

# [ Initial Production Parts Control Standard ]

## 【Core】

### 1 General Provisions

#### 1.1 Purpose

The purpose of this standard is to define basic requirements for Initial Production Parts (or IPP; see definition below) to ensure quality assurance and traceability of products when there is a change made in raw materials, parts, equipment and completed units (hereinafter referred to as Products).

#### 1.2 Scope

This standard applies to Initial Production Parts of Products at the manufacturing stage of a facility. However, the first production lot of exclusive parts developed for launching a new model production is outside the scope of this standard.

#### 1.3 Definitions of Terms

Definitions of terms used in this standard are as follows.

No	Term	Definition
1	Initial Production Parts (IPP)	The first lot of products to be released to the next section from an IPP manufacturing section or supplier after a change in specification or manufacturing has been applied. Examples of IPP are shown in Attachment 1 “ Description of Initial Production Parts ” .
2	IPP tag	An identification means such as a tag, stickler, or others to clearly indicate that a unit to which such means is attached is IPP, and includes the following as a minimum. (1) IPP manufacturing section or supplier (2) Person responsible for and date of issuance, manufacture date and quantity (as necessary). (3) Part number, part name, Specification Change Notice Number (specification change only) . (4) IPP detail information (5) Quality judgment result
3	IPP manufacturing section	A section that takes charge of manufacturing of IPP.
4	Quality improvement instruction section	A section which requests related sections to improve quality based on the occurrence of a problem.
5	Specification change IPP	IPP to which a specification change will be made based on a specification change order issued by a specification control section.
6	Quality improvement IPP	IPP to which a quality improvement measure will be performed based on a request made by a section instructs the quality improvement.
7	Self-controlled IPP	IPP to which a change, which affects product quality, is applied by an IPP manufacturing section or a supplier on their own responsibility.
8	Prior confirmation	Confirmation of Products before the commencement of mass production to check the Products confirm to respective specification changes.

9	IPP presentation	Act of providing Products to a quality section to confirm conformity with quality requirements, and manufacturing, assembly, etc., prior to the commencement of mass production of self-controlled IPP.
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#### 1.4 IPP Control Category

The IPP control category is divided into three types of control; specification change IPP, quality improvement and self-controlled IPP.

## 2 System

### 2.1 Management Framework

- 2.1.1 The control system for IPP in general is outlined in Attachment-2 “IPP Control Flow Chart”
- 2.1.2 The person responsible for each task described in the “IPP Control Flow Chart” is the head of a section in charge of the task.

## 3 Control in Preparation for Transition to Mass Production

### 3.1 Specification Change IPP

- 3.1.1 The specification control section issues a specification change order to related sections based on information received from Honda R&D or its mother facility.  
Procedures to be taken for specification change control after issuance of a specification change order are described in HQS [Specification Change Control Standard].
- 3.1.2 The quality section discusses and coordinates with concerned parties such as IPP manufacturing section, related sections and suppliers how inspection of IPP, which a prior confirmation is necessary according to the specification change order, will be conducted.

### 3.2 Quality Improvement IPP

The quality improvement instruction section confirms details of improvement plans of concerned parties, such as related sections and suppliers, regarding those for which a quality improvement request has been made, and where necessary, consults and coordinates with said parties on the implementation of quality improvement activities to achieve compliance of the plans.

### 3.3 Self-controlled IPP

- 3.3.1 The completed inspection department determines whether or not IPP presentation is necessary for self-controlled IPP for which notification has been received from the IPP manufacturing section.
- 3.3.2 The receiving quality section determines whether or not IPP presentation is necessary for self-controlled IPP for which notification has been received from the supplier.
- 3.3.3 The complete inspection section or receiving inspection section discusses and coordinates with concerned parties such as IPP manufacturing section, related sections and suppliers how inspection of IPP, for which IPP presentation is considered necessary, will be conducted.
- 3.3.4 The administration section of quality control standards determines communication means for self controlled IPP within its own facility and with suppliers, and puts them into practice.

### 3.4 IPP Inspection

- 3.4.1 The IPP manufacturing section produces Products designated as those that require prior confirmation or IPP presentation, and submits them to the quality control section or complete inspection section by attaching inspection data or “IPP tag”, etc.  
Process flow after issuance of an “IPP tag” for prior confirmation or IPP presentation is illustrated in Figure 1 of Attachment 3 “IPP Tag Process Flow”.
- 3.4.2 The quality control section, complete inspection section or receiving inspection section conducts inspection of Products submitted for prior confirmation or IPP presentation, and if necessary, requests related sections a confirmation of manufacturing or assembly, completion inspection, etc. of the Products.
- 3.4.3 Related sections, if requested by the quality confirmation section, completion inspection section or receiving section to perform confirmation of manufacturing or assembly, completion inspection, etc. of Products, records the results of the confirmation at the process on the “IPP tag” and releases to the next section.

### 3.5 Decision of Transition to Mass Production

- 3.5.1 A person to whom the head of either the completion inspection section or the receiving section, or to whom the head of a section has delegated authority, judges whether or not to make a transition to mass production of IPP, which require prior confirmation or IPP presentation, based on the results of inspections, such as IPP or completion inspection.
- 3.5.2 Transition of IPP without designation of either prior confirmation or IPP presentation will be determined by either the head of the IPP manufacturing section or the person to whom the authority is delegated by the head of the IPP manufacturing section based on the results of processing and assembly of the IPP.

## 4 Control Post Mass-Production Transition Judgment

### 4.1 Mass-Production

- 4.1.1 The IPP manufacturing section starts mass-production of IPP based on the result of a transition decision and the specification change order issued by the specification control section, and maintains records such as IPP details, date of process (year, month, date), date of release (year, month and date), and inspection logs.
- 4.1.2 The IPP manufacturing section maintains a first-in, first-out order for IPP.
- 4.1.3 The IPP manufacturing section releases IPP with an IPP tag attached to every first lot of specification change IPP, and other IPP, which the head of the IPP manufacturing section deemed that control with IPP tags is necessary, for each destination (each receiving dock).  
Process flow after issuing the IPP tag for post-mass-production- transition judgment is illustrated in figure 2 of Attachment 3 “ IPP Tag Process Flow ”
- 4.1.4 When releasing IPP in multiple containers or dollies, clearly indicate on each of them that IPP is contained, unless otherwise discussed and agreed with its production control section before delivery.

### 4.2 Receiving Check

The receiving quality section performs receiving inspections of IPP based on information on the “ IPP tag ” from supplier, and records the judgment on the IPP tag ” , etc

### 4.3 Process Control

The IPP manufacturing section monitors processes post transition to mass production particularly for compliance with quality requirements for a period of time until desired uniformity of product quality is assured.

If there is an order by a concerned party such as quality control section or completion inspection section through a prior confirmation or IPP presentation, the IPP manufacturing section complies with such order.

### 4.4 Serial Number Control

- 4.4.1 The assembly section and other sections concerned record on the “ IPP tag ” the corresponding serial number of each unit such as engine or completed vehicle in which the installation of IPP has been started.
- 4.4.2 The completion inspection section checks records of the serial number on the “ IPP tag ” and by related sections, records the results of inspections on the “ IPP tag ” and returns it to the respective parties as follows.
  - (1) In-house IPP: IPP manufacturing section
  - (2) IPP by supplier: receiving quality section
- 4.4.3 The IPP manufacturing section or receiving quality section notifies the specification control section of applicable serial numbers, in case of specification IPP.

## 5 Inter-Facility IPP

### 5.1 Control of IPP Across Production Facilities

5.1.1 Sections, which release Products to other production facilities, release the Products by attaching an IPP tag identifying that they are IPP, and release them to their respective production facilities.

Shipments to multiple production facilities require an “IPP tag” for each facility, identifying that the shipment is IPP.

5.1.2 Products are checked for quality by the facility releasing the IPP.

5.1.3 Sections receive IPP from other facilities release the IPP with descriptions of the content clearly identified, when releasing IPP delivered from a manufacturing facility with an “IPP tag” attached to a section uses the IPP for its manufacturing.

Information relating to IPP, such as applicable serial number and date of application, is maintained by the facility which receives Products (the IPP) from other facilities.

## 6 Supplementary Provision

### 6.1 Application of the Standard

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

## Attachment -1

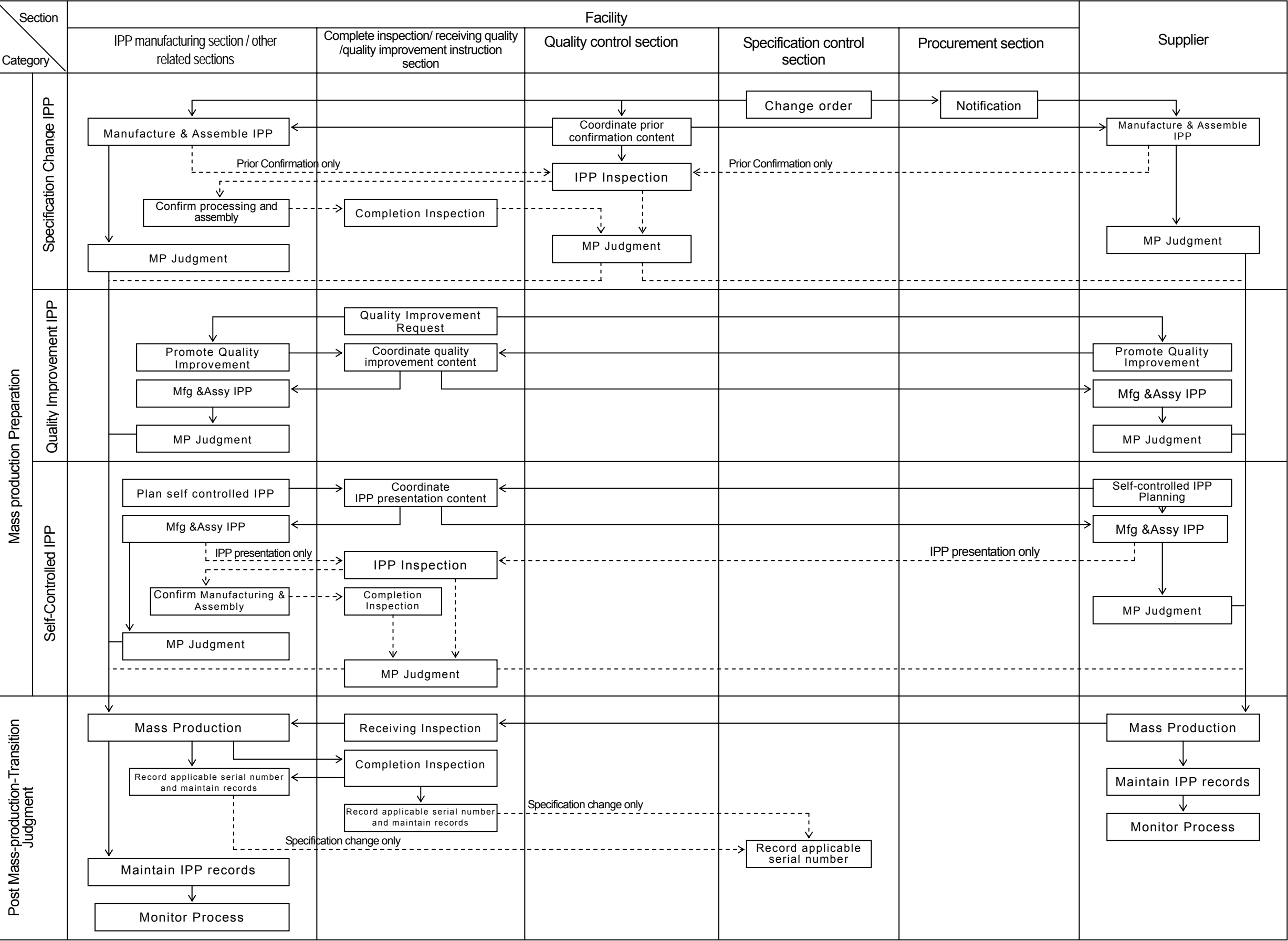
## Description of Initial Production Parts

No	Control Category	Change	Description
1	Specification change IPP	Specification change IPP	<ul style="list-style-type: none"> <li>• Specification is changed with specification change notice.</li> </ul>
2	Quality improvement IPP	Quality Improvement	<ul style="list-style-type: none"> <li>• Quality improvement is performed upon a request from the quality improvement instruction section.</li> </ul>
3	Self-controlled IPP	Supplier change	<ul style="list-style-type: none"> <li>• Purchase from a new supplier.</li> <li>• Change or addition of a supplier. (Including change or addition of a plant of a supplier.)</li> <li>• Production change from in-house to outside supplier, or vice versa.</li> </ul>
		Material change	<ul style="list-style-type: none"> <li>• Change of material manufacturer.</li> <li>• Material supplier change from outside to self-supplied, or vice versa.</li> <li>• Material change not by specification change (anti-rust grease, lubricant, etc.)</li> </ul>
		Manufacturing condition and process change	<ul style="list-style-type: none"> <li>• Change in casting or forging method</li> <li>• Sintering condition change (process, temperature, time, etc.)</li> <li>• Heat treatment condition change (temperature, time, heating or cooling method, etc.)</li> <li>• Rubber or plastic molding condition change</li> <li>• Welding condition change</li> <li>• Machining or cutting condition change. (including changes in manufacture material, hardness, etc. of cutting tools.)</li> <li>• Process standard or setting method change</li> <li>• Plating, buffing or coating condition change.</li> <li>• Assembly condition change</li> </ul>
		Process sequence change	<ul style="list-style-type: none"> <li>• Consolidate, delete or change the process or sequence of steps.</li> <li>• Change a process from temporary to permanent or vice versa.</li> </ul>
		Machine change	<ul style="list-style-type: none"> <li>• Modify, overhaul or repair a machine.</li> <li>• Use of a new machine</li> <li>• Change from mass production machine to alternative machine or vice versa.</li> <li>• Transfer of machine requiring disassembly and process sequence change.</li> <li>• Software change, such as programming.</li> </ul>
		Tool or jig change	<ul style="list-style-type: none"> <li>• Change of machining master for parts</li> <li>• New or modified tools or jigs</li> </ul>
		Die or mold change	<ul style="list-style-type: none"> <li>• Modify or renew</li> <li>• Change from temporary to permanent or vice versa.</li> </ul>
		Inspection method change	<ul style="list-style-type: none"> <li>• New or modified inspection jigs, tools or instruments.</li> </ul>

			<ul style="list-style-type: none"><li>• Change of measuring instrument or criteria.</li><li>• Change of inspection method, criteria, frequency, or scope.</li></ul>
		Operator change (*)	• Change of operator in a critical process in which IPP control per operator change is required.
		Transportation or packaging change	• Change of delivery or packaging method, or containers or dollies.

Operator change (\*) : Any change requires IPP control, but a prior notification to the quality section is not necessary.

IPP Control Flow Chart

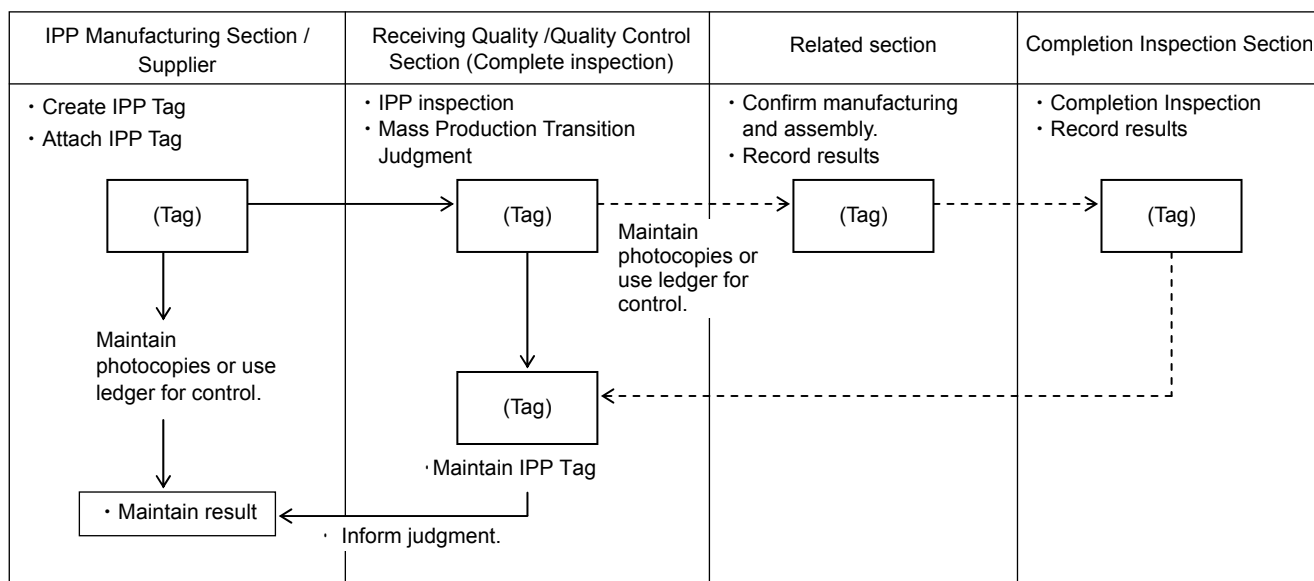




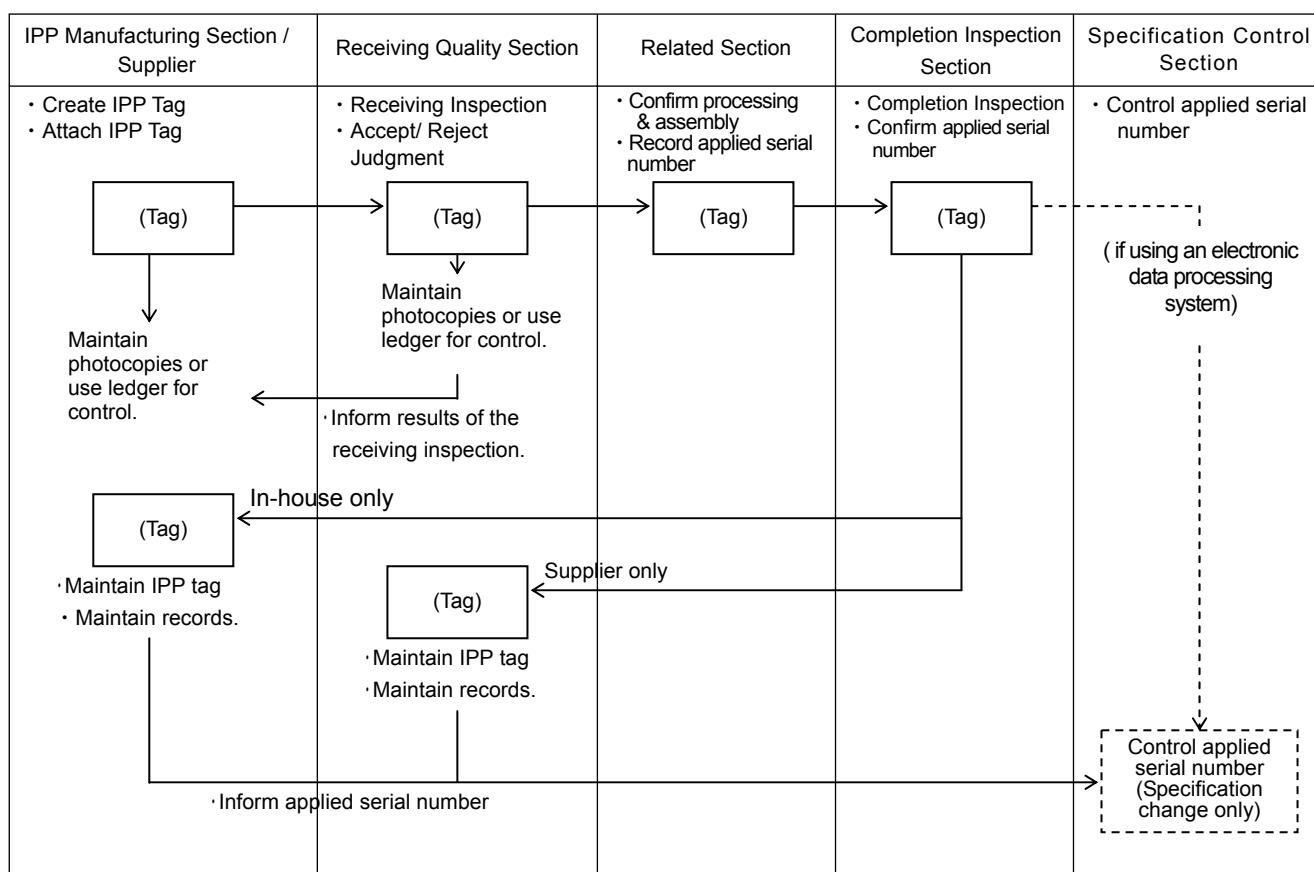
## Attachment - 3

## IPP Tag Process Flow

(Fig - 1) Prior confirmation &amp; IPP presentation Flow



(Fig - 2) Process Flow After Mass Production Transition Judgment



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