

[Inspector Training Standard]

【Core】

1 General Provisions

1.1 Purpose

The purpose of this standard is to train inspectors by defining basic requirements for inspector training.

1.2 Scope

This standard applies to the training for inspectors of completion inspection, engine inspectors and parts inspectors.

1.3 Types of Inspector Training

Types of inspector training are as follows:

- (1) New inspector training for those who are assigned to perform inspection activities for the first time.
- (2) Supplementary trainings for inspectors who are currently engaged in inspection activities.

1.4 Definitions of Terms

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

No.	Term	Definition
1	Completion Inspector	A person who engages in performing inspections on completed products of automobile, motorcycle, or power equipment products (generator, outboard engine, etc.).
2	Engine Inspector	A person who engages in performing inspections on engines.
3	Parts Inspector	A person who engages in performing inspections of materials and/or parts of completed vehicles, engines and/or power equipment products.

2 Completion Inspector

2.1 Management System

The core operations of management system regarding completion inspector training is outlined in Attachment-1 "Completion Inspector Training System".

2.2 Roles and Responsibilities

2.2.1 The main responsible person for trainings for inspectors of completion inspection is the quality representative.

2.2.2 The lead section for training of inspectors for completion inspection is the completion section.

2.3 Training Plan

2.3.1 Every fiscal year, the completion inspection section draws up a training plan for inspectors of completion inspection and obtains approval of the plan from the head of the completion inspection section.

2.3.2 The head of the completion inspection periodically acknowledges completion inspector training results.

2.3.3 The head of the completion inspection section reports to the quality representative the current year's results and the following fiscal year's plans for completion inspector training.

2.3.4 Instructors who implement completion inspector training are those who have been approved by the head of the completion inspection section.

2.4 New Inspector Training Implementation

2.4.1 The completion inspection section conducts new inspector training in basic and practical training courses for inspector candidates, and records the implementation and results.

2.4.2 The curriculum of basic and practical training courses for new inspector training is shown in the table below.

Training course duration is determined and reported to the quality representative by the head of the completion inspection section by taking into account of the product's special characteristics, related laws and regulations, etc.

Curriculum	
Basic training course	Quality control system and the role as an inspector.
	Quality control seminars.
	Laws and regulations relating to completion inspection.
	Judgments based on inspection criteria and handling non-compliances.
	Structure and function of completed product.
Practical	Instructions for use of completion inspection equipment.

training course	Completion inspection operation standard.
	Hands-on inspection training.

2.4.3 The head of completion inspection section may arrange curriculum contents for trainings described in paragraph 2.4.2 taking into account of the inspector candidate's knowledge, experiences, qualifications and operations of which the candidate is to be assigned.

2.5 Implementation of Supplementary Training

2.5.1 In order to ensure proper implementation of inspection operations and to improve the level of inspector competence, the completion inspection section conducts supplementary training for all or selected completion inspectors that covers the following:

- (1) Quality control training (excludes common training provided in G-HQS Training Standard) and other specialized subjects.
- (2) Laws and regulations relating to completion inspection.
- (3) New products, structure change, etc.
- (4) Any other trainings the head of completion inspection section finds necessary.

2.5.2 The section responsible for completion inspection training properly manages individuals' training records.

2.5.3 The head of the inspection section acknowledges results of supplementary training.

2.6 Assessment of Effectiveness

The completion inspection section assesses trainees' the level of understanding through practical examination, etc

3 Engine or Parts Inspector

3.1 Management System

The process flow for main operations for the training of inspectors of engines and/or parts (engines and/or parts, hereinafter) is outlined in Attachment-2 "Training System for Inspectors of Engines and/or Parts."

3.2 Role and Responsibilities

3.2.1 The main responsible person for engine and/or parts inspector training is the head of the engine inspection section or acceptance inspection section ("engine, acceptance inspection section" hereinafter).

3.2.2 The lead section for engine and/or parts inspector training is the engine, acceptance inspection section.

3.3 Training Plan

3.3.1 The engine, acceptance inspection section draws up a plan for the following year's engine and/or parts inspector training and obtains approval from the head of the engine, acceptance inspection section.

3.3.2 The head of the engine, acceptance inspection section periodically approves the current year's results of engine and/or parts inspector training.

3.3.3 Instructors who implement engine and/or parts inspector training are those who have been approved by the head of the engine, acceptance inspection section.

3.4 New Inspector Training Implementation

3.4.1 The engine, acceptance inspection section conducts new inspector training in basic and practical courses for inspector candidates and records the implementation and results.

3.4.2 The curriculum of basic and practical training courses for new inspector training is shown in the table below.

Training course duration is determined by the head of the engine, acceptance inspection section by taking into account of the product's special characteristics, related laws and regulations, etc.

Curriculum	
Basic training course	Quality control system and the role as inspector.
	Quality control seminars
	Judgments based on inspection criteria and response to non-compliances.
	Structure and function of parts and/or engines.
	Interpretation of drawings, national standards and Honda Engineering

	Standard (HES).
	Control technique for new production parts.
	Instructions for use of inspection equipment, measuring equipment and inspection jigs, etc.
	Hands-on inspection training with engines and/or parts.

3.4.3 The heads of the engine, acceptance inspection section may arrange curriculum contents for the trainings described in paragraph 3.4.2 taking into account of the inspector candidate's knowledge, experiences, qualifications, and operations of which the candidate is to be assigned.

3.5 Implementation of Supplementary Training

3.5.1 The engine, acceptance inspection section provides supplementary training for all or selected engine and parts inspectors in order to ensure proper inspection operations and to improve competence.

Supplementary training covers the following:

- (1) Quality control training (excludes common training provided in G-HQS Training Standard) and other specialized subjects.
- (2) Laws and regulations relating to inspection of engines and parts.
- (3) New products, structure change, etc.
- (4) Any other trainings the head of the engine, acceptance inspection section finds necessary.

3.5.2 The section responsible for inspector training on engines and parts properly manages individual training records.

3.5.3 The head of the engine, acceptance inspection section acknowledges results of supplementary training.

3.6 Assessment of effectiveness

The engine, acceptance inspection section assesses trainees' the level of understanding through practical examination, etc.

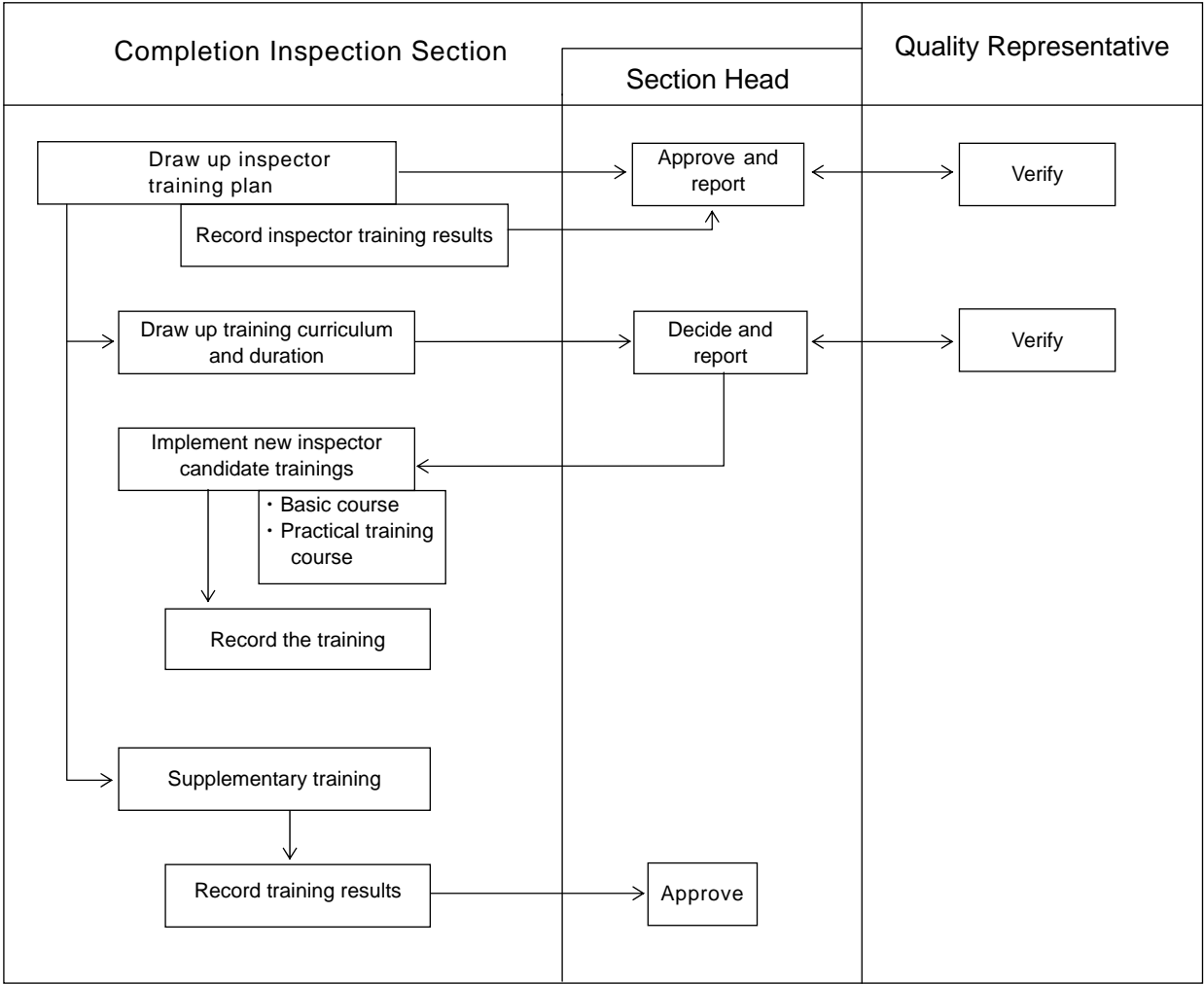
4 Supplementary Provision

4.1 Application

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

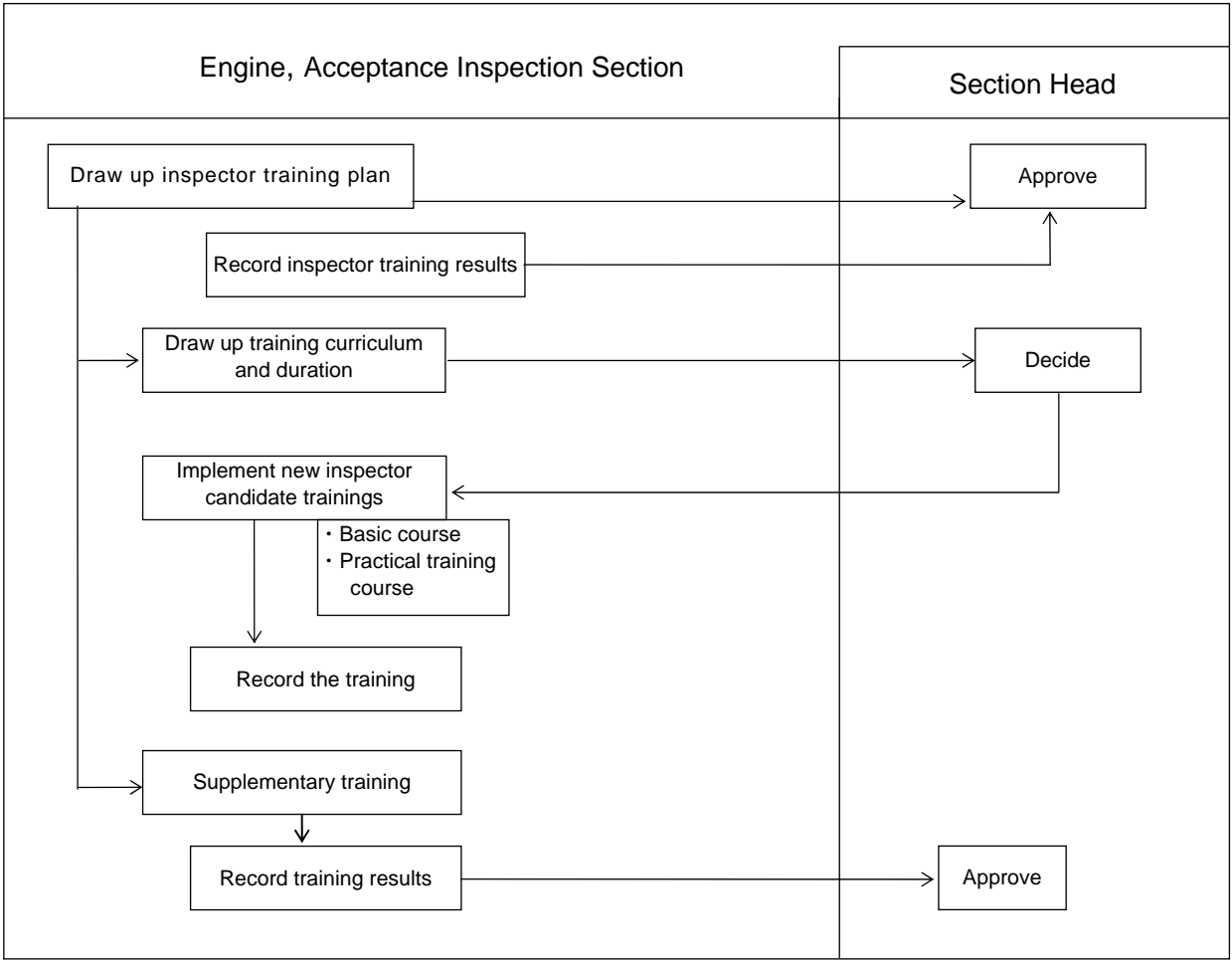
Attachment -1 (paragraph 2.1)

Training System for Completion Inspector



Attachment-2 (paragraph 3.1)

Training System for Inspectors of Engines and Parts



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