

[Quality Standardization Committee Standard]

[Core]

1 General Provisions

1.1 Purpose

The purpose of this standard is to facilitate and ensure proper development of structure and improvements in quality control activities of the facility, maintenance of quality management standards and continuous improvement by defining basic requirements for the duties, organizations and operations procedures of the quality standardization committee established in the facility.

1.2 Scope

This standard applies to the quality standardization committee conducted in the facility.

1.3 Duties of Committee

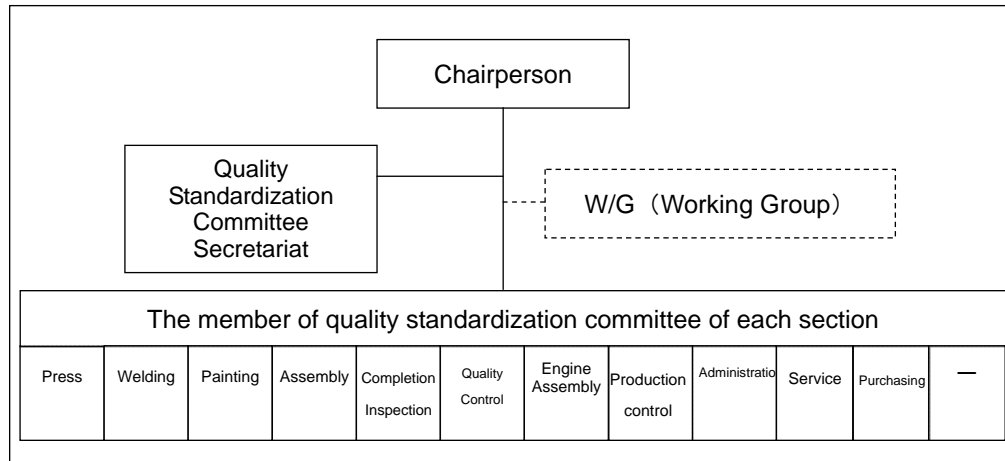
The quality standardization committee is responsible for the following operations of the facility:

- (1) Review and study revised G-HQS content, develop and maintain its own Facility QS reflecting the G-HQS content.
- (2) Harmonize, standardize and continuously improve the system for quality control activities conducted in sections of the facility.
- (3) Plan, discuss and decide quality management standards.

2 System

2.1 Organization

2.1.1 The system for the quality standardization committee is as follows:



2.1.2 The Quality Standardization Committee is consisted of members selected from all sections of the facility.

2.1.3 If necessary, the head of each section may organize a quality standardization committee in its own section.

2.2 Composition

2.2.1 The members of the committee are as follows:

No.	Member	Unit	Qualification	Appointer
1	Chairperson	One person	Quality representative or person of higher position	Facility head or top management
2	Quality standardization Committee Member	At least one person per section	Person who was appointed by the section head	Each section head
3	Quality standardization Committee Secretariat	One person or more	—	Facility head or top management

2.2.2 The quality standardization committee consists of a chairperson, committee members and secretariat staff.

2.2.3 The committee members selected from each section are informed to the facility and respective sections.

2.2.4 If the QS draft involves complications with sections of the facility, the chairperson instructs the secretariat to lead the establishment of a W/G per theme consisting of members, such as experts from relevant sections.

2.3 Roles

2.3.1 The main role of each member of the quality standardization committee is as follows:

No.	Member	Role
1	Chairperson	Supervises the quality standardization committee activities. <ul style="list-style-type: none"> • Approves quality standardization activities plans of the facility. • Convenes and chairs a quality standardization committee. • Approves the decision of the quality standardization committee and notifies concerned sections in the facility of the decision, etc.
2	Quality Standardization Committee Member	Represents its own section for quality standardization activities. <ul style="list-style-type: none"> • Deliberates on quality management standards of the facility. • Propose a theme for quality standardization of the facility. • Informs its own section of the quality management standards. • Draws up and promote quality standardization activity plans.
3	Quality Standardization Committee Secretariat	<ul style="list-style-type: none"> • Draws up and promotes quality standard activity plans of the facility • Promotes the holding of the quality standardization committee. • Reflects the decision of the quality standardization committee in quality management standards. • Maintains and updates the list of attendees to the quality standardization committee.
4	W/G	<ul style="list-style-type: none"> • Discusses theme for quality management activities in response to an order by the chairperson, leading to realization of the standardization.

2.3.2 Regarding the draft of quality management standards, quality standardization members, quality standardization committee secretariat or W/G prepares them depending on the theme and implements discussion at the Quality Standardization Committee meeting.

3 Committee Meeting

3.1 Holding of Quality Standardization Committee Meetings

- 3.1.1 In principal, the quality standardization committee meeting is held regularly. Occasional meetings may be held when necessary.
- 3.1.2 With the approval of the chairperson, the quality standardization committee meeting may be held limitedly with Quality Standardization Committee Members of the sections concerned.
- 3.1.3 The quality standardization committee meeting will be enacted if at least two thirds of the members are present.
- 3.1.4 Decisions at the quality standardization committee meeting require agreement among participating members.

3.2 Management of Records

The quality standardization committee secretariat records and maintains deliberations and decisions of the quality standardization committee.

4 Supplementary Provision

4.1 Application of the Standard

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

[illegible]