

Provisions for Control Managers

1. Objective

These detailed rules stipulate the duties of control managers and the contents of the control management training session and control management follow-up training session, in order to contribute to enhancing the reliability of SIAA brand marks through the fulfillment of the duties of control managers, as well as the maintenance and improvement of the quality of registered products.

2. Definition of Control Managers

Control managers refer to those who are responsible for the maintenance and improvement of the quality, appropriate labeling, and application of their companies' products registered with this society.

The "quality" mentioned here refers to the satisfaction of K07 "Voluntary Specifications for Quality and Safety" by registered products. And appropriate labeling refers to the satisfaction of matters concerning the indication of SIAA brand marks as stipulated in K14 "SIAA Brand Mark Management and Operation Provisions," as well as observation of K32 "Guidelines for Description of Products in Advertisements."

3. Appointment and Duties of Control Managers

- (1) Each manufacturer registering its product(s) with this society shall appoint a control manager internally at the time of admission, and notify this fact to this society. And the appointed control manager must participate in a control management training session and gain certification within one year after admission.
- (2) If the control manager is changed, a substitute control manager shall be immediately appointed internally to submit the change notification to this society. And the substitute control manager shall participate in a control management training session and gain certification within one year after submission of the change notification.
- (3) The person certified as a control manager shall always endeavor to enhance their own expert knowledge about the safety, quality, labeling, applications, etc. for antibacterial, antifungal, and antiviral products, as well as antibacterial and antifungal agents. To enhance their expert knowledge and to collect up-to-date information on antibacterial, antifungal, and antiviral natures and so on, the control manager shall participate in a follow-up training session held by this society at least once every two years to maintain continued certification.
- (4) Control managers shall respond to inquiries and requests from consumers on the products of their company.

4. Control Manager Certification

- (1) Control manager certification shall be given to a person who has completed a control management training session by this society's chairperson. And completion certificate shall be given to a person who has completed a control management follow-up training session.
- (2) If the Board of Directors judges that a control manager has defamed this society or had committed an act that contradicts the objective of these detailed rules, the chairperson of this society shall withdraw the certification as a control manager.

5. Control Management Training Session and Follow-Up Training Session

- (1) A control management training session shall provide training on knowledge related to the duties of control managers, concerning the safety, quality, labeling, applications, etc. mainly for antibacterial, antifungal, and antiviral products, industrial sterilization coating materials, and antibacterial and antifungal agents.
- (2) A follow-up training session shall provide training that develops control managers' expertise and is useful for member companies, concerning the topics attracting attention inside and outside SIAA when this training session is held, quality control, legal compliance, and so on.
- (3) A training session and follow-up training session shall be held once or more per year.
- (4) Qualification for receiving a training session shall be determined according to the member's declaration.

- (5) Subjects of training shall be selected and determined from among the following through consultation between the committee in charge of planning and operation, as stipulated in Term 6, and the Secretariat, based on (1) and (2).
- 1) Basic knowledge about microbiology and virus
 - 2) Knowledge of antibacterial, antifungal, and antiviral agents.
 - 3) Knowledge of antibacterial, antifungal, and antiviral products (materials, treatment methods, quality control, instructions)
 - 4) Explanation on relevant laws, regulations, rules, and systems
 - 5) Labeling with the "Antibacterial SIAA brand mark", "Antifungal SIAA brand mark", "Antiviral SIAA brand mark", "Antibacterial and antifungal SIAA brand mark", and "Sterilization coating SIAA brand mark"
 - 6) Actual situation of the antibacterial, antifungal, and antivirus markets and so on
 - 7) View of this society on voluntary specifications, voluntary registration, etc.
 - 8) MIC and MBC test methods
 - 9) Antibacterial test method (JIS Z2801, JIS K 6400-9, Shaking method and others)
 - 10) Fungal growth test and fungal resistance test (JIS, ISO, ASTM etc.)
 - 11) Antivirus test method (ISO 21702)
 - 12) Test methods related to industrial sterilization coating materials (JIS Z 2811)
 - 13) Matters concerning the maintenance and improvement of the quality of registered products
 - 14) Introduction of quality control case examples
 - 15) Concept of statistical processing including variation in data
 - 16) Efforts of this society
 - 17) Introduction of efforts made in relevant industries
 - 18) Other subjects recognized as being necessary

6. Planning and Operation of Control Management Training Sessions and Follow-up Training Sessions

- (1) The control management training sessions and follow-up training sessions shall be planned and operated by the Engineering and System Committee, and the Secretariat shall provide support and involve in office works.

7. Public Announcement of Control Management Training Sessions and Follow-up Training Sessions

Date and time, place and other necessary matters for implementing a control management training session and follow-up training session shall be publicly announced on the web page of this society, via e-mail to member companies, and elsewhere at least 3 months before its implementation.

8. Session Registration Procedures

A person who wants to participate in a training session and/or follow-up training session shall submit a separately formulated application form, filled in with necessary matters, to the Secretariat.

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