[Regulatory Information Handling Standard]

【Core】

1 General Provisions

1.1 Purpose

The purpose of this standard is to facilitate operations of processing and correspondence of regulatory information relating to safety and environmental aspects of automobiles, motorcycles and power products (includes parts; the same applies hereinafter) and to ensure compliance of regulations and government (includes industrial self-regulations) instructions, by defining the basic requirements of handlings and correspondences.

1.2 Scope

This standard applies to regulatory information regarding safety and environmental aspects of automobiles, motorcycles and power products developed, manufactured, and/or sold by facilities (including consignment production).

1.3 Definition of Terms

Definitions of terms used in this standard are as follows:

No.	Term	Definition
1	Regulatory Compliance Action	An activity reflecting regulatory requirements in products and related operations, etc., or the process of such.
2	Regulatory Information Report	A report containing regulatory requirements used to convey and disseminate regulatory information.
3	Regulatory Compliance Meeting	A meeting in which associated sections discuss regulatory compliance.
4	Mother function	A function that provides support and assistance by working in cooperation with facilities heading toward self-sustainability in techniques and skills.

2 Handling System

2.1 Handling System

2.1.1 Matters relating to handlings and measures for maintaining compliance with regulatory information are outlined in Attachment -1 “Regulatory Information Handling Flow.”

2.1.2 The primary responsible person for handlings and measures for maintaining compliance with regulatory information in manufacturing facilities is the Quality Representative. For facilities other than that, those appointed by the head of its facility to is the primary responsible person for regulatory correspondences.

2.2 Appointment of Contact Persons for Regulatory Information

The primary responsible person appoints a Contact Person who is responsible for receiving and disseminating Regulatory Information Report within its facility and informs that to Certification and Regulation Compliance Division of Honda Motor Co. Ltd.

3 Collection and Adequate Correspondence of Regulatory Information

3.1 Collection and Adequate Correspondence of Regulatory Information

Sections responsible for reporting and/or negotiating to government offices and/or related external agencies (includes JAMA, AIAM, ACEA etc.), about Honda products positively investigate regulatory information (including trends) on safety and environmental aspects of automobiles, motorcycles, and power products. If any information is obtained, immediately inform Certification & Regulation Compliance Division of Honda Motor Co.

3.2 Submission of Opinions

Sections responsible for reporting and/or negotiating activities to government offices, etc., submit opinions on the newly proposed regulatory requirements, prepared by Certification and Regulation Compliance Division of Honda Motor Co., Ltd., to related government offices.

4 Dissemination of Regulatory Information

4.1 Communication of Regulatory Information

4.1.1 The Contact Person confirms regulatory information obtained in paragraph 3.1 and the received Regulatory Information Report to operations of its facility. If necessary, he/she reports to the primary responsible person as well as disseminating it throughout the facility, calling for clarifications of issues and concerns.

4.1.2 The Contact Person compiles issues and concerns of facility and reports them to the primary responsible person for decision on measures.

5 Facilitating Compliance with Regulatory Requirements

5.1 Facilitating Regulatory Compliance

5.1.1 If the regulatory information is relevant to its facility, consigned products and/or consignee, the primary responsible person determines the appropriate models, time and methods of application of the information and takes appropriate action in relation to the information.
If collaborations with other sections are necessary, regulatory compliance meeting is held to discuss the appropriate action needed.

5.1.2 Matters relating to compliance actions taken by leading sections regarding regulatory information are outlined in Attachment 2 “Regulatory Compliance Actions by Leading Sections”.

5.1.3 Quality control section determines legality of control contents and methods during mass production, based on regulatory information and result of regulatory compliance meeting.

5.1.4 If the primary responsible person determines that support for regulatory compliance action is necessary, he/she may request mother function for facilities, for instance, from Honda Motor, Ltd, Japan.

6 Confirmation of Regulatory Compliance Action Results

6.1 Verification of Regulatory Compliance Action

The primary responsible person confirms regulatory compliance status and verifies that compliance is rooted.

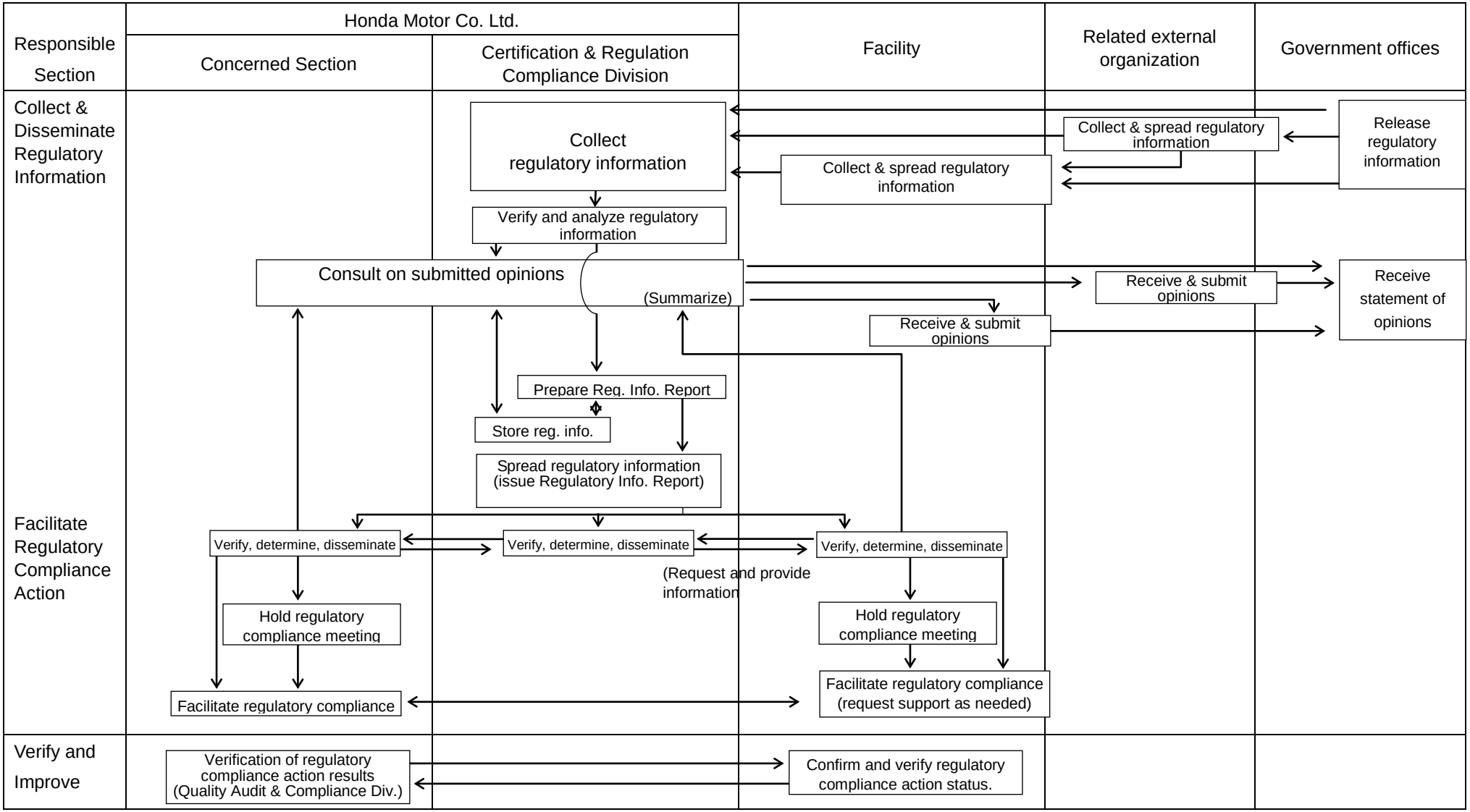
7 Supplementary Provisions

7.1 Application

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

Attachment －1

Regulatory Information Handling System



Attachment -2

Area	Section	Primary regulatory compliance actions based on regulatory information	
		Model Currently in Production	New model (includes MMC)
Specification And Certification	Design, Development	Determine whether or not specification change is needed. If needed, review what needs to be changed and reflect that in specification. In case of a specification change, inform in advance to the related sections such as Certification and Regulation Compliance Division, manufacturing facility, purchasing, sales (product planning) and service.	In addition to those in the left column, reflect the content of regulatory requirements in development plans, development requirements and sectoral standards.
	Certification & Regulation Compliance Division	Determine relevance to product specifications and certification processes, and if necessary, take the following actions: 1) Verify compliance with regulatory requirements. 2) Take actions based on compliance verification results with regulatory requirements. ・ Request specification changes to the design and development section. ・ Submit notification of change, etc. 3) Draw up a plan for acquisition of certification and coordinate with other sections. 4) Reflect the contents of regulatory requirements in acquisition of certification plans and in section's standards	
	Manufacturing Facility	Based on regulatory information and regulatory compliance action information from related sections, such as design and development, Certification and Regulation Compliance Division, determines influence on production facilities, inspection equipment and quality management system, etc., and if necessary, take the following actions: ・ Review production and inspection methods and quality control systems. ・ Consider introducing possible facilities and inspection equipment ・ Reflect in notification documents such as stamping notification.	
	Purchasing	Based on regulatory information and regulatory compliance action information from related sections such as design and development and Certification and Regulation Compliance Division, determine influence on suppliers, and if necessary, take the following actions: ・ Inform suppliers of the regulatory information. ・ Coordinate regulatory compliance action with suppliers.	In addition to those in the left column, reflect in the selection of suppliers and in mid-and-long term purchase plans.
	Sales	Based on regulatory information and regulatory compliance action information from related sections such as design and development and Certification and Regulation Compliance Division, determine whether or not sales plans need to be changed, and if needed, take the following actions: ・ Reflect in the sales plan ・ In case of specification change, instruct related sections via specification change notice, etc.	In addition to those in the left column, develop product planning and mid-and-long term sales plans.
	Service	Based on regulatory information and regulatory compliance action information from related sections such as design and development and Certification and Regulation Compliance Division, determine whether or not maintenance systems need to be changed, and if needed, take the following actions: ・ Review inspection methods, inspection & maintenance facilities, etc. ・ Reflect in notification documents such as inspection and maintenance methods, etc.	

Area	Section	Primary regulatory compliance actions based on regulatory information	
		Model Currently in Production	New model (including MMC)
Production	Certification & Regulation Compliance Division	1) Determine influences on mass production control (including measuring equipment, etc.) from results of measures taken for certification activities based on regulatory information. If there is to be any influence, inform related sections. ・ For those with meeting body, notify the secretariat to facilitate action. ・ For those with no meeting body, hold a regulatory compliance meeting for it requires collaboration and coordination among related sections. 2) Determine the influence on reporting to applicable authorities, etc., If so, take the necessary action.	
	Quality Control	Determine influences on audits by applicable authorities (regular audit), and if necessary, coordinate with concerned sections.	
	Purchasing	1) If necessary, verify changes to suppliers' manufacturing processes, process quality control tables, etc, based on regulatory compliance action information (inspection standards, etc.) from a manufacturing facility. 2) Determine whether or not it needs to be reflected in the supplier quality audit, and if necessary, reflect verification items in the audit.	
	Manufacturing Facility	Determine whether or not it is necessary to change mass production control methods, and if needed, take the following actions: 1) Review mass production control methods and reflect them in facilities, inspection methods, inspection criteria, process quality control standards and operation standards, etc. 2) If it is determined that coordination among related sections is necessary, take the following actions. ・ For those with existing meeting body, notify the secretariat and determine and facilitate control method. ・ If there is no existing meeting body, hold a regulatory compliance meeting. 3) Determine whether or not audits by applicable authorities (periodic audits) and/or reporting information to applicable authorities are necessary. If so, take the appropriate action.	
Sales / Market	Certification & Regulation Compliance Division	Determine whether or not there is an influence on information reporting such as market quality information to government offices, and if any, take necessary action.	
	Sales	Determine whether or not reflections of materials for advertising and procedures for alienation and registration, etc., are necessary. If so, take the appropriate action. If coordination with concerned sections is needed, hold a regulatory compliance meeting.	
	Service	Determine whether or not reflections of information relating to service equipment, service parts, servicing materials, inspection, maintenance, and repair work and those relating to operating procedures for market information handling and market action are necessary. If so, take the appropriate action (including discontinued products). If it is determined that coordination with concerned sections is needed, hold a regulatory compliance meeting. If necessary, reflect the regulatory compliance action information from design and development, Certification and Regulation Compliance Division or other related sections in service materials such as owner's manual, and ask these sections for confirmation.	
	Investigation and Analysis	Determine whether or not there is an influence on market information handling criteria, operating procedures or on government office reports. If there is any, coordinate with the quality control section, service section, Quality Audit & Compliance Division, Motorcycle Quality Assurance Division, Global Quality Service Division, Power Product Quality Assurance Division, etc. of Honda Motor Co., Ltd. in accordance with relevant documents such as G-HQS, and take appropriate action.	

【Headquarter Function】

1 General Provisions

1.1 Purpose

The purpose of this standard is to define basic handling and measure requirements of regulatory information regarding safety and environmental aspect for automobiles, motorcycles and power products (including parts; same hereinafter), which facilitate operations and comply with laws and regulatory requirements (including industrial self-regulations).

2 Handling System

2.1 Handling System

Matters relating to handling and measures for maintaining compliance with regulatory information are outlined in Attachment -1 “Regulatory Information Handling Flow”.

3 Collection and Dissemination of Regulatory Information

3.1 Collection of Regulatory Information

Certification and Regulation Compliance Division collects worldwide regulatory information on safety and environmental aspects of automobiles, motorcycles and power products from government offices, related external agencies and other facilities.

3.2 Preparation of Opinion Statements

3.2.1 If Certification and Regulation Compliance Division obtained information such as new regulatory requirements proposal, etc., it verifies the need to prepare opinion statements.

3.2.2 If Certification and Regulation Compliance Division, deemed that preparation of opinion statements are necessary, it summarizes the opinions brought by other sections concerned based on discussions with them and submits that either directly to relevant government offices or via facilities and/or related external agencies.

3.3 Issuance and Dissemination of Regulatory Information Report

3.3.1 Certification and Regulation Compliance Division verifies and analyses the collected regulatory information in terms of its content.

3.3.2 If Certification and Regulation Compliance Division decides it is necessary to disseminate regulatory information, it prepares and issues Regulatory Information Report to the Contact Person responsible for regulatory information, if it is deemed that dissemination of information is necessary.

3.3.3 If there are requests from facilities regarding the contents of issued Regulatory Information Report, Certification and Regulation Compliance Division passes on the information to the Contact Person.

3.3.4 Certification and Regulation Compliance Division compiles and information and issued Regulatory Information Report, etc

4 Facilitating Compliance with Regulatory Requirements

4.1 Facilitating Regulatory Compliance

For support request from oversea facilities regarding regulatory compliance, a section in Honda Motor Co. Ltd., with mother function takes necessary actions after coordinating with other sections concerned. For support requests relating to production, overseas production support section (for instance Automobile, Motorcycle and Power Product Production Planning Offices), coordinates with other sections concerned and takes necessary actions as advised by Certification and Regulation Compliance Division.

5 Verification of Regulatory Compliance

5.1 Verification of Regulatory Compliance Management

Quality Audit and Compliance Division verifies regulatory compliance management status of facilities and confirms that compliance is rooted.

If, as a result of the verification, management is found as to be not properly addressed, Quality Audit and Compliance Division gives facilities improvement instructions and conducts validity confirmation of improvement measures based on the instructions.

6 Supplementary Provision

6.1 Application

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

Establishment and Revision

Date of Establishment, Revision or Enactment (MM/DD/YYYY)			Description (MM/DD/YYYY)	Approved by:
0	Estab. Enact	28/06/2010 01/09/2010	First issue. This document becomes effective as of 01/09/2010.	T.Sonoda (Signed on original)
1	Rev. Enact.	12/26/2011 01/01/2012	Revised to correct wording.	T. Sonoda (Signed on original)
2	Rev. Enact.	06/04/2012 06/04/2012	Enacted upon making partial revisions due to organization change of Honda Motor Co., Ltd. as of 04/01/2012.	T. Sonoda (Signed on original)
3	Rev. Enact.	09/13/2013 10/01/2013	Enacted upon making partial revisions due to organization change of Honda Motor Co., Ltd. as of 04/01/2013.	T. Sonoda (Signed on original)
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