

[Supplier Quality Manual Control Standard]

【Core】

1 General Provisions

1.1 General Provisions

The purpose of this standard is to appropriately control Facility SQM by defining the basic requirements relating to Supplier Quality Manual (hereinafter referred to as “Facility SQM”), which the facility provides to suppliers, in order to ensure quality of propriety of quality assurance activities and purchased parts in association with suppliers.

1.2 Scope

This standard applies to the control of the Facility SQM to be provided by a facility to its suppliers.

1.3 Definitions of Terms

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

No.	Term	Definition
1	Facility SQM	A document established by the facility and issued to suppliers, which supplements the written agreement of basic business transactions of parts, etc. It stipulates the requirements for quality control the supplier is required to comply with.
2	Quality standards	A collective term for facility quality standards, section manuals and operation standards providing standardized procedures, roles and responsibilities, etc. for quality control operations.

2 Establishment and Revision

2.1 Supervising section and responsible person

- 2.1.1 The facility head appoints a supervising section and responsible persons for Facility SQM establishment and revision.
- 2.1.2 The person responsible for Facility SQM establishment and revision approves the content and issuance to suppliers.

2.2 Procedures for Establishment and Revision

- 2.2.1 The supervising section of the Facility SQM clarifies requirements and methods, etc., for quality control of purchased parts, which are to be established and issued as Facility SQM.
- 2.2.2 The supervising section of the Facility SQM, when establishing or revising Facility SQM, ensures SQM requirements are accurately reflected into Facility SQM, maintains it and confirms conformity to the facility's quality control standards and to contracts, etc. concluded with suppliers..
- 2.2.3 The related sections, when the Facility SQM does not or has the possibility of not complying to current processes, propose its establishment or revision to the supervising section of Facility SQM.
- 2.2.4 The supervising section of the Facility SQM reviews proposals of SQM establishment and/or revision submitted by the related sections and if deemed necessary, establishes or revises Facility SQM.
- 2.2.5 Facility SQM establishments and revisions are in accordance with the process outlined in Attachment -1 "Facility SQM Establishment and Revision Flow".
- 2.2.6 The persons responsible for establishing and revising the Facility SQM develop procedures for establishing and revising Facility SQM and properly put them into practice.
- 2.2.7 After obtaining approval from the persons responsible for establishing and revising the Facility SQM, the supervising section of the Facility SQM presents and distributes a new or revised Facility SQM to concerned sections within its facility as well as their respective suppliers.
- 2.2.8 A new or revised Facility SQM is uploaded and registered with G-HQS website by the supervising section of the Facility SQM.

Facilities, which do not have access to the G-HQS website, send the document to Quality Audit & Compliance Division, Honda Motor, Co. Ltd.

2.3 Dissemination

2.3.1 When SQM is established or revised, the head of the related section promptly communicates within its section.

2.4 Storage

2.4.1 The supervising section of the Facility SQM defines storing methods, etc. of original Facility SQM (includes originals of old versions) and stores them accordingly.

2.4.2 Related sections, define the person responsible for managing the distributed Facility SQM, allows the latest version to be always available, and properly disposes old versions..

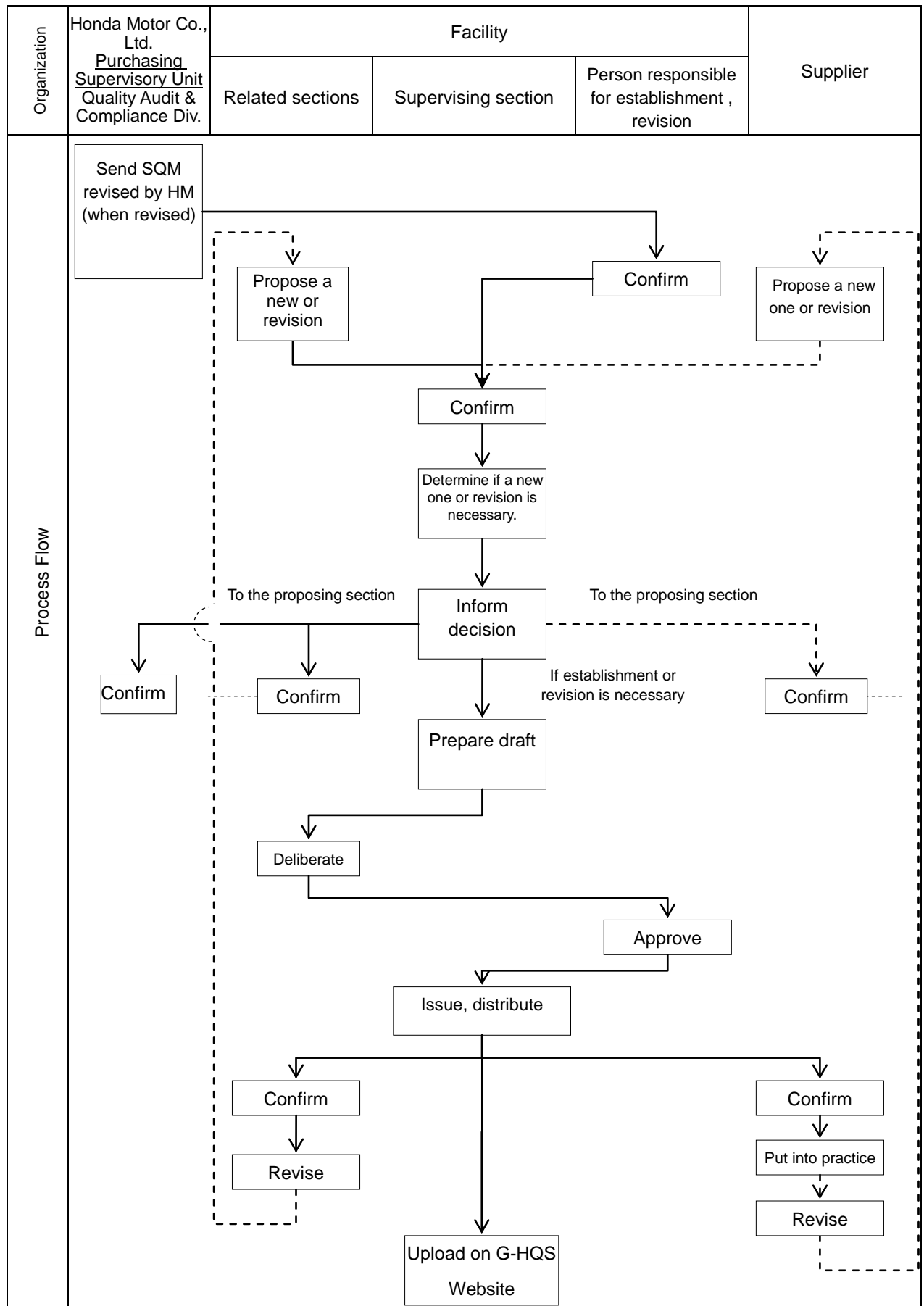
3 Supplementary Provision

3.1 Application

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

Attachment -1

Facility SQM Establishment and Revision Flow



【Headquarter Function】

1 General Provisions

1.1 Purpose

The purpose of this standard is to ensure prompt provision of Supplier Quality Manual established and revised by Honda Motor Co., Ltd. (hereinafter referred to as “SQM”) to ensure SQM requirements are accurately reflected in Facility SQM of overseas facilities.

1.2 Scope

This standard applies to the operations of providing the SQM to facilities overseas.

2 Roles

2.1 Roles

Purchasing Technical Division of Purchasing Supervisory Unit and Quality Audit & Compliance Division standardize requirements relating to quality control of parts suppliers constituting Honda products, provide them to overseas facility and properly maintain and control SQM.

2.2 Responsible Persons for Establishment , Revision, and the Supervising Section

Responsible persons for SQM establishment, revision and supervising sections are as follows:

No.	Type	Person in charge of establishment and revision	Supervising section
1	SQM	<u>General</u> manager of <u>Purchasing Technical Division</u> of <u>Purchasing Supervisory Unit</u> . General Manager of Quality Audit & Compliance Division.	<u>Purchasing Technical Division</u> of <u>Purchasing Supervisory Unit</u> Quality Audit & Compliance Division

2.3 SQM Provision to Overseas Facilities

The supervising section of the Facility SQM communicates persons responsible for establishing and revising Facility SQM after upon obtaining revision approval, uploads SQM to G-HQS website and makes it available at the time of formal issuance.

Establishment and Revision

Date of Establishment, Revision or Enactment (MM/DD/YYYY)			Description (MM/DD/YYYY)	Approved by:
0	Estab. Enact	11/01/2010 12/01/2010	First issue. This document becomes effective as of 12/01/2010.	T. Sonoda (Signed on original)
1	Revised. 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)
2	Revised 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)