## **Checklist of Required Documents for Application**

Please use this checklist as a reference when preparing the required documents for the certification application.

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| --- | --- | --- | --- |
| Form | Submitted Documents | Remarks | Check |
| Form No.1 | JLIA Sustainable Certification | Please submit one copy per company. | □ |
| Form No.2 | Overview of the Business Site “Form No. 2-1: for companies handling hides, skins, or leather" "Form No. 2-2: for companies handling leather products" | For companies with multiple locations, please submit one copy for each business site. | □ |
| Please attach them to 'Form No.2' and submit them | 1.Organizational Chart | Please submit one for each business site. | □ |
| 2.Factory layout map (including site map) and manufacturing equipment layout | Please submit one for each business site. | □ |
| 3.Copy of documents showing the source of raw materials | Please submit one for each business site. | □ |
| 4.Manufacturing process flowchart | Please submit one for each business site. | □ |
| 5.Copy of documents certifying proper wastewater treatment | Please submit one for each business site. | □ |
| 6.Copy of documents certifying proper waste disposal | Please submit one for each business site. | □ |
| 7.Copy of documents for quality inspection of leather/leather products | Please submit one for each business site. | □ |
| 8.Raw material acceptance inspection records | Please submit one for each business site. | □ |
| 9.Complaint handling records | Please submit one for each business site. | □ |
| 10.Copy of documents certifying that the main leather has been tested for chemicals as specified in the Japan Eco Leather Gold certification | Please submit one for each business site. | □ |
| Form No.3 | Declaration of Application | Please submit one copy per company. | □ |
| Form No.4 | JLIA Sustainable Certification Checklist | Please submit one copy per company. | □ |

* Once all required documents are prepared, please submit them by email or postal mail. (Send to: [sdgs@jlia.or.jp](mailto:sdgs@jlia.or.jp))
* Attached documents must generally be issued within the last six months to be valid.
* All confidential information will be kept confidential.
* If any false information is found in the submitted documents, certification will not be granted. Furthermore, if false information is discovered after certification, the certification will be revoked.