

# [Internal Quality Audit Standard]

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## 【Core】

### 1 General Provisions

#### 1.1 Purpose

The purpose of this standard is to ensure proper quality management system and process of sections related to products and services and to perform effective audits in order to improve the level of effectiveness of the facility's quality management system and the quality of products and services.

#### 1.2 Scope

This standard applies to quality audits conducted for each section in the facility (hereinafter referred to as "internal quality audit").

#### 1.3 Type and Frequency of Audit

1.3.1 The internal quality audit consists of regular audit and occasional audit. The descriptions are as follows:

No.	Type	Description
1	Regular Audit	An internal quality audit conducted for each section by the quality representative in accordance with the annual plan. It verifies whether or not the quality management system of the facility is implemented and maintained properly.
2	Occasional Audit	An internal quality audit conducted for each section when any of the following cases apply and deemed necessary by the quality representative. The scope of review or verification is determined depending on the audit purpose. (1) When a serious problem audit attributable to the subject section occurs. (2) When a new manufacturing process is introduced for the production of a new model or derivative, etc. (3) Others, such as when assessing quality control performance of a manufacturing process is necessary.

1.3.2 In principle, the frequency of regular audits for sections relating to quality system is at least once a year.

## 2 System

### 2.1 Responsible Person and Lead Audit Section

Responsible persons and lead audit sections for the respective internal quality audits are as follows:

No.	Type	Section Subject to Audit	Audit Supervisor	Chief Auditor	Lead Audit Section
1	Regular Audit	All sections in the facility	Quality representative	Person designated from auditors by the audit supervisor	Audit section
2	Occasional Audit	All sections in the facility	Quality representative		

### 2.2 Auditor

2.2.1 The auditor of the regular audit is appointed by the audit supervisor as specified in G-HQS [Internal Quality Auditor Training Standard].

2.2.2 The auditor of the occasional audit is a person who has been acknowledged by the quality representative to have sufficient knowledge in the areas subject to audit and to be capable of performing audits.

2.2.3 The auditor is a person who belongs to a section other than the one being audited.

## 3 Regular Audit

### 3.1 Management System

The management system related to the regular audit is in accordance with Attachment-1 "Internal Quality Audit Management System (Regular Audit)".

### 3.2 Roles

The roles in regular audits are as follows:

No.	Responsible person and section	Roles
1	Audit Supervisor (quality representative)	Present audit policy. Approve audit plans (annual and individual action plans). Appoint a person responsible for audit. Approve audit results and the measures to be taken. Approve annual performance and to report it to the head of the facility.

No.	Responsible Person and Section	Roles
2	Chief auditor (person responsible for audit)	Act as the person responsible for conducting regular audits in accordance with individual audit action plans. Summarize audit results. Confirm audit results and report them to the audit supervisor (quality representative). Confirm improvement and report it to the audit supervisor (quality representative).
3	Auditor	Conduct audits in accordance with individual action plans. Confirm improvements.
4	Lead audit section	Determine audit objectives Prepare audit plans (annual and individual action plans). Issue audit reports. Control progress of improvement plans. Summarize annual performance and report it to the audit supervisor (quality representative). Maintain competence of internal quality auditors, discuss and implement competence improvement plans.
5	Auditee section	Undergo audits in accordance with annual and individual action plans. Identify true causes of audit findings by investigation and analysis Determine and implement corrective actions. Report corrective action results to the chief auditor or the lead audit section.

### 3.3 Determine Audit Policy and Audit Objectives

3.3.1 The audit supervisor analyzes the current status of the quality management system based on the past audit results, etc. to establish audit policy for the following fiscal year.

3.3.2 The lead audit section determines audit objectives in accordance with the audit policy.

### 3.4 Planning

3.4.1 Taking into account of the following, the lead audit section develops an annual plan through mutual consultation with the auditee section, obtains approval of the audit supervisor and announces the plan.

- (1) Audit policy
- (2) Audit objectives
- (3) Official audit schedule
- (4) Audit results from the previous fiscal year
- (5) Quality management review results
- (6) Event schedules of the facility, etc.

- 3.4.2 The lead audit section develops action plans for individual audits (hereinafter referred to as "individual action plan") in accordance with the annual plan and obtains agreement from the head of the auditee section before obtaining approval of the audit supervisor.
- 3.4.3 The audit supervisor designates the person responsible for audit from internal quality auditors.
- 3.4.4 The chief auditor designates auditors from registered internal quality auditors.
- 3.4.5 The lead audit section submits the annual plan, approved by the audit supervisor, to Quality Assurance Division.

### 3.5 Preparation and Notification of Action Plans

- 3.5.1 The lead audit section notifies the auditee section and the auditor of the individual action plan in advance.
- 3.5.2 In order to conduct effective audit, the chief auditor holds preliminary discussions, etc. with the auditors, and confirms the audit objectives and assigns roles, etc.
- 3.5.3 The auditor prepares for the audit by confirming the audit objectives, based on action plans, preliminary discussion, etc.
- 3.5.4 The auditee section receives notification from the lead audit section and coordinates its system of conducting audits.

### 3.6 Conducting Regular Audit

- 3.6.1 The chief auditor and the auditor perform document screening, on-site investigation, etc. in accordance with audit objectives.
- 3.6.2 The chief auditor summarizes audit findings into an audit report with the auditor and obtains agreement from the auditee section.  
Make comments in the report of any outstanding features or aspects that could possibly result in continuous improvement of the auditee section's quality management system.
- 3.6.3 The chief auditor reports the audit results to the audit supervisor and obtains approval.
- 3.6.4 The quality section of Honda may participate in internal quality audits based on the annual audit plan submitted by the facility.

### 3.7 Measures and Implementation

- 3.7.1 The lead audit section issues a preliminary audit report to the auditee section. If findings are identified, the lead audit section implements appropriate measures such as requesting the subject section to submit improvement plans.
- 3.7.2 The auditee section promptly identifies and implements provisional measures toward those spotted findings.

- 3.7.3 The auditee section identifies the true cause of those spotted findings by investigating and analyzing.
- 3.7.4 The auditee section identifies and implements permanent measures and confirms its the validity. After promptly obtaining approval of the audit report from the head of the section, it submits to the lead audit section.

### 3.8 Report

- 3.8.1 The lead audit section and chief auditor examine the improvement results of the findings. If those improvements have been deemed appropriate, they confirm the audit report with the improvement details, results, etc. before reporting it to the audit supervisor and obtaining approval.
- 3.8.2 The lead audit section issues the official audit report that has been approved by the audit supervisor to the auditee section and related sections.  
Perform audit management and maintain records.
- 3.8.3 The lead audit section regularly reports audit results to the audit supervisor.
- 3.8.4 The audit supervisor evaluates appropriateness and validity of the quality management system based on the report prepared by the lead audit section and reports improvement, etc. to the head of the facility.

## 4 Occasional Audit

### 4.1 Management System

The management system related to the occasional audit is in accordance with Attachment-2 "Internal Quality Audit Control System (Occasional Audit)".

### 4.2 Roles

The roles in an occasional audit are as follows:

No.	Responsible Person and Section	Roles
1	Audit Supervisor (quality representative)	Decide on conducting occasional audits. Approve audit plans. Appoint a person responsible for audit. Approve audit results and measures to be taken. Report on the results and the measures to the head of the facility.
2	Lead auditor	Act as the person responsible for conducting occasional audits. Appoint an auditor Summarize audit results Confirm audit results and to report those to the audit supervisor (quality representative) Confirm improvement results and to report those to the audit supervisor (quality representative)
3	Auditor	Conduct occasional audit Confirm improvement results
4	Lead audit section	Prepare audit plans Issue an audit reports Control progress of improvement plans
5	Auditee section	Conduct the audit Identify true causes of audit findings by investigation and analysis Discuss and implement corrective actions Report the corrective action results to the person responsible for audit or the lead audit section.

### 4.3 Instruction for Conducting Occasional Audit

When the audit supervisor deems that occasional audits are necessary, he or she instructs the lead audit section to conduct audits and appoints a chief auditor.

#### 4.4 Planning

- 4.4.1 The lead audit section establishes the audit policy in accordance with the objectives and develops audit plans before obtaining agreement from the head of the primary control section and approval of the audit supervisor.

For occasional audit plannings, discuss with the head of the auditee section.

- 4.4.2 The chief auditor appoints the auditor.

#### 4.5 Preparation and Notification of Audit Action Plans

- 4.5.1 The lead audit section notifies the section subject to audit of the occasional audit action plans in advance.

This does not apply for situations set forth in Occasional Audit (1) of paragraph 1.3.1 or when deemed unnecessary by the chief auditor.

- 4.5.2 The chief auditor holds preliminary discussions, etc. with the auditors to confirm audit objectives and assign roles.

- 4.5.3 The auditor prepares for the audit by confirming the audit in accordance with the individual action plans, preliminary discussions, etc.

- 4.5.4 The auditee section receives notification from the lead audit section to prepare a system for conducting audits.

#### 4.6 Conducting Occasional Audit

- 4.6.1 The chief auditor and the auditor perform document screening, on-site investigation, etc. in accordance with occasional audit objectives.

- 4.6.2 In cooperation with the auditor, the chief auditor, writes an audit results report to obtain agreement from the auditee section.

- 4.6.3 After the auditee section agrees, the chief auditor obtains approval from the audit supervisor and submits the audit report to the lead audit section.

#### 4.7 Measures and Implementation

- 4.7.1 The lead audit section issues an preliminary audit report to the auditee section while it implements appropriate measures such as requesting the subject section to submit an improvement plan if findings are identified during the audit.
- 4.7.2 The chief auditor examines the improvement plan of the auditee section and if necessary, have the involved parties review the plan to develop proper improved plans.
- 4.7.3 The auditee section of the occasional audit promptly discusses and implements provisional measures toward those spotted findings.
- 4.7.4 The auditee section of the occasional audit identifies the true cause of those spotted findings by investigating and analyzing them.
- 4.7.5 The auditee section of the occasional audit discusses and implements permanent measures for the true cause and confirm the validity of the measures.

#### 4.8 Report

- 4.8.1 The lead audit section examines the improvement results of the findings. If those improvements have been deemed appropriate, the lead audit section confirms the audit report with the improvement details, results, etc. before reporting it to the chief auditor and the audit supervisor for approval.
- 4.8.2 The lead audit section issues the official audit report that has been approved by the audit supervisor to the auditee section and related sections.  
Manage descriptions of audit records.
- 4.8.3 The lead audit section reports under instructions from the audit supervisor and receive approval.

### 5 Supplementary Provisions

#### 5.1 Designation of Company Wide Standardized Forms

For format of the forms that are to be used for matters covered in this standard, refer to the formats below. They may be modified to suit the needs of the facility.

- (1) Internal Quality Audit [QAV-1 Report]
- (2) Internal Quality Audit [QAV-2 Report]

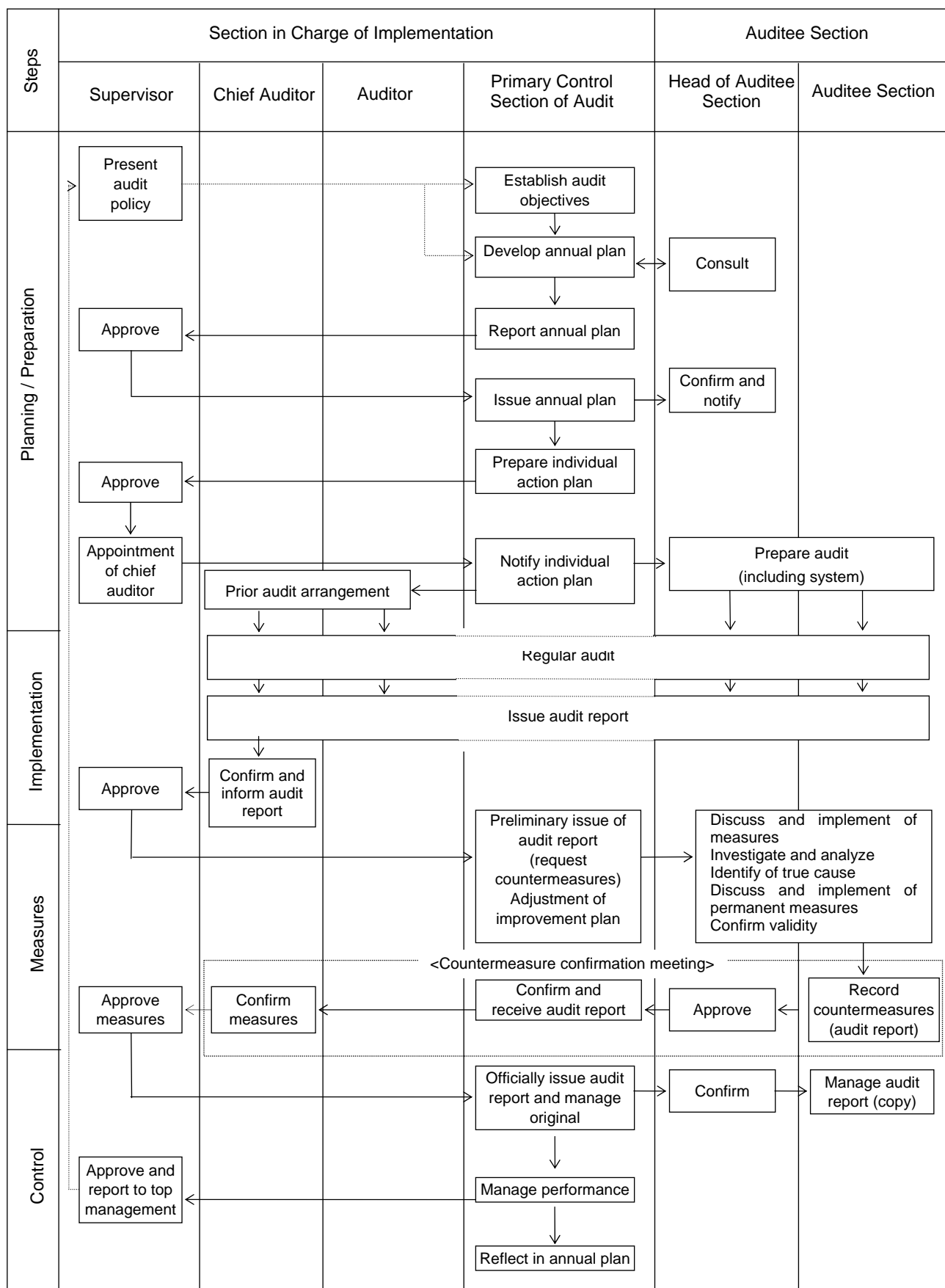
#### 5.2 Application

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



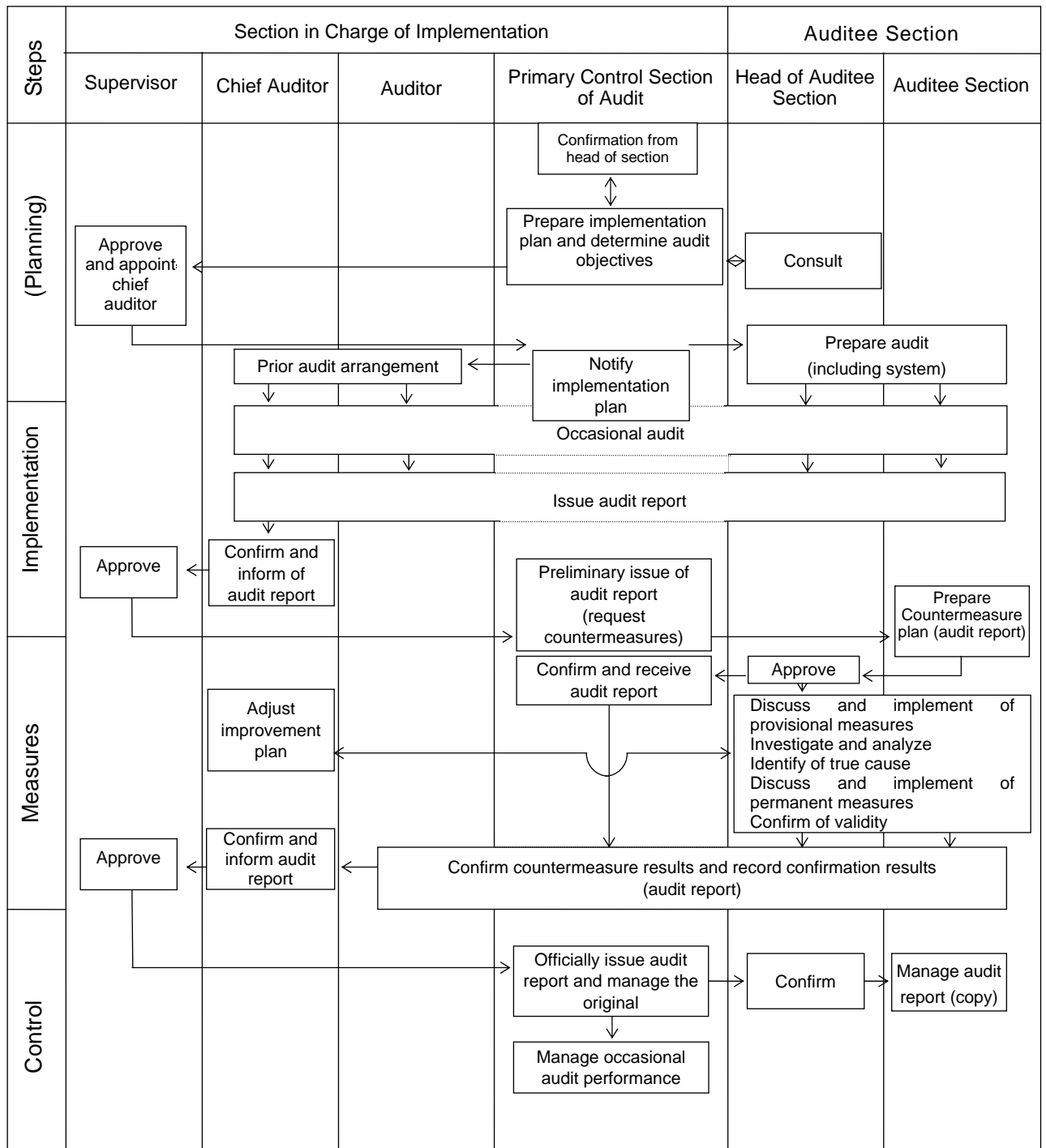
## Attachment-1 (related to paragraph 3)

## Internal Quality Audit Management System (Regular Audit)



Attachment-2 (related to paragraph 4)

## Internal Quality Audit Control System (Occasional Audit)



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