

[Specification Control Standard]

【Core】

1 General Provisions

1.1 Purpose

The purpose of this standard is to ensure thorough compliance of product specifications developed by R&D by defining basic principles for the control of specification documents (this refers to forms used for notifying specifications product drawings, specifications, bills of material, which are recorded either on paper or in an electronic data processing system; the same applies hereinafter) of products (including parts and service parts which make up a product; the same applies hereinafter).

1.2 Scope

This standard applies to the control of specification documents for products produced by facilities.

1.3 Terms and Definitions

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

No.	Term	Definition
1	Original copy drawing	Of those controlled by a specification control section as originals of product drawings to be issued to related sections, data stored on copying paper, electronic data processing system, or microfilm.
2	Formal issuance	The act by a specification control section of issuing specification documents for which application instructions were issued to relevant sections.
3	Reissue	The act by a specification control section of issuing specification documents after formal issue of such documents to a section requested a reissue..

2 System

2.1 Management System

2.1.1 Refer to Attachment-1 "Specification Control System" for the management system of specification documents.

2.1.2 Management representatives for the control of specification documents at each section are the heads of the respective sections.

2.2 Roles and Responsibilities

The basic roles for the control of specifications are as follows:

- (1) R&D determines product specifications.
- (2) Facilities adopt determined product specifications and produce products.
- (3) The person responsible for making decisions on the application of product specifications to mass production is the head of the quality control section of a facility.

3 Verification of Specifications

3.1 Specification Verification at the Preproduction Stage

3.1.1 The specification control section receives specification documents of products at the production preparation stage in accordance with a notice of drawing issue from the specification control section of Honda Motor Co., Ltd. (hereinafter referred to as the "HQ specification control section") and issues the specification documents to relevant sections.

For suppliers, the specification documents are issued through the purchasing section.

3.1.2 Relevant sections check the specifications, and if any problem with specifications is found, request a countermeasure in accordance with G-HQS [Specification Change Control Standard].

3.2 Product Specification Evaluation

3.2.1 The specification control section receives specification documents of products prior to starting mass production in accordance with a notice of drawing issue from the HQ specification control section and issues them to relevant sections.

For suppliers, the specification documents are issued through the purchasing section.

3.2.2 Relevant sections evaluate product specifications based on the specification documents.

3.2.3 The quality control section, based on the results of the evaluation by relevant sections, comprehensively determines whether or not to proceed with mass production and obtains approval from the head of the quality control section.

The head of the quality section is entitled to appoint an agent and delegate such agent the authority to make decisions to proceed with mass production only during the preproduction stage.

4 Specification Document Control

4.1 Issue Plan Development

- 4.1.1 The specification control section keeps track of upcoming specification document release dates, etc. based on a notice of drawing issue from the HQ specification control section.
- 4.1.2 Based on a drawing issue notice from the HQ specification control section, the specification control section keeps track of the section responsible for the product, and determines the sections that issue specification documents, number of documents to be issued, etc.

4.2 Acceptance

- 4.2.1 The specification control section checks and verifies specification documents with the drawing issue notice from the HQ specification control section.
- 4.2.2 If any discrepancy is found in the results of the check above, the specification control section notifies details of the discrepancy to the HQ specification control section and promotes actions to be taken toward the discrepancy.
- 4.2.3 The specification control section completes and maintains a record of receiving specification documents per receiving.

4.3 Application Instruction

- 4.3.1 Prior to formal issuance, the specification control section presents specification documents to the certification section and the quality control section, etc.
- 4.3.2 The certification section and the quality control section, etc. determine if it is suitable for mass production based on presented specification documents.
For judgement of certification violation, the certification section of the facility that acquired certification and of Honda Motor Co., Ltd. discusses and decides which one of them will make the judgement.
- 4.3.3 Based on the decision made by the certification section, the quality control section, etc. the specification control section determines when to apply the specification documents that are to be issued and instructs the relevant sections on the application of the specification.
The specification control section informs other relevant facilities of the result of comprehensive decisions made about the application and of the relevant information such as timing for switching parts to be supplied by its own facility.
- 4.3.4 The specification control section manages application information required for production control, such as procurement source code, application schedule, etc. by bills of material.

4.4 Formal Issuance

4.4.1 The specification control section proceeds with the formal issuing of specification documents per section subject to issuance.

For suppliers, they are issued through the purchasing section.

4.4.2 The specification control section, when proceeding with the formal issuing using duplicates of specification documents, issues duplicated product drawings with identification of the facility and with issue management document attached.

4.4.3 The specification control section completes and maintains a record of issuing specification documents for every formal issue.

4.5 Receipt

4.5.1 Relevant sections, when receiving formal issue of specification documents, confirm drawing numbers, number of copies issued, etc, to the issue management document, and record the receipt in the issue management document.

4.5.2 Relevant sections, if any discrepancy is found in the results of the check above, notify discrepancy details to the specification control section and request to take corrective action.

4.5.3 Relevant sections place an identification of its section on each product drawing when duplicating product drawings.

4.5.4 If the purchasing section is ordered to issue specification documents to a supplier, it checks the drawing number of the documents, number of copies to issue, etc., and distributes them to the supplier, along with completing and maintaining a record of distributed documents

4.6 Scope Management

4.6.1 The following are general instructions to be followed in accordance with specification application instruction:

- (1) The quality control section acknowledges the latest specification and determines if it needs to be reflected in the inspection criteria.
- (2) The manufacturing section and the inspection section acknowledge the latest specification, design processes and develop operation standards, such as process quality control table, reflecting the latest specification in order to standardize the operations performed throughout processes such as manufacturing or inspection.

4.6.2 The control of unit serial numbers based on the specification application instruction as follows:

- (1) Relevant sections keep track of information of subject units, such as date of application, frame number, engine number.
- (2) In accordance with information from relevant sections, the specification control section, manages information on subject units, such as date of application, frame number and engine number.

4.7 Storage of Secondary Original Drawing

- 4.7.1 The specification control section stores and maintains secondary original drawings in order of the specification change.
- 4.7.2 The specification control section stores and maintains secondary original drawings by format (copying paper, electronic data processing system, or microfilm).

4.8 Storage of Specification Document

- 4.8.1 Relevant sections store and maintain the latest version of specification documents at all times. If it is necessary to maintain old versions of specification documents, maintain them with identification as such to prevent wrong use.
- 4.8.2 Relevant sections appoint a person to be in charge of storing specification documents, and manage the release and viewing of the documents during storage.

4.9 Disposal of Secondary Original Drawings

The specification control section conducts periodic inventory of secondary original drawings and disposes them as follows:

- (1) Secondary original drawings on copying papers, and those saved in electronic data processing system, or on microfilm, are required to be disposed rendering unreadable.
- (2) The retention period for secondary original drawings is fifteen years or more from the date of product discontinuation, and those stored for more than fifteen years are to be disposed.

4.10 Disposal of Specification Documents

- 4.10.1 Relevant sections conduct a periodic inventory of specification documents for service parts and if documents are no longer necessary, dispose them by rendering them unreadable.
- 4.10.2 The purchasing section instructs suppliers to dispose or asks to return specification documents. If documents are returned from the supplier, it disposes them as described in the preceding paragraph.

4.11 Request for Reissuance

- 4.11.1 Relevant sections, when a need for a reissue arises, request reissue to the specification control section, with the reason for reissue and requesting specification document identified.
- 4.11.2 Reissue requests from supplier are reviewed and confirmed by the purchasing section for details, and the purchasing section forward the request to the specification control section, on the supplier's behalf.

4.12 Reissuance

- 4.12.1 The specification control section issues specification documents to a section requesting a reissue with approval from the person in charge of issuing the documents.
The specification control section will request the HQ specification control section for a reissue, if it does not have the specification documents requested.
- 4.12.2 When issuing duplicates of specification documents as a reissue of the documents, the specification control section identify its facility and attach the management documents of issuance on the duplicated product drawings and issues it to the section requesting the reissuance.
- 4.12.3 For every reissuance, the specification control section prepares and manages a record of the reissued documents.
- 4.12.4 Reissuance to suppliers is released by the specification control section through the purchasing section.

4.13 Receipt of Reissuance

- 4.13.1 The section requesting for reissuance, confirms the reissued specification documents, and if they are appropriate, records the receipt of the documents in the issue control document.
- 4.13.2 The purchasing section confirms the specification documents of reissuance to the supplier and distributes the documents to the supplier and prepare and manage a record of distributed documents

4.14 Retention and Disposal of Reissuance

4.14.1 Retention of reissued specification documents is in accordance with paragraph 4.8 of this standard.

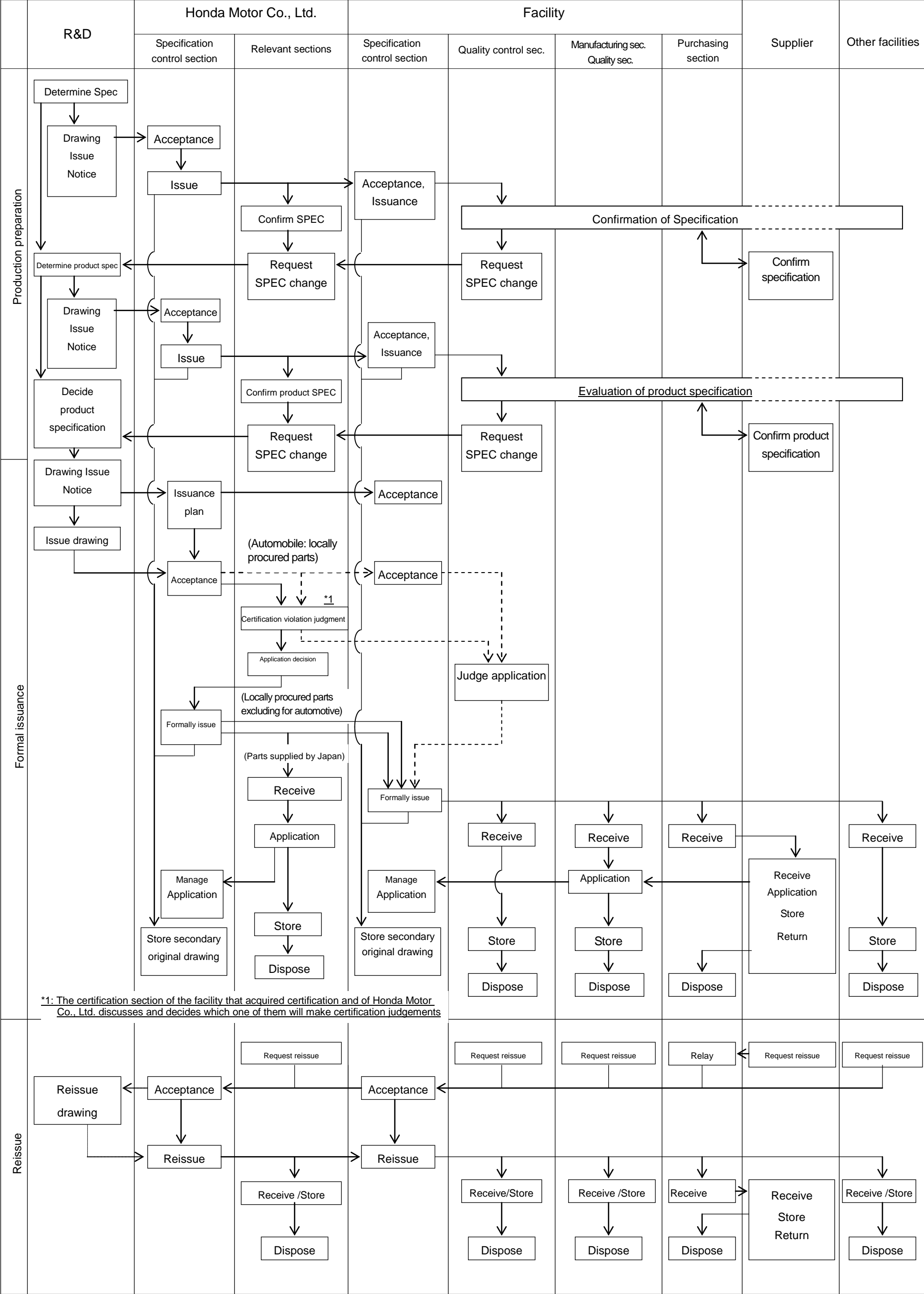
4.14.2 Disposal of reissued specification documents is in accordance with paragraph 4.10 of this standard.

5 Supplementary Provision

5.1 Application of Standard

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

Attachement-1 (Related to 2.1.1) Specification Control System



【Headquarter Function】

1 General Provisions

1.1 Purpose

The purpose of this standard is to confirm the specifications of products developed by R&D and ensure that the specifications are issued successfully to facilities by establishing basic principles for the control of specification documents of products.

1.2 Scope

This standard applies to the control of specification documents for which the specification control section of Honda Motor Co., Ltd. (hereinafter referred to as "HQ specification control section") is responsible.

2 Specification Documents Control

2.1 Issuance Plan Development

- 2.1.1 Based on a notice of drawing issue from R&D, the HQ specification control section keeps track of upcoming drawing issue dates, etc.
- 2.1.2 The HQ specification control section, based on a drawing issue notice from R&D, keeps track of the section responsible for the product, and determines the sections that issue specification documents, number of documents to be issued, etc.

2.2 Acceptance

- 2.2.1 The HQ specification section checks and verifies specification documents against the drawing issue notice from R&D.
- 2.2.2 If any discrepancy is found in the results of the check above mentioned, the HQ specification control section notifies details of the discrepancy to R&D and promotes actions to be toward against the discrepancy.
- 2.2.3 The HQ specification control section completes and maintains a record of receiving specification documents per receipt.

2.3 Application Decision

- 2.3.1 Prior to formal issuance, the HQ specification control section presents specification documents to Certification and Regulation Compliance Division.
- 2.3.2 Certification and Regulation Compliance Division determines if it is suitable for mass production based on presented specification documents.

- 2.3.3 The HQ specification control section confirms a decision made by Certification and Regulation Compliance Division, determines the details of application, such as release timing of the new specification documents and notifies relevant sections accordingly.

2.4 Formal Issuance

- 2.4.1 The HQ specification control section proceeds with the formal issuing of specification documents per section subject to formal issue.
- 2.4.2 The HQ specification control section, when proceeding with the formal issuing using duplicates of specification documents, issues duplicated product drawings with identification of its own section.
- 2.4.3 The HQ specification control section completes and maintains a record of issuing specification documents for every formal issue.

2.5 Scope Management

- 2.5.1 The service section of Honda Motor Co., Ltd. acknowledges the latest specification and determines whether or not it needs to be reflected in the product instruction manual, service manual, servicing material, etc.
- 2.5.2 The HQ specification control section, in accordance with information from relevant sections, manages information on subject units, such as date of application, frame number and engine number.

2.6 Reissue

- 2.6.1 The HQ specification control section issues specification documents to a section requesting a reissue with approval from the person in charge of issuing the documents.
The HQ specification control section will request R&D for a reissue, if it does not have the specification documents requested.
- 2.6.2 When issuing duplicates of specification documents as a reissue of the documents, the HQ specification control section, identify its facility and attach the management documents of issuance on the duplicated product drawings and issues it to the section requesting the reissuance.
- 2.6.3 For every reissuance, the HQ specification control section prepares and manages a record of the reissued documents.

3 Control of Specification Documents for Service Parts

3.1 Control of Specification Documents for Service Parts

- 3.1.1 Based on a drawing issue notice from R&D, etc., the specification control section of the service parts supply section confirms the drawing number, number of copies issued, etc. of specification documents, and stores them in the order of specification change.
- 3.1.2 The specification control section of the service parts supply section obtain approval from the person in charge of issuance, issues the specification documents to the relevant sections and prepare and manage the record of the issued documents.
- 3.1.3 When the purchasing section of the service parts supply section is instructed to issue specification documents to a supplier by the specification control section of the service parts supply section, it confirms drawing number of the documents, number of copies to issue, etc., distributes them to the supplier and prepare and manage the record of the distributed documents.
- 3.1.4 If specification documents for service parts become necessary, the relevant section, requests issuance of the documents to the specification control section of the service parts supply section.
- 3.1.5 Relevant sections conduct a periodic inventory of specification documents for service parts and if documents are no longer necessary, dispose them by rendering them unreadable.
- 3.1.6 When specification documents are returned from the supplier of service parts, the purchasing section of the service parts supply section disposes the document as described in paragraph 3.1.5

4 Supplementary Provision

4.1 Application of Standard

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

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