

# [Global Quality Committee Standard]

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[Headquarters Function]

## 1 General Provisions

### 1.1 Purpose

The purpose of this standard is to ensure proper and smooth operation of the Global Quality Committee (hereinafter referred to as "GQC"), which ultimately judges the necessity of market actions, etc. by defining basic requirements such as of roles and structure of GQC.

### 1.2 Scope

This standard applies to the GQC.

### 1.3 Terms and Definitions

The definitions of terms used in this standard are as follows:

No.	Term	Definition
1	Market action	An action to take remedial action, such as recall or PUD, or to extend the warranty period for sold products in the market.
2	Person responsible for proposing market action	<p>A person who initiates proposals for to hold GQC and to take market action following the decision of the Regional Quality Committee (hereafter referred to as "RQC" and is any of the following:</p> <ul style="list-style-type: none"><li>• Quality representative of the production facility of the product in question (Chief Inspecting Engineer)</li><li>• General Manager of Motorcycle Quality Assurance Division</li><li>• General Manager of Power Product Quality Assurance Division</li><li>• General Manager of Certification &amp; Regulation Compliance Division</li><li>• General Manager of the service section</li><li>• <u>Chairperson of Regional Quality Committee</u></li><li>• Quality representative of <u>Production Planning Division</u></li><li>• General Manager of service parts supply section.</li><li>• The quality representatives of affiliate companies.</li><li>• The head of a section responsible for the problem or heads of other related sections.</li></ul>

### 1.4 Roles of the GQC

For matters where market action is deemed as potentially required by a Regional Quality Committee, the GQC determines the necessity of market action among regions, the appropriateness of proposal for market action and makes the decision on the market action.

## 1.5 Composition of the GQC

The GQC is composed of a chairperson, commissioners and a secretariat. The GQC members for each product are as follows:

For service parts and accessories, those who are responsible for products which parts or accessories are to be installed or which repairs or modifications are to be performed will serve as the committee members.

Composition	Member		
	Motorcycle	Automobile	Power Product
Chairperson	General Manager of Quality Audit & Compliance Division		
Commissioners	<ul style="list-style-type: none"> <li>General Manager of Motorcycle Quality Assurance Division</li> <li>General Manager of Service Division</li> <li>Chief Inspection Engineer of motorcycle factory</li> <li>General Manager of Certification &amp; Regulation Compliance Division</li> <li>General Manager of Legal Division</li> <li>Quality representative of the purchasing section.</li> <li>General Manager of service parts supply section</li> <li>Honda R&amp;D Co., Ltd. (Office Manager of Technical Evaluation at HGA)</li> </ul>	<ul style="list-style-type: none"> <li>General Manager of Automobile Quality Assurance Division</li> <li>General Manager of Automobile Technical Service Division</li> <li>General Manager of <u>Global Quality Service Division</u></li> <li>Chief Inspection Engineer of each automobile factory</li> <li>General Manager of Certification &amp; Regulation Compliance Division</li> <li>General Manager of Legal Division</li> <li>Quality representative of the purchasing section.</li> <li>General Manager of service parts supply section</li> <li>Honda R&amp;D (Chairman of Technical Evaluation Committee)</li> <li><u>Honda R&amp;D (Office Manager of TAC at HGT)</u></li> </ul>	<ul style="list-style-type: none"> <li>General Manager of Power Product Quality Assurance Division</li> <li>Service Division Chief Inspection Engineer of <u>the</u> factory</li> <li>Chief Inspection Engineer of each power products plant</li> <li>General Manager of Certification &amp; Regulation Compliance Division</li> <li>General Manager of Legal Division</li> <li>Quality representative of the purchasing section.</li> <li>General Manager of service parts supply section</li> <li>Honda R&amp;D (Chairman of Technical Evaluation Committee )</li> </ul>
Non-permanent member	The chairperson of each Regional Quality Committee		
GQC secretariat	Motorcycle Quality Assurance Division	<u>Global Quality Service Division</u>	Power Product Quality Assurance Division

## 2 GQC Operation

### 2.1 Holding of the GQC

- 2.1.1 The chairperson will hold the GQC upon request of the person responsible for proposing market action.
- 2.1.2 The chairperson convenes concerned individuals other than commissioners as defined in paragraph 1.5.
- 2.1.3 After obtaining approval from the chairperson, the GQS secretariat determines the date, venue and other details of the committee meeting and sends notification to the commissioners of the holding the GQC.

### 2.2 Discussion by the GQC

Matters to be discussed and decided by the chairperson upon mutual agreement with the attendees at the GQS are as follows:

- (1) Necessity of market action
- (2) Validity of the description of market action and the recurrence prevention measures.
- (3) Implementation details of market action
  - Methods of implementing improvements for both sold and unsold products and the sections that implement it
  - Procurement of parts, etc.
- (4) Schedule of market action (submission date to the competent authority, or the commencement date of the action)

### 2.3 Reporting

- 2.3.1 The chairperson or the person designated by the chairperson reports to the quality representative of Honda Motor Co., Ltd. on the discussed contents and decisions of the GQC.
- 2.3.2 The quality representative of Honda Motor Co., Ltd. reports such decisions to the Executive Council.

### 2.4 Record of Discussions and Sharing of Discussion Outcomes

- 2.4.1 The GQC secretariat manages materials and meeting minutes of the GQC.
- 2.4.2 The GQC secretariat provides concerned parties with materials used in the deliberations of the GQC with meeting minutes and other documents to share information.

2.5 Designation of Recurrence Prevention Reporting Theme

The chairperson designates a recurrence prevention reporting theme, from the cases deliberated at the Global Quality Committee, and the section to report it.

3 Supplementary Provision

3.1 Application

Matters relating to the establishment, revision or implementation of this standard are outlined in G-HQS [Quality Management Standards Control Standard].

[illegible]