

Equipment Control Standard

【Core】

1 General Provisions

1.1 Purpose

The purpose of this standard is to contribute to the production of consistent quality products (parts, equipment, etc.; the same applies hereinafter) and pollution prevention while maintaining and improving performance, function and safety of facilities by defining basic requirements for equipment control.

1.2 Scope

This standard applies to facility equipment used in its production, those that may affect product qualities within sales and service activities, and those that prevent pollution.

Measuring equipment defined in G-HQS [Measuring Equipment Control Standard] is not included in this scope.

1.3 Definitions of Terms

Definitions of terms used in this standard are as follows:

No.	Term	Definition
1	Equipment	Equipment is a collective term for machineries, devices, jigs and tools, etc. excluding measuring equipment. For examples, refer to Table-1. The followings are considered as part of this equipment scope. (1) Computers and related software installed with automatic control. (2) Measuring instrument installed in equipment and those that show product measurement.
2	Receiving Inspection	To confirm the compliance regarding order specifications when receiving equipment manufactured or purchased.
3	Preoperation al Check	Appearance and function check of equipment prior to commencing usage, by the section using equipment (hereinafter referred to as “using section”) prior to usage.
4	Regular Check	Periodic check of appearance, function and accuracy of equipment by the section responsible for the equipment (hereinafter referred to as “equipment control section”). Overhaul is done where necessary.
5	Extra Check	Function and accuracy check of equipment prior to usage when it has been repaired or modified due to abnormality or when it has been left unused for a long period of time.
6	Legal Inspection	Function and accuracy check of equipment by public agencies or those qualified by law.

No.	Term	Definition
7	Check and Inspection Standard	A set of standards necessary to maintain equipment by specifying types of checks or inspections, cycle, items, procedures, criteria, etc. per equipment or per type of equipment

Table -1 Examples of Equipment

No.	Classification	Example
1	Machine	Integrated machine for exclusive use, lathe, drilling machine, boring lathe, fraise(milling machine), gear cutting machine, grinding machine, press machine, forging machine, casting machine, welding machine, assembling machine, wood processing machine, etc.
2	Production Device	Forging/casting equipment, shell molding equipment, heat handling equipment, grinding/rinsing equipment, plating equipment, painting equipment, plastic processing equipment, assembling equipment, carrying/lifting equipment, etc.
3	General Device	Electric equipment, steam equipment, air equipment, water equipment, gas equipment, oil equipment, ventilation/dust collecting equipment, etc.
4	Tools	Assembling tool, cutting/grinding tool, assembling jig, processing jig, die/mold, etc.

2 System

2.1 Roles and Responsibilities

2.1.1 Responsible person and roles of the equipment control section are as follows:

- (1) Ensure proper maintenance of equipment in order to allow the using section to produce consistent quality products.
- (2) The responsible person of the using section is to be the head of the section.

2.1.2 Responsible person and roles of the using section are as follows:

- (1) Uses equipment in an appropriate manner.
- (2) The responsible person of the using section is to be the head of the section.

2.2 Management System

The management system for equipment control is outlined in Attachment-1 "Equipment Management Standard".

3 Procedure

3.1 Specification

- 3.1.1 When purchasing or manufacturing equipment, the specification of the equipment needs to be determined by agreement among the equipment control section, using section and other related sections, and approved by the head of the equipment control section.
- 3.1.2 The following are taken into account in the specification of equipment when purchasing or manufacturing:
- (1) Meets the accuracy, performance, durability, etc. requirements for products that are to be processed by the equipment.
 - (2) Public criteria, standards, etc., of equipment such as national standards, laws, regulations or ordinances governing occupational safety and health matters, fire protection, pollution prevention, etc.
 - (3) Criteria, standards, etc., which have been set forth in Honda Engineering Standard (HES) or established by the facility in relation to machinery and equipment safety, explosion and fire safety.
 - (4) Other criteria, standards, etc.

3.2 Receiving

- 3.2.1 When receiving equipment, the equipment control department performs receiving inspection of the equipment for conformity with order specifications and manages records.
- 3.2.2 If necessary, the using section and other related sections may be present during receiving inspection or may confirm equipment instruction manual, etc.
- 3.2.3 The equipment control section may omit receiving inspection by verifying relevant national standards approval marks or certificates, if any of the following applies:
- (1) Equipment bearing national standard approved marks.
 - (2) Equipment certified by a public agency.
 - (3) Equipment that performed receiving inspection in the past.
 - (4) Equipment with good performance in use
- 3.2.4 The equipment control section makes a management log or a list (forms specified by the section) of accepted equipment while assigning and placing control numbers or identification to the equipment

3.3 Check and Inspection Standard

3.3.1 The equipment control section develops check and inspection standards per equipment in terms of the following:

- (1) Check or inspection types required for the equipment;
- (2) Check, inspection cycle
- (3) Check, inspection items
- (4) Check, inspection procedures (names of measuring equipment used for checking or types of sensory inspections)
- (5) Judgment criteria
- (6) Implementing section responsible for check
- (7) Section to maintain records

3.3.2 Check and inspection standards for equipment are prepared prior to starting use approved by the equipment control section.

Check and inspection standards for tools and jigs are to be made for each, and not as a whole equipment.

3.3.3 Selection of check types and cycle of checks are determined by taking into account of the difficulties maintaining equipment accuracy and performance, the possible effects on products, and legal inspections.

The cycle is reviewed according to usage years, problem occurrence, etc.

3.3.4 types of check, inspection, cycle and implementing sections are as follows:

No.	Type	Implementing section	Cycle
1	Preoperational Check	Using section	Before starting use or once a day as a minimum.
2	Regular Check	Equipment control section	Specified per equipment
3	Extra Check	Equipment control section	As necessary
4	Legal Inspection	Equipment control section (public agency or those legally qualified person)	As specified by applicable laws and regulations

3.3.5 The forms used to record the regular check results managed by the equipment management section and preoperational result by the using sections are to be prepared prior to usage based on the criteria of items, procedures, judgment, etc.

3.4 Schedule

3.4.1 Regarding the implementation of regular checks, the equipment control section prepares an annual fiscal schedule plan in accordance with the specified check and inspection standards.

3.4.2 The head of the equipment control section approves the following fiscal year's schedule, after reviewing check and inspection results, contents, etc. of the current fiscal year.

3.5 Implementation of Checks and Inspections

- 3.5.1 The using section and equipment control section performs checks and inspections in accordance with its respective standards and schedule, and records the results.
- 3.5.2 If implementations of regular check or legal inspection are to affect production, the equipment control section coordinates in advance the date, time and equipment subject to check or inspection, etc. with the using section and other related sections.
- 3.5.3 The regular check may be outsourced to equipment suppliers and those inspection check sheets may be used as the record of regular check.
The equipment control section is responsible for reviewing the inspection check sheet from the suppliers to approve its acceptance.
- 3.5.4 When legal checks and/or extra checks are performed, the equipment control section may use that result as a record of its regular check, if the content is equal to that of regular checks.
If that is the case, the next regular check is to be determined from the day legal and/or regular check was implemented.
- 3.5.5 The head of the equipment control section confirms the checks and inspections results performed by equipment control section.
- 3.5.6 The head of the using section confirms the preoperational check results and the check, inspection results performed by its own section and the equipment control section, respectively.
The head of the using section may delegate the role of confirming preoperational check results to a selected person.

3.6 Handling Problems

- 3.6.1 If a problem is found in equipment during operation, preoperational check, regular check, etc., the equipment control section or using section immediately suspends the use of the equipment and reports to the head of the using section.
- 3.6.2 The head of the using section confirms the details of the problem, determines the gravity of the problem to products, influence in safety and pollution and notifies the related sections of the problem with further action instructions.

3.6.3 The equipment control section repairs or modifies the problem equipment, performs extra checks in respect to the repairing or modifications. After confirming that there is no problem with the equipment, it informs the using section.

3.6.4 The equipment control section records the problem, causes and actions taken, etc. in its management log.

3.7 Management of Unused Equipment

3.7.1 If the equipment is to be left for a long period of time, the equipment control section stores equipment in an appropriate manner to prevent deterioration in accuracy, function, etc.

3.7.2 When resuming the use of the unused equipment, the equipment control section performs extra checks to ensure there is no problem and informs the head of the using section.

3.7.3 When disposing, selling, transferring or leasing the equipment that has been left unused, the quality control section obtains approval from its head and records it in the equipment management log.

3.8 Exceptions

Regarding the management of tools and jigs as shown in Table 1 in paragraph 1.3, all or some matters described from paragraph 2.1 to 3.7 may be excluded if the following are added to standard documents such as section manuals, operation standards, process quality control tables, based on the decision of the head of the using section.

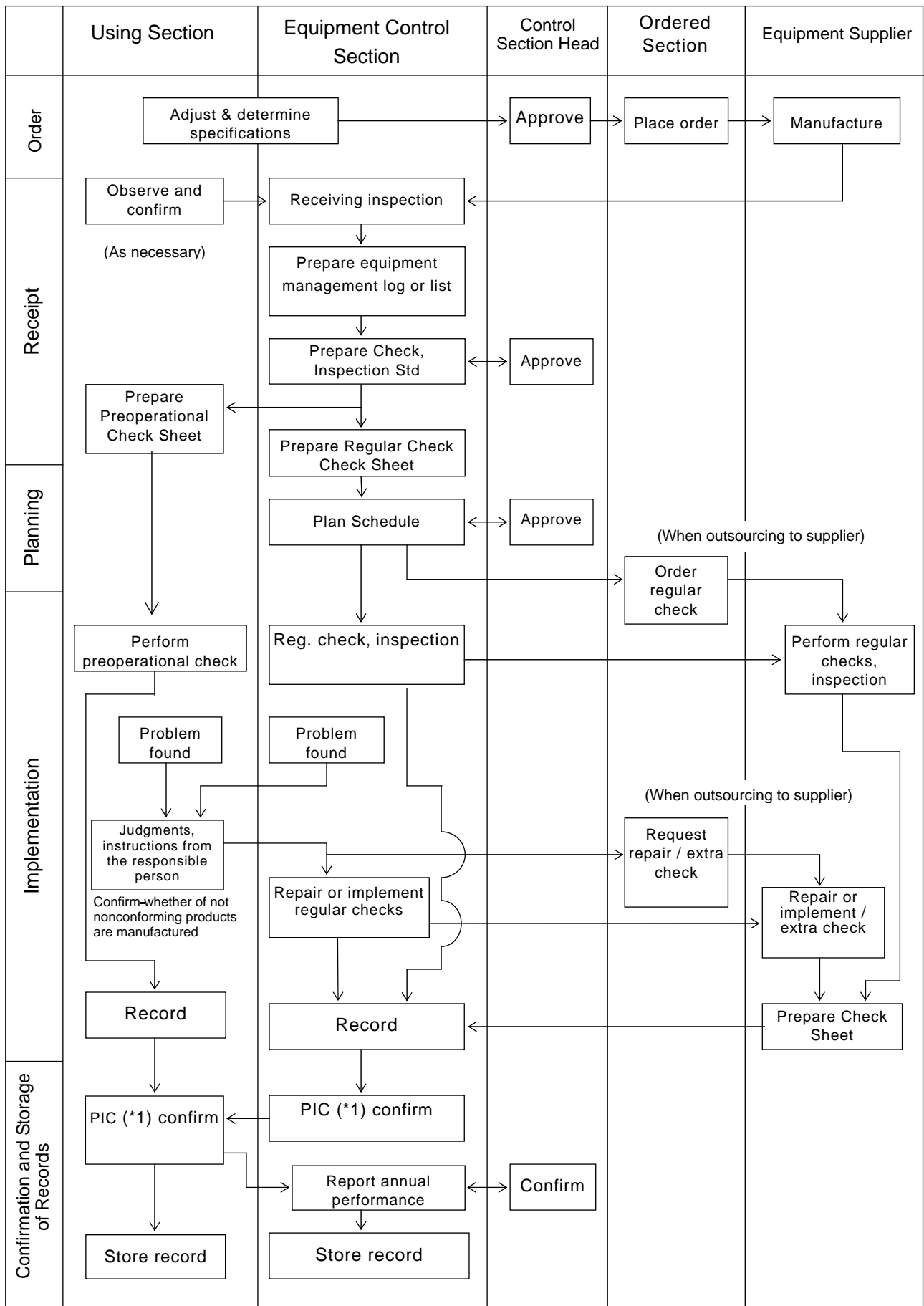
- (1) Implementation of preoperational checks and its cycles.
- (2) Confirmation items required for the tool or jig, abrasion limit, and judgment criteria.
- (3) Handling measures for when problems are found in tools or jigs.

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].

Equipment Management System



(*1) Abbreviation for "person in charge"

(*2) This Control System is not applicable to paragraph 3.8.

[illegible]