

# Specification Change Management Standard

---

## 【Core】

### 1 General Provisions

#### 1.1 Purpose

The purpose of this standard is to ensure operations of judgment and application control relating to countermeasure request and specification change by defining the basic requirements relating to specification change of products.

#### 1.2 Scope

This standard applies to operations relating to specification changes of products (units composing the product; includes parts and service parts: the same applies hereinafter) manufactured at facilities.

#### 1.3 Definition of Terms

The terms used in this standard are defined as follows:

No.	Terms	Definitions
1	specification change	To change the contents specified in product drawings (includes specification sheet; the same applies hereinafter) and bills of materials
2	specification notice	To notify related section the contents that changed when specification change of products has been determined.
3	countermeasure request	To request specification improvements on products

## 2 System

### 2.1 Management System

2.1.1 Management system relating to specification changes is outlined in Attachment-1 “Management System for Specification Change.”

2.1.2 The person responsible for each operation based on “Management System for Specification Change” is the head of the section in charge of the operation.

### 2.2 Roles and Responsibilities

2.2.1 The basic roles and responsibilities are as follows:

- (1) The facility requests countermeasure to R&D when specification change of product is judged necessary.
- (2) R&D determines specification change upon confirming the requirements.
- (3) The facility applies the changed specification and manufactures the products.

2.2.1 The person responsible for countermeasure request and application judgment relating to specification change is the head of the quality control section in charge of the product.  
The responsible person may delegate his or her authority to appointed associates.

## 3 Countermeasure Request

### 3.1 Technical Judgments

The quality control section or new model planning section determines the validity of the countermeasure request in terms of the product's function, performance, usability, maintainability, cost, technical manufacturability, etc.

If the countermeasure request is to affect other facilities, upon necessity, confirm and adequately correspond with those that might be affected.

### 3.2 Certification-related Judgments (during prior investigation)

3.2.1 The facility that acquired certification discusses and decides with the certification section of Honda Motor Co., Ltd. on which one of them will make certification related judgements.

3.2.2 Certification section that makes certification related judgements determines whether or not the contents of the countermeasure request conform to laws and regulations, or administrative guidance and determines if the content requires modification when submitting documents for certification.

### 3.3 Judgment on Necessity of Change

3.3.1 Quality control section or new model planning section determines the importance rank and the necessity of change based on the technical judgment and certification related judgment of countermeasure request contents, and obtains appropriate authorization.

3.3.2 For matter which countermeasure was judged necessary, the quality control section or the new model planning section submits a countermeasure request to the quality control section of its function mother facility (for new automobile models, submit the countermeasure request to Production Planning Division of Honda Motor Co., Ltd.).

Facilities that do not hold function mother facility and are capable of making precise engineering and certification decisions, they may submit it directly to R&D.

3.3.3 Specification change requests are made for each of the following three categories in accordance with the seriousness of each countermeasure request.

Importance Rank	Criteria	Description
A	Matters which require immediate specification change	Due to regulatory reasons, such as regulations and administrative guidance
		Critical quality problems that lead to conditions such as fire, disablement of driving, turning and stopping of a vehicle.
B	Matters of which improvement measures are soon to be reflected in current model	Improvements in usability
		Improvements in productivity
		Improvements in serviceability
		Common use and integration
		Change of suppliers due to procurement reasons
C	Matters of which improvement measures are preferred to be reflected in the next model	Changes to accommodate environmental issues
		Matters pursuant to the criteria of Rank B which <u>are preferred</u> to be included in the next model

## 4 Specification Change

### 4.1 Change Notification (MASS PRODUCTION SPEC. NOTICE), etc.

4.1.1 The specification control section receives MASS PRODUCTION SPEC. NOTICE that specifies the changed contents, preferred applications, requests, etc., after R&D issues specification change, via facility holding mother function (for new models of automobile, it is received via Production Planning Division of Honda Motor Co., Ltd.).

4.1.2 The specification control section, regarding the specification change contents, requests the section in charge to judge the necessity of confirming the actual products prior to application (hereinafter referred to as "necessity of Prior Confirmation") and matters related to certification.

4.1.3 The market quality section, when presented with contents of specification change from R&D, confirms the spread and relations to market quality problems related to safety and environment..

4.1.4 The quality control section, when specification change is immediately necessary, may issue MASS PRODUCTION SPEC.NOTICE in advance, based on instruction and approval of R&D

(Refer to G-HQS [Pre-Mass Production Specification Notice Control Standard]).

#### 4.2 Judgment on Matters Related to Certification (prior to comprehensive judgement of application)

- 4.2.1 The facility that acquired certification discusses and decides with the certification section of Honda Motor Co., Ltd. on which one of them will make certification related judgements
- 4.2.2 The certification section that makes certification related judgements determines the conformity of regulation or administrative guidance and the necessity of contents change regarding documents submitted for certification application.

#### 4.3 Judgment on the necessity of Prior Confirmation

The quality control section or the new model planning section, regarding specification change contents, determines the necessity of Prior Confirmation along with the validity of technical manufacturability, manufacturing procedures, interchangeability, etc.

Investigations on production engineering are performed as necessary for other related facilities.

#### 4.4 Comprehensive Judgment on Application

The quality control section or the new model planning section, based on certification-related judgements and prior confirmation results, makes comprehensive judgements on the application of specification change contents and obtain authorization..

#### 4.5 Application Control

- 4.5.1 Specification control section gives instructions on application of the change to relevant sections, based on the result of comprehensive application judgment.

As for other related facilities, the specification control section notifies the result of comprehensive application judgment and the switch-timing of parts supplied from its facility.

- 4.5.2 Management of applied VIN based on the order of specification change application is outlined in G-HQS [Initial Production Part Management Standard].

- 4.5.3 Specification control section manages the application date of specification change, VIN, engine number, etc., and notifies the information to Customer Service Technology Development Division of Customer Service Operations and Automobile Certification Office or Motorcycle, Power Products Office of Certification & Regulation Compliance Division, etc. of Honda Motor Co., Ltd.

Notify the Certification & Regulation Compliance Division of Honda Motor Co., Ltd. if notification of applicable information has been requested.

## 5 Supplemental Provisions

### 5.1 Related standards

Other related standards are as follows:

- (1) G-HQS [Pre-Mass Production Specification notice Control Standard] F1302-2
- (2) G-HQS [Limited-time Mass Production Specification Notice Control Standard] F1302-2-00

### 5.2 Designation of Control Forms

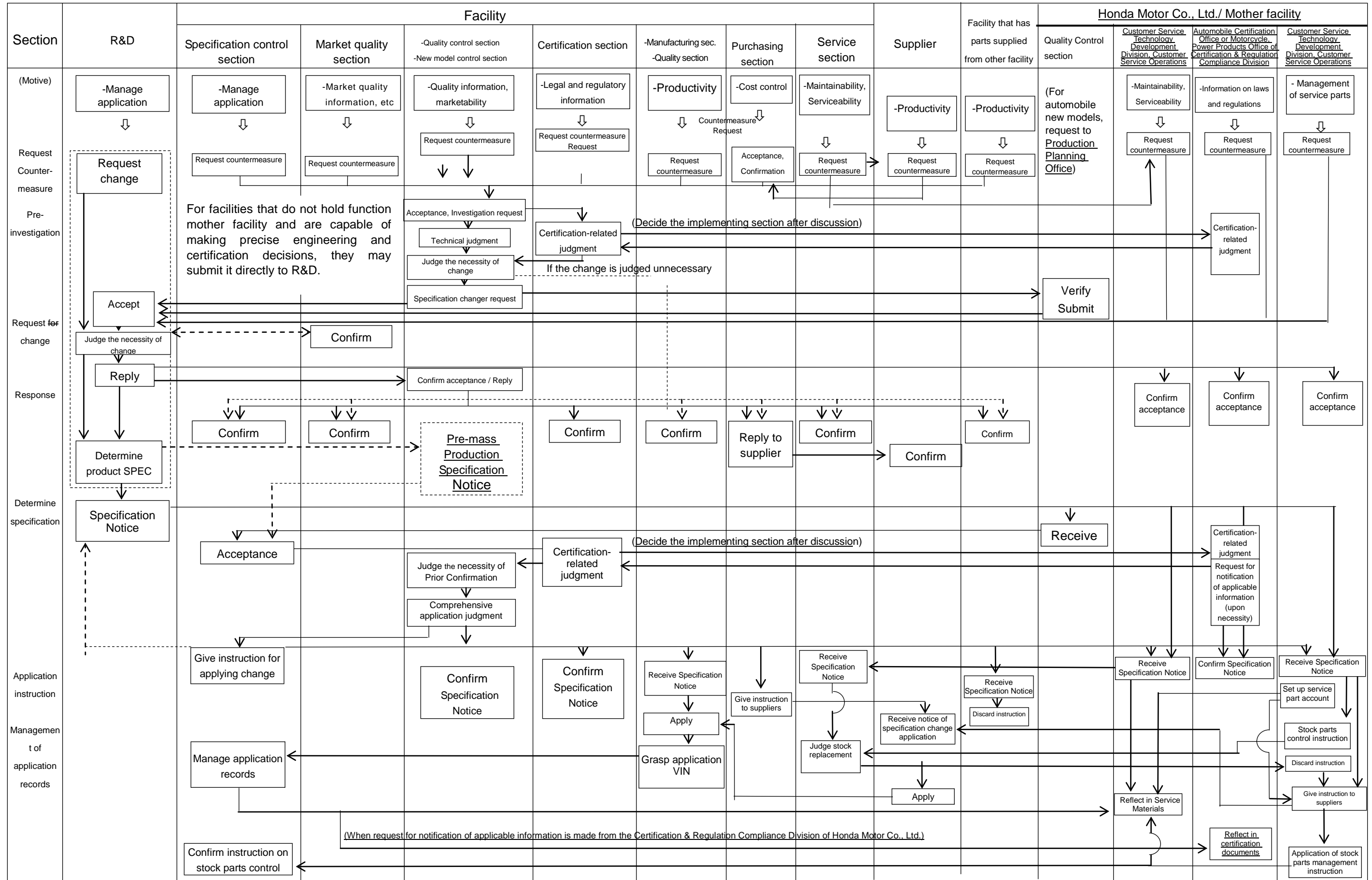
The following forms that are to be used based on this standard are to be designated as control forms.

- (1) Countermeasure Request [Countermeasure Request Form]
- (2) MASS PRODUCTION SPEC. NOTICE

### 5.3 Application

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

## Management System for Specification Change



## Attachment -2 Countermeasure Request Form

対策要求[対策要求票] COUNTERMEASURE REQUEST FORM		試作・量産 □立上 START UP PROTOTYPE・MASSPRODUCTION		重要度 PRIORITY A・B・C		発行DATE: . . . 推進No. CTRL. No.															
申請区(REQUEST DEPT. )		TEL No. :		購買 CP.		資材 PUR		品管 QCD		認証 CERTF		E部門 SS		設計 DES.		D部門 HG					
		DATE: . . .		責任者 RESP.		責任者 RESP.		担当者 CHARGE		責任者 RESP.		責任者 RESP.		責任者 RESP.		最終責任者 FINAL RESP.		責任者 RESP.		最終責任者 FINAL RESP.	

機種: MODEL:		イベント: EVENT:		カテゴリ: CATEGORY:		部品名: PNAME:					
標題: TITLE:						部 番: DWG No.:					
目的: PURPOSE:	CODE No.:	原因: CAUSE:	CODE No.:	仕向地: VARIATION:	通知 No.:	—	—				
				REVIS No.:							
内 容 DESCRIPTION											
対策案 PROPOSED COUNTERMEASURE											
				項 目		OLD		NEW		差 DIFF.	
				COST変動 (円)							
				COST DIF. (\$ / £)							
				WT 変動 (g)							
				WT DIF. (g)							
				新規追加投資 INVESTMENT							
				[千/\$ / £]							
				損失[千/\$ / £] (型修正、廃却)							
				LOS (DIE REP.)							
				管理費 OVERHEAD							
				[千/\$ / £]							
				型改修日程 DIE MODIFICATION SCHEDULE						確 認 CHECK	

品管部門 QCD. ( 課) SECT.	
SPR	
HS	
関連部門 RELATED DEP. ( 課) SECT.	
認証部門 CERTIFICATION DEPT.	

回答部門記入欄 COLUMN OF REPLYING DEPT.		OK		NG		返却 RETURN		保留 HOLD	
部門名 DEPT.		担当 CHARGE		予定日: EXPECT DATE:		. . .		. . .	
				通知 No.:		—		—	
				REVIS No.:					

## MASS PRODUCTION SPEC. NOTICE

[illegible]



# MASS PRODUCTION SPEC. NOTICE

FAMILY CODE	ENG						
	FRM						



Dept.						Approved By		Prepared By		Issue Date		Cont.Dept.		Revision NO.	
										. .					
TITLE															

[illegible]

Mfg. Proc.				
A	B	C	D	E
Request to H.B.				
I	II	III	IV	*

Application Request, Supplement to Mfg., HS &amp; HB

[illegible]

(SET)  
(PAGE)

Related Revision No.
----------------------

AMN		SMN	
TEMP.No.			
PC SPEC	YES	NO	
V5	YES	NO	

1. Planned Effective Date	2. Applicable	Serial No.	3. Other
---------------------------	---------------	------------	----------

Signature

Signature

INTRODUCTORY CATEGORY
-----------------------

REC'D Date	.	.	Initial	Tentative Date	.	.	Initial	Official Date	.	.	Initial
---------------	---	---	---------	-------------------	---	---	---------	------------------	---	---	---------

[illegible]

[Japan Option] (Only applicable to vehicles produced in Japan)

## 1 Reporting of Changes in Structure and System

### 1.1 Purpose

The purpose of this standard is to ensure reporting operations relating to specification change by clarifying the operations of structure, system change reporting in regards to specification changes of vehicles produced and type-designated in Japan.

### 1.2 Scope

This standard applies to the process of specification change in type-designated vehicles produced and sold in Japan (including component parts and service parts of the products; the same applies hereinafter).

This applies to the safety-related system that has been equipped in the applicable product and which of its specification change (related to safety) is based on in-house quality problem information or market quality information, etc., and those that are not of the following:

- (1) Changes of structure and/or system subject to notification or application of Article 6 or 10 of Type Designation Regulation for Motor Vehicles.
- (2) Changes subject to Paragraph 3, Article 63 of Road Vehicles Act (Report, etc. of Improvement Measures).

### 1.3 Definition of Terms

Terms used in this standard are defined as follows:

No.	Term	Definition
1	Report on the Contents of the Structure and /or System Modification	A report submitted to the Ministry of Land, Infrastructure and Transport (hereinafter referred to as MLIT) based on the MLIT Notification "Preventive Measures of Accidents Caused by Structure and Systems for Motor Vehicles" ( No.295 of June 1, 2006) regarding the contents of specification change (limited to the specified scope type-designated vehicles, structure and/or systems) of vehicles.

### 1.4 Vehicle, Structure and System Subject to Reporting

1.4.1 Vehicles subject to reporting are the type-designated vehicles, excluding imported vehicles, that fall under one of the following categories:

- (1) Passenger cars with maximum capacity of 10 passengers
- (2) Van-shaped vehicles with the maximum payload of 500kg.
- (3) Motorcycle

1.4.2 Structure, sub-assembly and systems subject to the reporting are as follows:

- (1) Engine
- (2) Power train system
- (3) Running system
- (4) Control system
- (5) Brake system
- (6) Suspension system
- (7) Fuel system
- (8) Electric system
- (9) Supplementary electrical control sub-assembly or system to the above

## 1.5 Reporting Frequency

- 1.5.1 Quality control section summarize the performance changes subject to reporting of selling vehicles in a report by the 15<sup>th</sup> of the month following the month subject to reporting the applied change and sends it to Quality Audit and Compliance Division of Honda Motor Co., Ltd.
- 1.5.2 Quality Audit & Compliance Division of Honda Motor Co., Ltd. reviews and compiles the change report obtained from facilities, and sends them to the section responsible for reporting to the MLIT by the end of the month following the month subject to reporting the applied change.
- 1.5.3 Quality Audit & Compliance Division of Honda Motor Co., Ltd. notifies the related sections of the outcome of the reporting made to the MLIT.

【Headquarter Function】

## 1 General Provisions

### 1.1 Purpose

This purpose of this standard is to ensure operations of judgements and application control of countermeasure requests and specification change by defining the basic requirements relating to specification change of service parts.

### 1.2 Scope

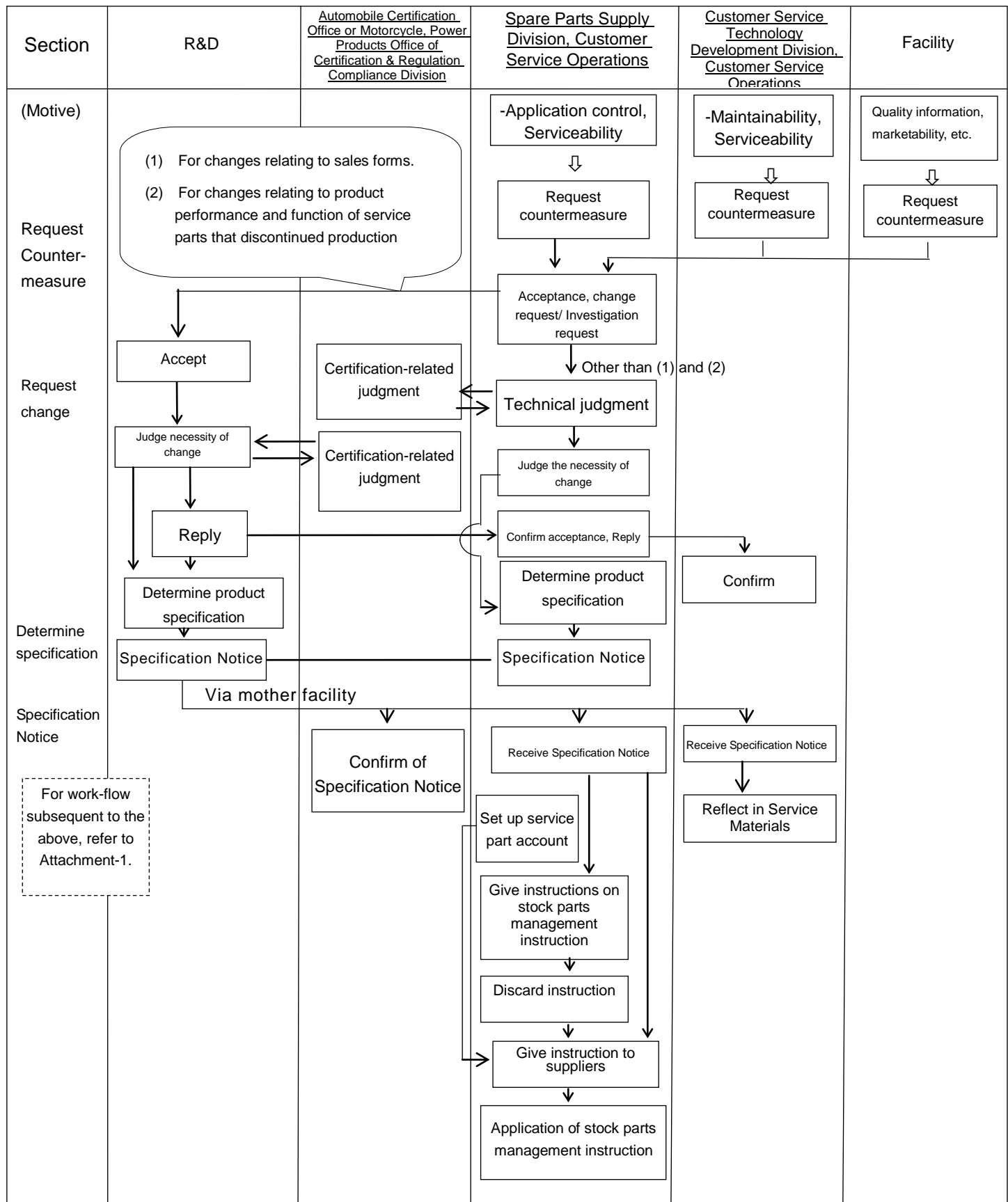
This standard applies to service parts mainly controlled by the Spare Parts Supply Division, Customer Service Operations of Honda Motor Co., Ltd.

## 2 Management System

### 2.1 Management System

2.1.1 The management system and operations for incorporating sales form changes, etc. of service parts that do not affect function, performance, quality, etc. of products, and specifications changes of service parts that discontinued production are in accordance with Attachment- 5 “Control System of Specification Change (for Service Parts)”.

2.1.2 The person responsible for each operation based on the control system is the head of the section in charge of the operation.

Control System for Specification Change (for Service Parts)

[illegible]