

Effective March 24, 2017
Revised October 3, 2017
Revised June 22, 2018
Revised February 7, 2019

Marine Eco-label Japan (MEL) Council
Detailed Rules of Operational Management Regulations
for the MEL Certification Scheme

1. Objective

These Detailed Rules define issues necessary to enforce the Marine Eco-Label Japan Council Operational Management Regulations for the MEL Certification Scheme (OMR).

2. Detailed Rules for Standard Setting and Operational Management (as per OMR, Article 3)

2.1 Outline of the Development of Standards (including ToR: Terms of Reference)

In the implementation of procedures as per Step 2 in OMR 3.1, The Marine Eco-Label Japan Council ((hereinafter “the MEL Council”) shall make available to the public the outline of procedures for developing and revising standards including the following items. If there are changes in the content, the published information shall be revised accordingly.

- (1) Contact for inquiries to the MEL Council and methods of participation
- (2) Scope of standards including geographical requirements
- (3) Clear purpose for the amendment of standards, and relevance to the aimed-for improvement
- (4) Procedure for the development of standards including the schedule and consultation process
- (5) Procedure for decision-making, including decision maker and decision-making approach

2.2 Work Plan

Relative to the “general outline of the standard for discussion, including the schedule, implementing procedure, and consultation process, and other documents necessary for developing or revising standards” stipulated in Step 2 in OMR 3.1, the MEL Council shall make public every six months the work plan including the following items;

- (1) Proper name and address of the MEL Council
- (2) List of standards in developing, reviewing, or revising stages
- (3) List of standards already adopted

2.3 Contents of Standards

In preparing an original draft of standards stipulated in Step 3 in OMR 3.1, the MEL Council shall comply with the following;

- (1) Shall use clear, tangible, and verifiable wording

- (2) Shall express in terms of the process, management, and performance characteristics, not in terms of the design characteristics or descriptive characteristics
- (3) Shall maintain impartiality, without favour to a specific technology, patented product, or service provider
- (4) Shall be clear as to the reference sources of intellectual property

2.4 Non-substantive amendments

Concerning standards enacted through steps 1-7 defined in OMR 3.1 Procedures for Setting Standards, when making amendments listed below, the procedures are as follows:

- (1) Correction of typographical errors, modifications of appearance and format may be made with the approval of the senior managing director.
- (2) Other than (1) above, modifications to the extent not affecting the results of certification and future certification according to this standard may be made with the approval of the Standard Setting Committee (SSC).

The updated standard shall be promptly made public on the MEL website. On the most recent occasion, (1) above should be reported to the SSC Meeting, and (2) to the Board of Directors Meeting.

2.5 Document Retention

Concerning documents defined in OMR 3.2, the MEL Council shall retain, for five or more years, at least the documents containing the following records:

- (1) Policies and procedures related to the development of standards
- (2) Lists of the stakeholders involved in standard setting
- (3) Lists of the stakeholders participating in each procedure
- (4) Outline of the opinions received, and the response to the opinions
- (5) Original draft and final draft of the standard

3. Detailed Rules for Operational Management of Certification Scheme (as per OMR, Article 6)

3.1 Contents of Management Review

- (1) Standard Setting Committee (SSC) Meetings - Convening and its Contents/ Agendas
- (2) Accreditation Bodies (ABs) – Record of Accreditation, Processing of Complaints/ Appeals, etc.
- (3) Certification Bodies (CBs) – Record of Certification, Processing of Complaints/ Appeals, etc.

Supplementary Provision

These Rules shall come into effect as of March 24, 2017.

Supplementary Provision

These Rules shall come into effect as of October 3, 2017.

Supplementary Provision

These Rules shall come into effect as of June 22, 2018.

Supplementary Provision

These Rules shall come into effect as of February 7, 2019.