[Quality Management Standards Control Standard]

[Core]

1 General Provisions

1.1 Purpose

The purpose of this standard is to ensure proper control over of Quality Management Standards by defining basic requirements regarding the control of quality management standards, which is established to maintain and improve effectiveness of quality management activities.

1.2 Scope

This standard applies to Quality Management Standards used for quality management activities.

1.3 Definitions of Terms

Definitions of terms used in this standard are as follows:

No.	Term		Definition
1	Quality Management Standards		A collective term for Facility Quality Standard, Section Manual and Operation Standard documents, describing standardized practices, such as operating procedures and roles for quality management activities.
2	Facility Quality Standard (Facility QS)		A collective term for the following documents guiding the facility.
		Quality Manual	Documents broadly describing the general quality management activities of the facility.
		Quality Management Rule*	A collective term used for documents describing requirements such as operating procedures and roles relating to quality management activities, which need to be adopted and practiced by the facility.
3	Section Manual *		A collective term for manuals formulated by each section, describing concrete operating procedures, roles, etc. based on Facility QS.
4	Operation Standard documents		A collective term for standards, such as inspection criteria, process quality control tables, operation standards, supplementary forms and documents, and test equipment inspection standards describing parameters such as operation sequences and conditions per process, product, task, etc. for processing, assembly, inspection, equipment maintenance, transportation, administrative processing, and so on.

* The titles of Quality Management Rule and Section Manual may be changed accordingly by each facility after clearly identifying Quality Management Standards.

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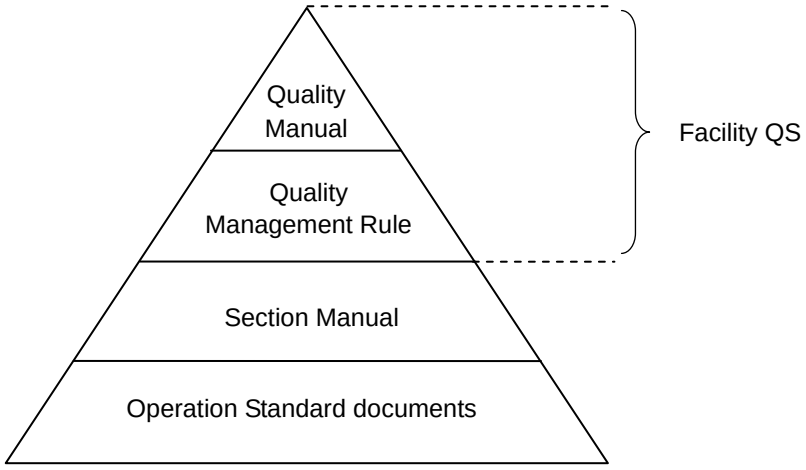
1.4 Document Structure

The following shows the basic structure of Quality Management Standards.



1.5 Scope of Application

Facility QS is applicable to all sections in the facility.

1.6 Expiration of Quality Management Standards

1.6.1 Unless stated otherwise, when the Quality Management Standards is revised, the old version loses its effectiveness as of the enactment date of the revised Quality Management Standards.

1.6.2 The expiration date of Quality Management Standards is determined by the person responsible for enactment or revision of the Quality Control Standard.

2 Establishment and Revision

2.1 Establishment, Revision and Lead Section

2.1.1 The head of a facility assigns a person and a section to serve as the lead person and the lead section for its Facility QS.

2.1.2 The lead person and the lead section appoint and identify the person responsible for establishing and revising Facility QS.

2.1.3 The head of each section appoints a person to be in charge of establishing or revising Section Manual and Operation Standard documents and put them into practice in its own section.

2.2 Establishment and Revision Procedures

2.2.1 When establishing a new or revising Facility QS, the lead section for Facility QS ensures compliance of Facility QS with respective G-HQS (an abbreviation for “Global Quality Standard”) requirements.

2.2.2 When the QS do not or possibly may not conform to the facility’s current practice, related sections propose a new or the revision of Facility QS.

2.2.3 The lead section for Facility QS reviews the proposal for a new or the revision of Facility QS submitted by a related section and if necessary, establishes or revises the QS

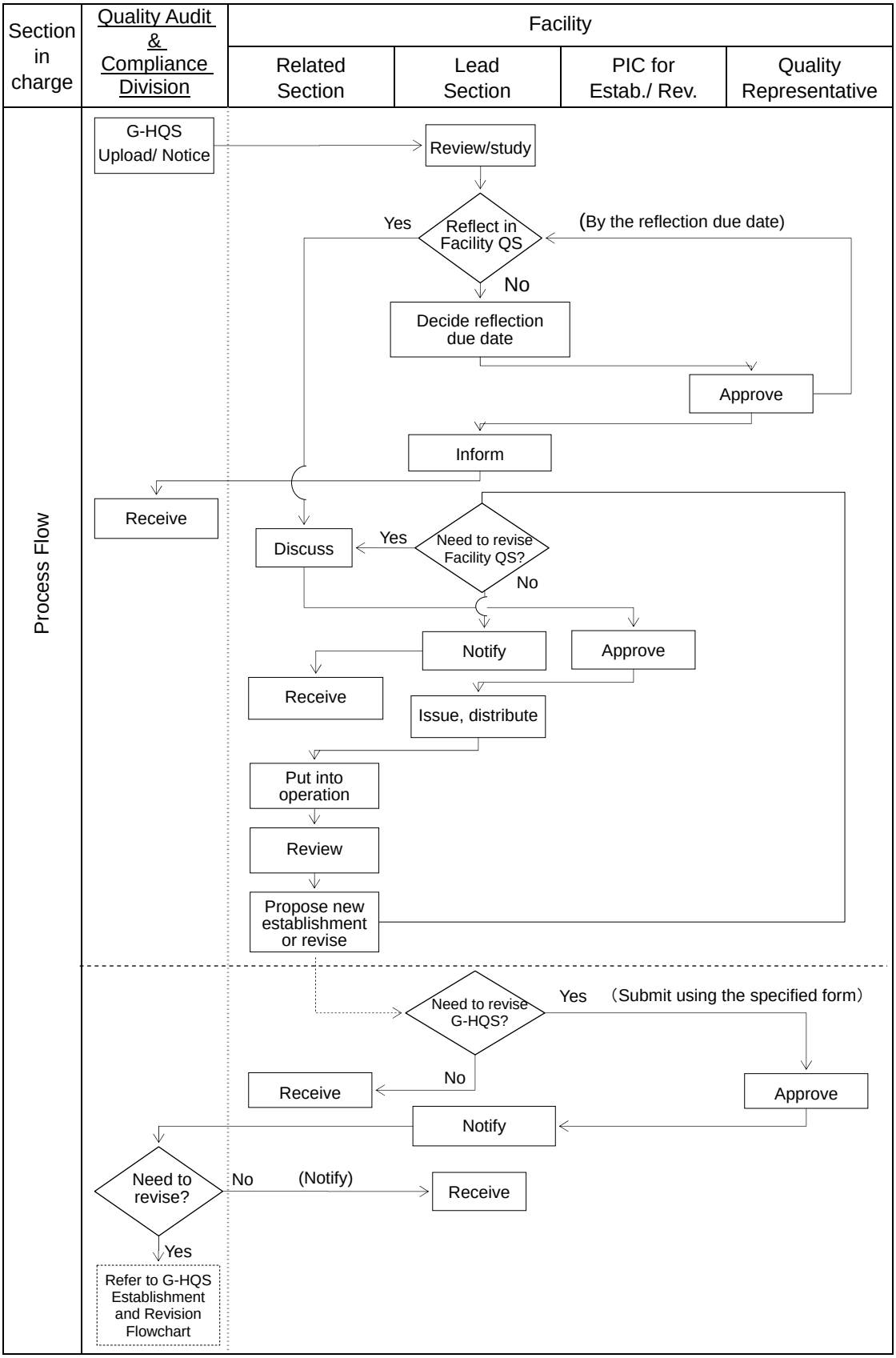
2.2.4 If rules set forth in G-HQS cannot be adopted as Facility QS, the lead section for Facility QS takes the following actions:

(1) Identify those which cannot be adopted as part of Facility QS with reasons and the time frame for adoption, and obtain approval from the respective quality representative.

(2) Inform Quality Audit & Compliance Division of Honda Motor Co., Ltd. of the information described in subparagraph (1).

2.2.5 Facility QS is established and revised in accordance with the flowchart below.

Facility QS Establishment and Revision Flowchart



2.2.6 The lead person develops procedures for establishing and revising the Quality Management Standards and properly puts them into practice within its facility.

2.2.7 The lead section for Facility QS issues and distributes the new or revised Facility QS throughout the facility.

2.2.8 The lead section for Facility QS uploads the new or revised Facility QS to the G-HQS website to share the QS globally.

Facilities with no website access send the new or revised Facility QS to Quality Audit & Compliance Division of Honda Motor, Co., Ltd.

2.3 Notification

When the Quality Management Standards is newly established or revised, the heads of respective sections promptly notifies its section.

2.4 Storage

2.4.1 The lead section for Quality Management Standards maintains original copies of Quality Management Standards (including old versions).

2.4.2 The section employing Quality Management Standards appoints a person responsible for managing distributed copies of the Quality Management Standards so the latest version will be available for reference.

2.4.3 Other than the original copy, all old versions of Quality Management Standards must be destroyed by burning, shredding or other effective method of destruction in order to prevent misusage.

2.5 Revision proposal of G-HQS

The lead section of Facility QS confirms the revision proposal contents of G-HQS from related sections. After identifying the reasons why it cannot be adopted as specified in paragraph 2.2.4, it submits Attachment-1 “G-HQS Request Sheet” to Quality Audit & Compliance Division of Honda Motor Co., Ltd.

[Headquarters Function]

1 General Provisions

1.1 Purpose

The purpose of this standard is to properly use G-HQS by clearly identifying the basic requirements regarding management of G-HQS, which is established to maintain and improve the control, balance and effectiveness of Honda's quality management system.

1.2 Scope

This standard applies to operations and practices relating to establishing, revising and communicating G-HQS.

1.3 Definitions of Terms

Definitions of terms used in this standard are as follows:

No.	Term	Definition
1	G-QM	Document broadly describing the general quality management activities of Honda.
2	G-QS	A standard that defines the requirements each facility need to follow regarding quality management activities in Honda.

2 Roles

2.1 Roles

Quality Audit & Compliance Division standardizes and communicates quality management system requirements that are necessary and effective for quality assurance of Honda products and for proper maintenance management of G-HQS

2.2 Establishment, Revision and Lead section

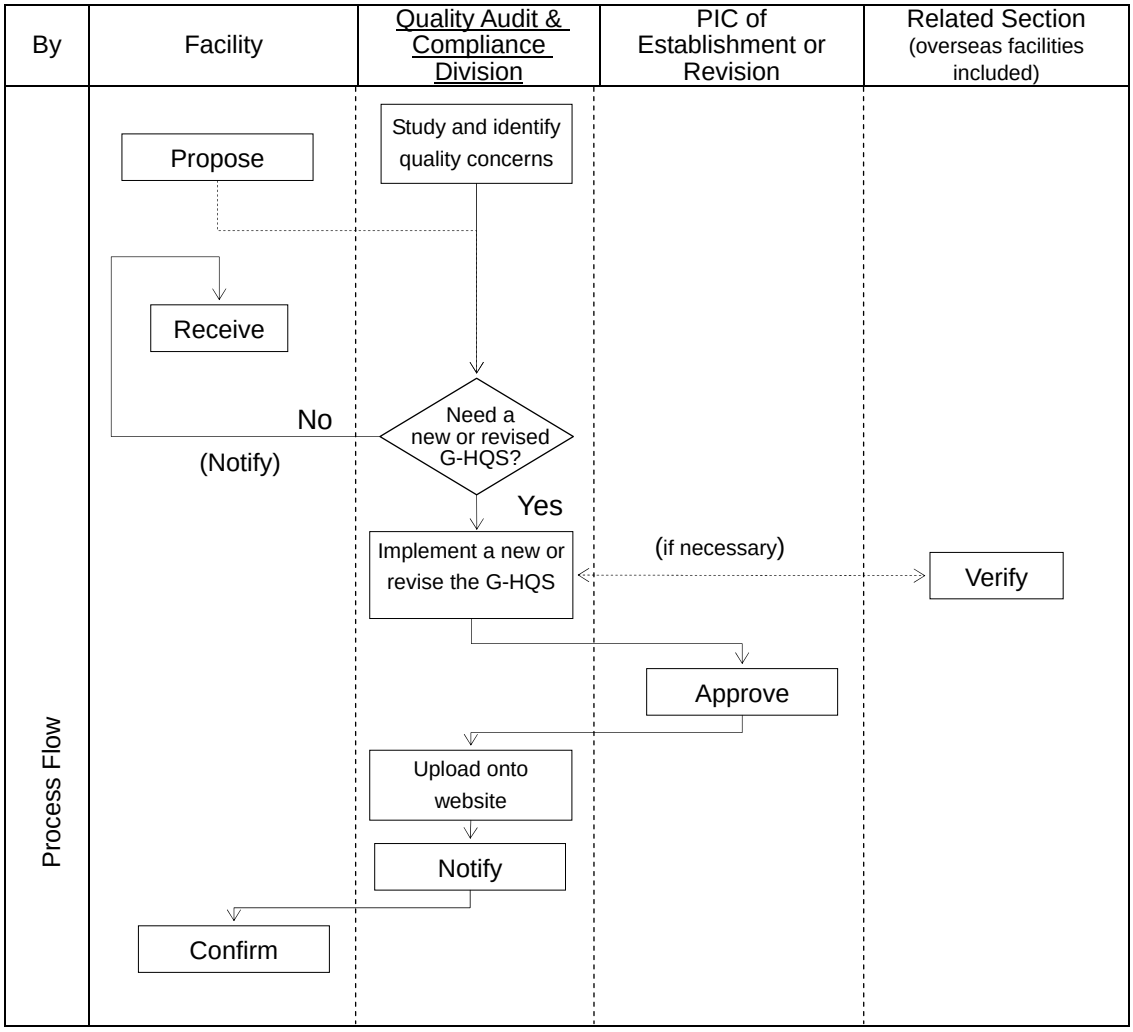
G-HQS establishment, revision and lead section are as follows:

No.	Type of Document	Person Responsible for Establishment and Revision	Lead Section
1	G-QM	Quality representative of Honda Motor Co., Ltd.	Quality Audit & Compliance Division
2	G-QS	General Manager, Quality Audit & Compliance Division	

3 Procedures

3.1 Establishment, Disclosure and Revision Procedures

3.1.1 If G-HQS does not or may not conform to current business practices, Quality Audit & Compliance Division establishes or revises G-HQS based on the flowchart below. G-HQS Establishment and Revision Flowchart



3.1.2 After obtaining approval for establishment or revision of G-HQS, Quality Audit & Compliance Division releases the latest version onto the G-HQS website and informs facilities' quality representatives.

For facilities with no website access, Quality Audit & Compliance Division will send the G-HQS documents through electronic mail.

Attachment-1 G-HQS Request Form

Proposal regarding G-HQS Requirement

Please fill out the entry spaces within the bold and send it to G-HQS Office (Quality Audit & Compliance Division) via e-mail.

Inquiry Category (Check the box and fill in the version):

☐Revision proposal for the latest G-HQS/G-QM (Issued as Ver.)

☐Revision proposal for G-HQS/G-QS (Standard Title :)

G-HQS Article No.	Facility, Establishment / Department	Signature of the facility's Quality Rep.	Signature of submitter	Submitted date

Current Requirement

Brief Description of Proposal / Comments

Reason for Proposal

Response from Quality Audit & Compliance Division:

For G-HQS Office Use Only (Quality Audit & Compliance Division, Honda Motor Co., Ltd).	Received date	Signature of Honda Chief Administrator	Signature of Quality Audit & Compliance Division Respondent	Replied date

Establishment and Revision

Dates of Establishment, Revision or Enactment (MM/DD/YYYY)			Description (MM/DD/YYYY)	Approved by:
0	Estab. Enact.	03/19/2010 04/01/2010	First issue. This document becomes effective as of 04/01/2010.	Y.Otobe (Signed on original)
1	Estab. Enact	12/08/2011 01/01/2012	Enacted upon partial revisions of additions made in the flowchart of G-HQS revision proposal, proposal method reflection, establishment and revision of the “Facility QS Establishment and Revision Flowchart” and the attachment.	T. Sonoda (Signed on original)
2	Estab. Enact.	06/04/2012 06/04/2012	Enacted upon making partial revisions due to organization change of Honda Motor Co., Ltd. as of 04/01/2012.	T. Sonoda (Signed on original)