, label the standards and manuals as “from the in-house standards of Company ___” , “from the production manual” or “from the production standard” and attach them to the Documents to be Submitted for Performance Evaluation.
- Where possible, enter the results of deliberations inside the table. In particular, Items (1) and (2) should be entered in the table. If it is not possible to enter deliberation results inside the table, label them as “Shown in Additional Table ___” and attach them at the end of the tables.

Section 5 Preparing Additional Materials for Consideration (Materials for Evaluation Committee Report)

1. Format for Additional Materials

- (1) The following items must be bound in a single A4 volume. A3 pages, such as drawings, can be folded.
- (2) Enter the following information on the front and back covers.
Name of item, date of application (date of Report Committee meeting), name of applicant (company name)

2. Contents and Composition of Additional Materials for Consideration

The composition of documents to be submitted is as shown in the following table. See the next and subsequent pages for information about the content of the documentation proper.

<ul style="list-style-type: none"> ■ Performance Evaluation Application (Copy) ■ Table of Contents ■ Documentation Proper <ul style="list-style-type: none"> . Items Pertaining to Overview of Building Material and Scope of Application, etc. . Items Pertaining to Material Properties in Relation to Quality Standards for Building Material . List of Additional Items for Consideration Additional Materials for Consideration . Response to Issues Raised (Form BF50-05)

VI. List of Additional Items for Consideration (A4 landscape, based on following format)

List of Additional Items for Consideration (Example of Format)

Item for Consideration	Content of Consideration	Result of Consideration	Changes	Pages

Section 6 Preparing Final Documents

1. Binding of Final Documents

- The final documents should be bound in a single volume. If the thickness is likely to exceed 10cm, duplex copying should be used.
- The resulting book should open to provide a two-page spread in A4 size. Folding or other methods should be used for drawings that are not suitable for a two-page spread format (blueprints should be avoided).
- The text layouts for the front and rear covers are as shown in the diagram below.

2. Content of Final Documents

- The final documents must consist of all of the documents submitted to committee and subcommittee meetings, after alterations, corrections, replacements, etc., in response to issues raised.
- If separate or supplementary items were considered, these should be inserted after the documents submitted for performance evaluation.
- Responses to issues raised during committee or subcommittee meetings should be inserted at the end.
- If necessary, part or all of the performance evaluation report may be incorporated.

Two copies should be prepared in accordance with these instructions and submitted to the staff member in charge. After checking the content, the staff member will stamp one copy with a confirmation seal and return it.

The other copy will be retained by BCJ.

