別記様式第１号（第２条関係）

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| 合格証票類管理方法等届 年　　月　　日　　　日本消防検定協会 殿　　　　　　　　　　　　　　　　　届出者　　　　　　　　　　　　　　　　　　住所　　　　　　　　　　　　　　　　　　氏名（法人の場合は、名称及び代表者氏名） 　　　　合格証票類取扱特例規程第２条に基づき、下記について合格証票類の証票特例を受けたいので、必要書類を添えて依頼します。　　　　なお、証票特例を受けることとなった場合の合格証票類の管理・保管及び受払並びに合格証票類を付した製品の管理等については、添付書類のとおりの管理体制で細心の注意と責任をもって行うこととします。万一不用意な管理取扱いを行った場合は、異議なく貴協会の指示に従います。記

|  |  |
| --- | --- |
| 受検場所 |  |
| 種別等 |  |
| 証票特例の方式 | 方式（Ａ，Ｂ，Ｃ，Ｄ） |
| 備考 |  |

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別記様式第１号の２（第２条の３関係）

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| 誓約書　　私は、以下の事項を厳守することを、ここにお誓い致します。　１　合格証票類取扱特例規程を遵守し、信義に反する行為をしないこと。　２　合格証票類を銘板又は製品へ印刷するために使用する機器については、使用方法、管理方法等を定め、当該方法を遵守すること。　３　合格証票類を銘板又は製品へ印刷するために使用する機器に調整、整備等を行う場合又は故障が生じた場合は直ちに日本消防検定協会（以下「協会」という。）に連絡し、協会の指示に従うこと。　４　合格証票類の原版は、定めた管理方法により適正に管理すると共に無用な使用をしないこと。　５　次の場合には、直ちに合格証票類の原版を協会に返却すること。この場合において、印版の保管がある場合は、検定協会の職員の立会いのもとで消去又は当該印版を協会へ提出するものとすること。　　(1) 型式適合検定又は型式適合評価の業務を行わなくなった場合　　(2) 合格証票類の原版を使用しなくなった場合（印版がある場合は、印版を使用しなくなった場合を含む。）　　　 年 月 日　　　日本消防検定協会　殿 申請者又は依頼者 住 所 　　　　氏 名（法人の場合は、名称及び代表者氏名） 　　　　　　　　　　　　　　　　　　　　　　　  電話番号 |

別記様式第２号（第４条関係）

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| 年　　月　　日　　　日本消防検定協会 殿　　　　　　　　　　　　　　　　　 氏名（法人の場合は、名称及び受領者氏名） （検定・受託評価）合格証票受領書　　　下記のとおり合格証票を受領いたしました。記

|  |  |  |  |
| --- | --- | --- | --- |
| 種　　類 | 数　　量 | 記号 | 型式適合検定申請書等の受付番号 |
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別記様式第２号の２（第４条の２関係）

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| --- |
| 合格証票原版貸出依頼書 　　 年　　月　　日　　　日本消防検定協会　殿　　　　　　　　　　　　　　　　　申請者又は依頼者住　　所氏　　名　　 法人にあっては、その名称及び代表者氏名　　　 電話番号 　　　　　　　　　　　合格証票類取扱特例規程第４条の２に基づき、合格証票類の原版の貸し出しを依頼します。　　　なお、当該原版の取り扱いは、細心の注意と責任をもって行います。記　　１　種　　　　　別　　２　対象型式番号　　３　統括取扱責任者 氏　名　　　　　　　　　　 　　 連絡先 |

別記様式第２号の３（第４条の２関係）

|  |
| --- |
| 合格証票原版受領書 年　　月　　日　 日本消防検定協会　殿　　　　　　　　　　　　　　　　　申請者又は依頼者住　　所氏　　名　　 法人にあっては、その名称及び代表者氏名　　　 電話番号 　　　　　　　　　　　　　年　　月　　日に依頼した合格証票類の原版については、下記のとおり受領しました。記　　１　受領年月日 年　　月　　日　　２　受領種類 　　　　　　（　種　別　）用　 |

別記様式第２号の４（第６条関係）

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| 合格証票類取扱特例取りやめ届 年　　月　　日　　　日本消防検定協会　殿　　　　　　　　　　　　　　　　　申請者又は依頼者住　　所氏　　名　　 法人にあっては、その名称及び代表者氏名　　　 電話番号 　　　　　　　　　　　下記について合格証票の取扱いに係る特例の適用を取りやめたいので届け出ます。記

|  |  |
| --- | --- |
| 受検場所 |  |
| 種別等 |  |
| 証票特例の方式 | 方式（Ａ，Ｂ，Ｃ，Ｄ） |
| 備考 |  |

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別記様式第３号（第７条関係）

|  |  |  |  |  |  |  |  |  |  |  |
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| 合格証票類管理方法変更届 年　　月　　日　　　日本消防検定協会 殿　　　　　　　　　　　　　　　　　届出者　　　　　　　　　　　　　　　　　　住所　　　　　　　　　　　　　　　　　　氏名（法人の場合は、名称及び代表者氏名） 　　　　合格証票類取扱特例規程第７条に基づき、下記について合格証票類の管理方法等を一部変更したいので、必要書類を添えて届け出ます。記

|  |  |
| --- | --- |
| 受検場所 |  |
| 種別等 |  |
| 証票特例の方式 | 方式（Ａ，Ｂ，Ｃ，Ｄ） |
| 変更内容 |  |
| 備考 |  |

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別記様式第４号（第８条関係）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 年　　月　　日 　　　日本消防検定協会 殿　　　　　　　　　　　　　　　　　　　 受領事務受託者名 （法人の場合は、名称及び代表者氏名）（検定・受託評価）合格証票受領書　　　　下記のとおり合格証票を受領いたしました。記

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 種類 | 種別受検場所 | 数量 | 記号 | 型式適合検定申請書等の受付番号 |
| (例)枚葉式(15×15) | (例)　感知器㈱○○、△△工場 | (例)　1,000枚 | (例)Ｓ | (例)Ｃ－○○○○ |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| 合　　計 | (例)1,000枚 |  |  |

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別記様式第５号（第８条関係）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 年 月 日 日本消防検定協会 殿 住所 　受領事務受託者名 （法人の場合は、名称及び代表者氏名） （検定・受託評価）合格証票特例申請書　　合格証票類取扱特例規程第８条第３項に基づき、合格証票特例を下記のとおり申請します。記年　　月　　日現在

|  |  |  |  |
| --- | --- | --- | --- |
| 種類 | 種別受検場所 | 申請数量 | 保有数量 |
| (例)枚葉式(15×15) | (例)　感知器㈱○○、△△工場 | (例)　1,000枚（○年○分） | (例)　　100枚 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 合　　計 | (例)1,000枚 |  |

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別記様式第６号（第８条関係）

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| 年 月 日 日本消防検定協会 殿 受領事務受託者名 受領者氏名 （検定・受託評価）合格証票受領書 下記のとおり合格証票を受領しました。記

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 種類 | 種別受検場所 | 数量 | 記号 | 年間予定表 |
| (例)枚葉式(15×15) | (例)　感知器㈱○○、△△工場 | (例)　1,000枚 | (例)Ｓ | （例）○年○月分 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 合　　計 | (例)1,000枚 |  |  |

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別記様式第７号（第９条関係）

|  |
| --- |
|  年 月 日　　　日本消防検定協会 殿 住所 受領事務受託者名 （法人の場合は、名称及び代表者氏名） 証票特例受領事務の受託について　　　　（種別等を記載）型式適合検定等の申請又は依頼手続き及び型式適合検定等の合格証票の証票特例について、別添のとおり（特例適用者名を記載）から委託されましたので、（受領事務受託者名）が一括受領し、（特例適用者名を記載）に（受領事務受託者名）から交付できるようお願いします。　　　　　なお、証票特例受領事務を受託することとなった場合の合格証票の管理・保管及び受払の管理等については、添付書類のとおりの管理体制で細心の注意と責任をもって行うこととします。万一不用意な管理取扱いを行った場合は、異議なく貴協会の指示に従います。 |

別記様式第８号（第９条関係）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 受領事務受託者名 月　報 合格証票特例受払表 （ 年 月分）　（種類 ）

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請 | 会社名 | 型式番号 | 受検希望 | 受入数 | 払出数 | 残　数 | 確認者 | 合格証票記号 |
| 月 | 日 | 月 | 日 |
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| 合　　　　　　計 |  |  |  |  |  |  |  |
| 累　　　　　　計 |  |  |  |  |  |  |  |

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例示１（第２条関係）

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| （合格証票類取扱部署名）　○○年　合格証管理台帳　　〔種類別（○○）〕　　　　　　　　　　　　　　　　　 No.○

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 月日 | 受入 | 受入数 | 記号 | 摘　要 | 払出 | 払出数 | 記号 | 摘　要 | 証票保管数 | 受領証 | 確認 | 備　　　　考 |
| (繰越) |  | 500 |  |  |  |  |  |  | 500 |  |  |  |
| 4.6 | 検定協会 | 1,000 | H | ○○ | - | - | - | - | 1,500 | - |  | ←受入者の押印又は署名 |
| 4.10 |  |  |  |  | (製造部) | 800 | H | ○○ | 700 | ○○ |  | ←払出者の押印又は署名 |
|  |  |  |  | ↑摘要欄には、受入根拠が特定できる事項を記入すること（例　型式適合検定申請書等の受付日及び受付番号）。 |  |  |  | ↑摘要欄には、払出根拠が特定できる事項を記入すること（例　貼付した製品の型式番号及び製造番号等）。 |  | ↑受領証欄には、受領した証拠を特定できる事項を記入すること（例　受領証番号等）。 |  |  |
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|  | 小計 | 1,500 | H |  | 小計 | 800 |  | 小計 | 700 |  |  | ←責任者の署名又は押印 |

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例示２　ロール式証票特例管理台帳の例（第２条関係）

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| ロール式証票特例管理台帳

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| 年月日 | 受入枚数 | カウンター | 貼付枚数 | ロス数 | 貼付残数 | 備考(ロス等の処置等) | 責任者 | 備考 |
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例示３（第６条関係） (え)(け)

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| （受領事務委託者名）　○○年　合格証管理台帳　　〔種類別（○○）〕　　　　　　　　　　　　　　　　　 No.○

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| 月日 | 受入 | 受入数 | 記号 | 摘　要 | 払出 | 払出数 | 記号 | 摘　要 | 証票保管数 | 受領証 | 確認 | 備　　　　考 |
| (繰越) |  | 700 |  |  |  |  |  |  | 700 |  |  |  |
| 5.20 | 検定協会 | 4,000 | T | ○○ | - | - | - | - | 4,700 | - |  | ←受入者の押印又は署名 |
| 5.23 |  |  |  |  | ○○ | 3,600 | T | ○○ | 1,100 | ○○ |  | ←払出者の押印又は署名 |
|  |  |  |  | ↑摘要欄には、受入根拠が特定できる事項を記入すること（例　年間予定表の該当する月）。 |  |  |  | ↑摘要欄には、払出根拠が特定できる事項を記入すること（例　型式適合検定申請書等の受付日及び受付番号）。 |  | ↑受領証欄には、受領した証拠を特定できる事項を記入すること（例　受領証番号等）。 |  |  |
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