

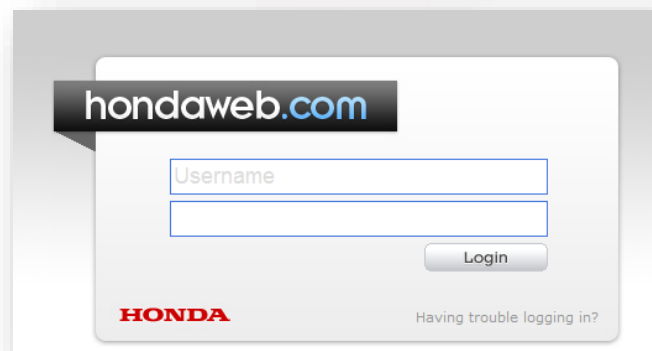
COVID 19 Webinar #2: Production Restart / We Are Ready!



Adam Popilowski
Manager,
Purchasing Quality

Introduction

- Please mute your video & audio during this meeting
- A link to access the recorded message & presentation content will be emailed to each attendee to encourage communicate with your team
- The material will also be available on Hondaweb after Monday, May 11



This will require you to Log-in
to HondaWeb to view the
material

COVID 19 Webinar #2: Production Restart / We Are Ready!



Today's Speaker Line up:



Mark Willoughby
Vice President,
Purchasing

Leadership Message

- Production Plan



Elly Bradford
Manager,
Purchasing Planning

Best Practice Activity

- What Honda is Doing



Adam Popilowski
Manager,
Purchasing Quality

Supplier Request

- Production Readiness



Jordan Ranly
Purchasing Manager
ELP

Message from Sites



Mark Willoughby
Vice President,
Purchasing

Leadership Message

COVID 19 Webinar #2: Production Plan for May & June - May 5th update



Plant	May 4 th	May 11 th	May 18 th	May 25 th	June 1 st	June 8 th	June 15 th	June 22 nd
MAP #1 450 U/D	Preparation Week	135 U/D	225 U/D	315 U/D	423 U/D			
MAP #2 1000 U/D		300 U/D	500 U/D	700 U/D	940 U/D			
ELP 950 U/D		285 U/D	475 U/D	665 U/D	893 U/D			
HMA #1 525 U/D		158 U/D	263 U/D	368 U/D	493 U/D			
HMA #2 800 U/D		240 U/D	400 U/D	560 U/D	752 U/D			
HMIN 1000 U/D		300 U/D	500 U/D	700 U/D	940 U/D			
HCM #1 820 U/D		246 U/D	410 U/D	574 U/D	770 U/D			
HCM #2 870 U/D		261 U/D	435 U/D	609 U/D	818 U/D			
HDMC 680		Preparation Week	122 U/D	129 U/D	TBD Based on Demand	More gradual ramp up		

With the exception of HDMC, this is already reflected on orders (862's)
Issued 4/30 (frame), 5/1 (powertrain)

- Under daily evaluation, considering:
 - Sales demand
 - Stay at home order status
 - Michigan & Mexico are high focus
 - Production Capability (Honda & Supplier)
 - Health Precautions, manpower & supply chain
- Targeting 10-14 day advance communication for change points

- Demand will drive the production plan, we will communicate changes as soon as possible.
- Our goal is to return to production safely and as soon as possible.

COVID-19 Webinar #2: North America 21M Start up Timing Image

Model	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Original	Current
21M INS	5/12	Mass Production									3/23	5/12
21M PIL	PP lots	5/29	Mass Production								4/15	5/29
21M RDX		PP lots	7/7	Mass Production							5/5	7/7
21M ODY		PP lots	7/8	Mass Production							5/11	7/8
21M TLX			PP lots	8/25	Mass Production						6/25	8/25
21M PAS			PP lots	8/25	Mass Production						8/25	8/25
21M HRV				PP lots	9/17	Mass Production					9/17	9/17
21M ILX				PP lots		10/1	Mass Production				10/1	10/1
21M RDX LE				PP lots		10/13	Mass Production				8/20	10/13
21M ACC				PP lots		10/13	Mass Production				9/15	10/13
21M CRV					PP lots	11/2	Mass Production				11/2	11/2
21M MDX						PP lots	11/17	Mass Production			9/29	11/17
21M NSX						PP lots	12/1	Mass Production			12/1	12/1
21M RID							PP lots	12/15	Mass Production		12/15	12/15
21M CIV								PP lots	12/16	Mass Production		12/16

Change Point

21M PP Lot/MP Start dates estimated based on production plans shared today.

- PP lots and MP demand are forecast and in your 830's and 862's orders.
- Check your orders for demand & timing.

Any New Model Trial Event changes will be communicated from each site's New Model Team

▪ Use Mass Production orders to plan your production recovery and start up readiness for PP lots and MP start up.



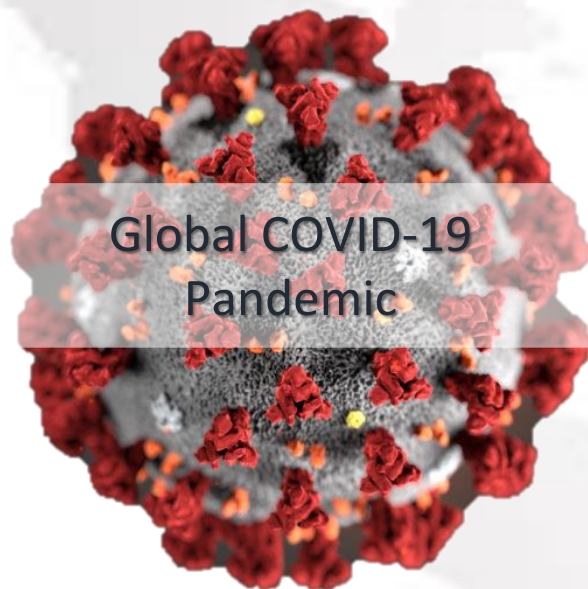
The Global Automotive Industry
is going through **the biggest disruption**
and in order to recover, we need every link
in the supply chain to be successful



The Path Forward
Re-opening and Maintaining your
Manufacturing Facility

- We will focus on the “CAP-DO” items required to restart manufacturing

The pandemic is changing the way we think, work and approach manufacturing



Significant planning has been happening across the supply base to address:


Associate Health

- Daily Wellness Checks
- Enhanced Protections
- New Cleaning Protocols
- Social Distancing


Manufacturing Readiness

- Equipment Preparation
- New Process Documentation
- Associate Training – New Processes
- Redesigning Work Stations
- Cycle Time Verifications
- Inventory, Material and Parts Verification


▪ We are in this together and need to make sure We Are Ready!



MIKE DEWINE
GOVERNOR OF OHIO






Ohio
Department of Health



OHIO
TOGETHER

Responsible RestartOhio

Manufacturing, Distribution & Construction




	Mandatory	Recommended Best Practices
Employees, Distributors, & Guests	<ul style="list-style-type: none">Ensure minimum 6 ft between people, if not possible, install barriersFace coverings are required for employees and distributors, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulationsEmployees must perform daily symptom assessment*Require employees to stay home if asymptomaticRequire regular handwashingStagger or limit arrivals of employees and guestsPersonnel should work from home if possible	<ul style="list-style-type: none">Face coverings are recommended for guestsProvide stipend to employees for private transportation
Shift Pattern	<ul style="list-style-type: none">Daily disinfection of desks and workstationsChange shift patterns (e.g. fewer shifts)Stagger lunch and break times	<ul style="list-style-type: none">Split into sub-teams, limit contact across sub-teamsReduce pace to allow less FTEs per line
Physical Spaces / Workstations	<ul style="list-style-type: none">Ensure minimum 6 ft between people, if not possible, install barriersDaily deep disinfection of high-contact surfacesSpace factory floor to allow for distancingRegulate max number of people in cafeterias/common spacesEstablish maximum capacity (e.g. 50% of fire code)	<ul style="list-style-type: none">Close cafeteria and gathering spaces if possible, or conduct regular cleaningsDaily deep disinfection of entire facility
Confirmed Cases	<ul style="list-style-type: none">Immediately isolate and seek medical care for any individual who develops symptoms while at workContact the local health district about suspected cases or exposuresShutdown shop/floor for deep sanitation if possible	<ul style="list-style-type: none">Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notificationsOnce testing is readily available, test all suspected infections or exposuresFollowing testing, contact local health department to initiate appropriate care and tracing

*Daily symptom assessment should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.

Boyd C. Hoddinott, MD, MPH
Health Commissioner

310 South Main Street, Bellefontaine, OH 43311 • 937.592.9040 • Fax 937.592.6746 • www.loganhealth.org • ichd@loganhealth.org



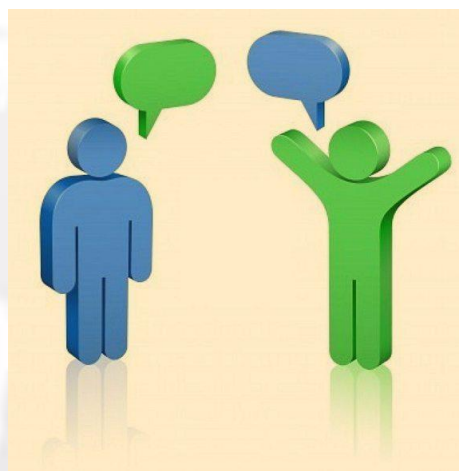
Logan County Health District
Nationally Accredited

County: Economic Recovery Instructions to Reopen and Operate a Business

Public health protections must be maintained as much as possible:
• Limit the total number of people at one time.
• Baskets must be available for employees and customers. If unavailable please follow these www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
• Washed with soap and water for at least 20 seconds as frequently as possible.
• Surfaces must be cleaned regularly with interior doors propped open to reduce contact points.
• Employees should be discouraged.
• Employees should have separate operating hours for their added protection.
• Prominently display at every entrance their "Covid-19 Maximum Occupancy" number.
• Ensure that baskets, shopping carts and the like are properly cleaned between customers.
• Whether inside or outside the store, a six-foot distance shall be maintained between those in the same household through the placement of tape or other markings.
• Those living with persons that have Covid-19 (by a positive test) must stay home.
• Employees going to work must confirm a daily temperature reading below 100.4° F.
• Employees must be kept separated from compromised individuals as much as possible.
• Employees will be strongly encouraged to maintain significant social distancing.
• Employees must be required to wear a mask while working directly with customers or when within six feet of customers.
• Homemade cloth "surgical-type" masks or bandanas/handkerchiefs are acceptable. A clear plexiglass should be installed to provide a barrier at registers, if feasible. Employees that work within six feet of a customer without a barrier shall be prepared to provide service to those customers that enter without one.
• When working in a building, employees will be expected to wear masks when traveling in the building.
• Minimize shared equipment and vehicle touch points between uses by different employees in the same household.
• Additional criteria are to be met, where possible, in order to allow for reopening while protecting the health of owners, operators, employees, delivery persons and the general public against the spread of the virus:
• Request to the Logan County Health District to reopen your business. Include a description of the business and state in what ways the public health concerns mentioned above will be addressed.
• Follow the instructions on the following page to determine the "Covid-19 Maximum Occupancy" for spaces where employees must interact with customers.
• Employees should be informed or use the drop box outside the Health District. Provide the best way for us to address your plans. If any further concerns need to be addressed, we will let you know. **The Governor DeWine releases your industry to re-open based on Federal Guidelines.** Please call

New Protocols – Workplace Guidelines

- Confirm Federal, State, Province and Local Requirements



Communicating with your associates prior to their arrival at the facility is crucial

- Consistent Message
- Utilize Different Types of Communication: Letter; Email; web-postings
- Create a Safety Video
- Post signage to share message
- Create a Pocket Trifold with safety tips and practices
- Pre-Shift announcements

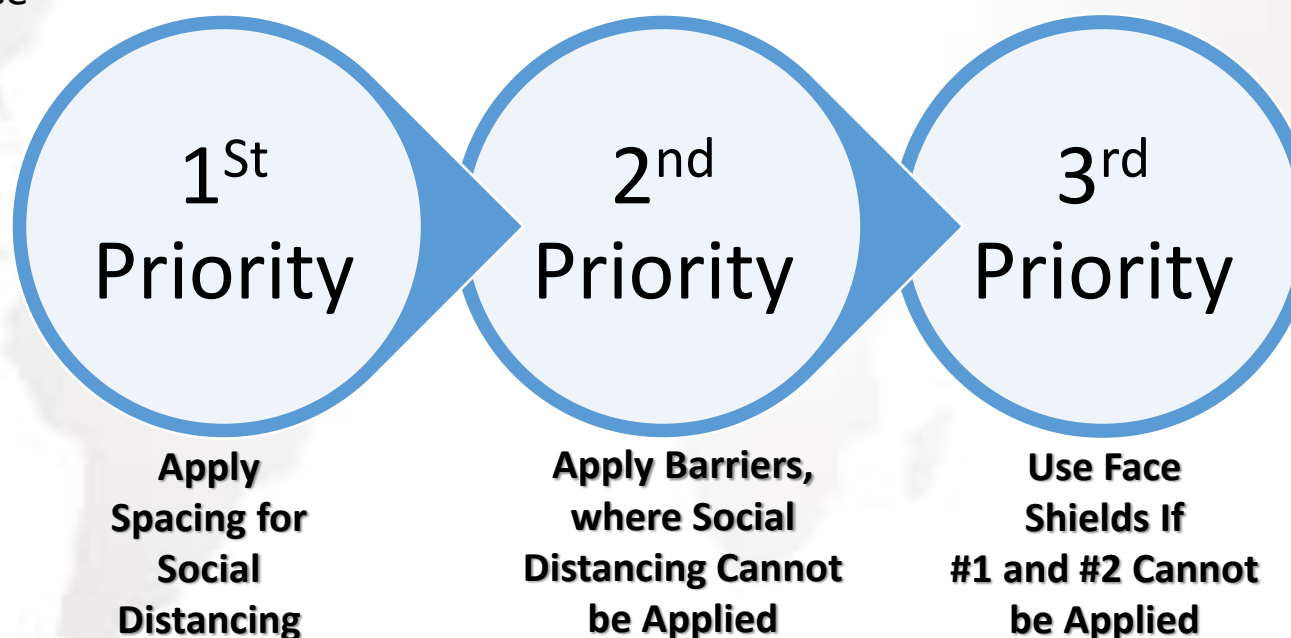
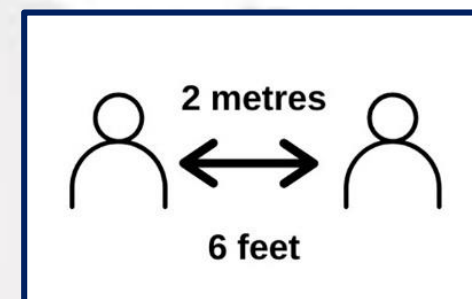


Elly Bradford,
Manager,
Purchasing Planning

Best Practice Activity ■ What Honda is Doing

❖ Social Distancing

- Maintain at least six-foot social distancing between individuals,
- Take proactive measures to ensure compliance with Social Distancing Requirements, including when possible
 - Designate six-foot distances: designate with signage, tape, or by other means six foot spacing for employees to maintain appropriate distance



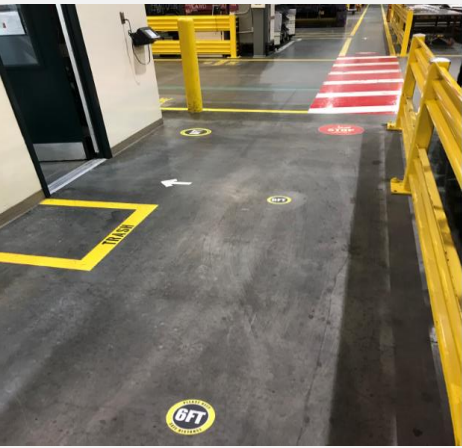
❖ **Social Distancing – Areas under study**

Item	Production	Non-Production	Examples
Fever Scan	0	0	4/17 Webinar
Entry Doors	0	0	Modify for Fever Scanning
Scan In/Scan Out	0	0	✓
Staggered Shifts/Lunches/Breaks	0	0	4/17 Webinar
Walkways, Halls, Stairs	0	0	✓
Cafeteria/Break Areas	0	0	✓
Barrier Application /Process Dividers	0		✓
Area / Tool Cleaning	0		✓
Process Changes	0	0	✓
Layout Adjustments	0		✓
Smoking Accommodations	0	0	remain open w/ temporary additional space

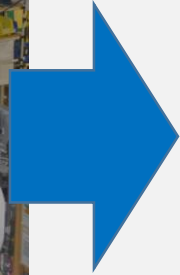
Item	Production	Non-Production	Examples
Signage	0	0	4/17 Webinar
Meeting Rooms		0	✓
Office Area		0	✓
Restrooms	0	0	4/17 Webinar
Water Fountains	0	0	Keep Open Increase cleaning & disinfection
Face Coverings	0	0	4/17 Webinar UPDATE
Food Service	0	0	4/17 Webinar
Fans	0	0	Suspend or limit the use of process fans and individual desk fans.
Locker Rooms, Uniform Laundering	0	0	4/17 Webinar

✓ = Covered in the May 5 Webinar #2

❖ Social Distancing – Time Clock and Stand Up Meetings



- Tape indicators on the floor for the time clock



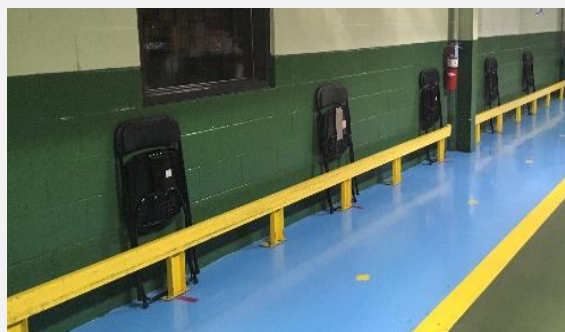
Continue sharing important information with associates

- Small changes on the floor
- Tape indicators on the floor for morning meetings

❖ Social Distancing – Cafeteria and Extra Capacity



- Social Distancing between individuals
- Excess chairs removed
- Visual Management Reminders



- Additional seating capacity in other areas – Walkways, Hallways, Skywalk

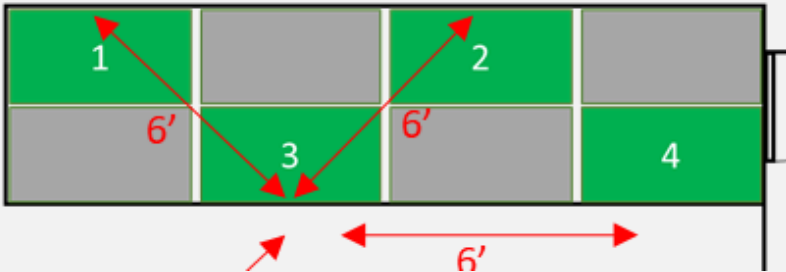
❖ Social Distancing – Break Areas



- Establish a temporary Break Area
- Taped off seating in the area
- Visual Management Reminders

❖ Social Distancing – Office Areas

Desk Layout:

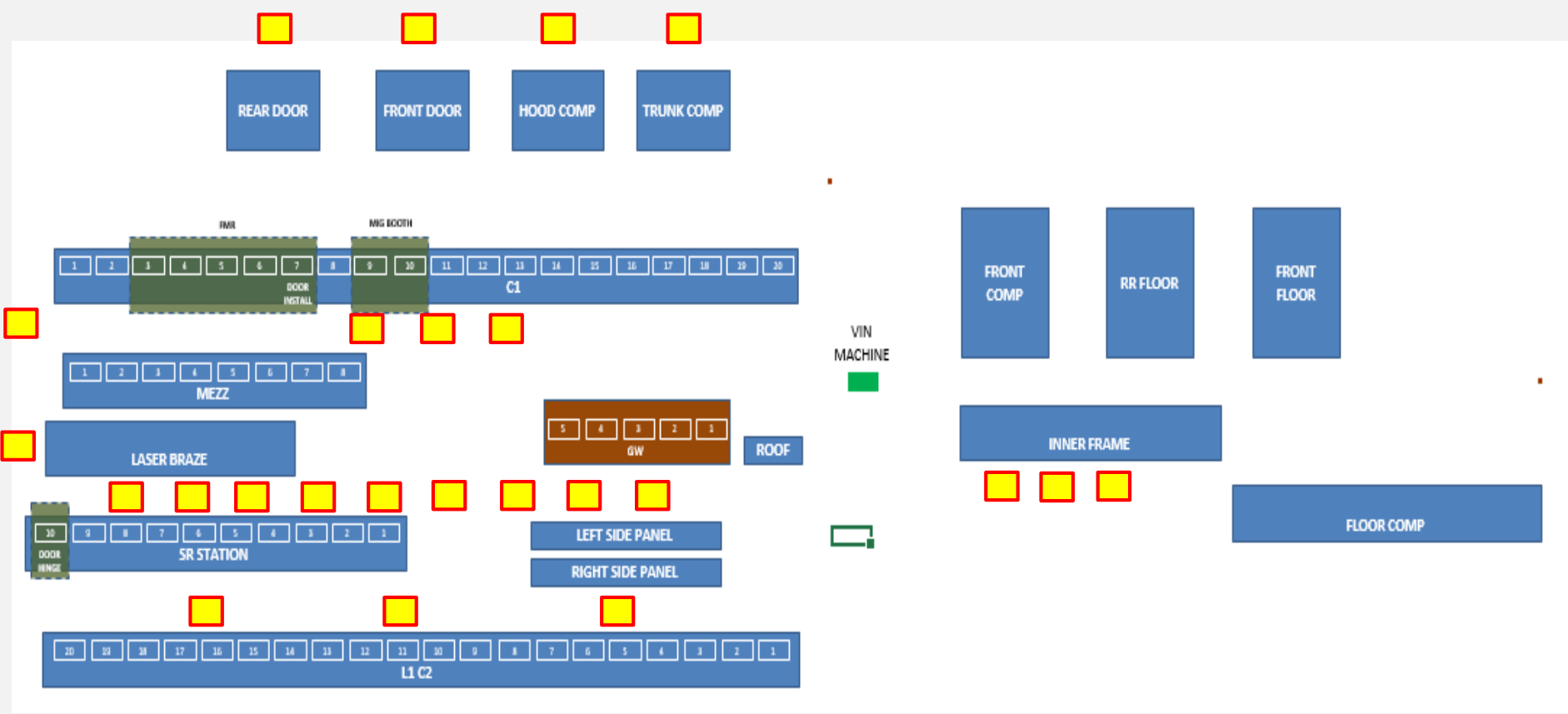


- Continue Remote Work where possible
- Desk Usage Modification
- Alternate Work Locations
- Alternate teams working in the office

❖ Social Distancing – Cafeteria and Extra Capacity

MAP Weld Department Example

L1 - Additional Break Areas - 



- **Extra Seating in the Production Area** to accommodate the overflow from the cafeterias, hallways and walkways

COVID 19 Webinar #2: Production Restart / Are We Ready!

❖ Social Distancing – Meeting Rooms (HMIN Examples)

Meeting Room Sign



Next to Door – by Name Plate



On Door



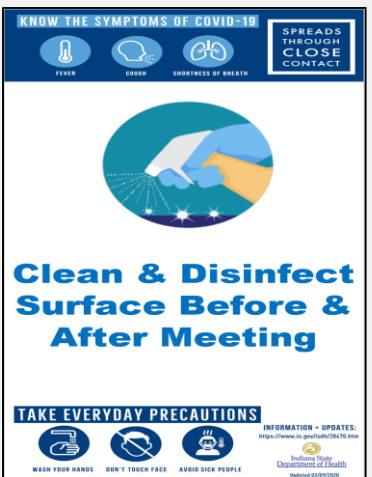
Emphasize Commitment to Associate Safety & Health

- Clearly indicate Room Capacity on door
- Easy reminder of Commitment

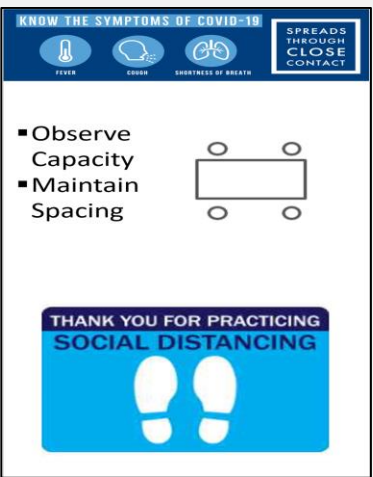
Table Toppers



Front

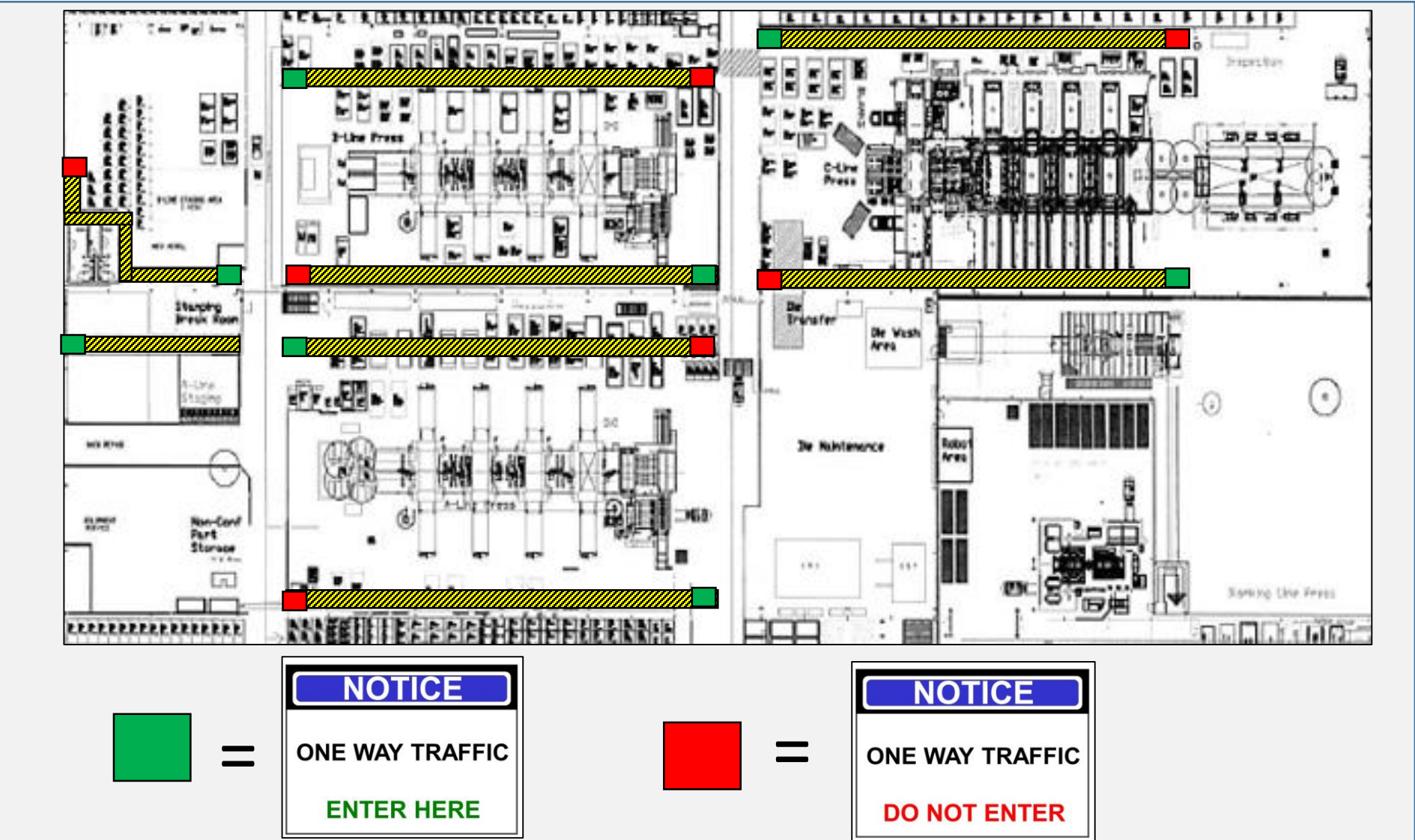


Back



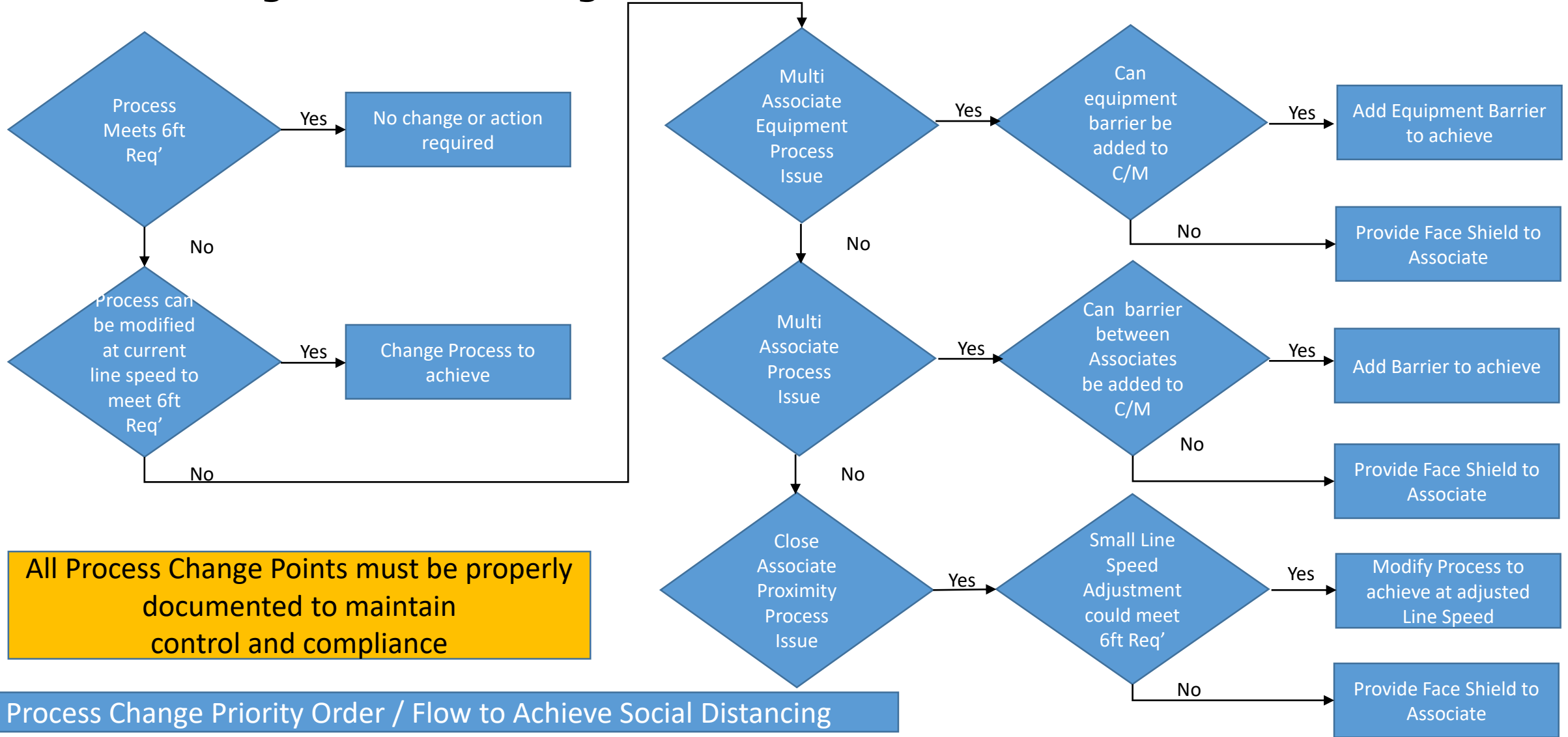
- Minimize Meeting Attendance
- Visually show Seating Locations
- Maintain Spacing between Attendees
- Sanitize Commonly Touched Surfaces

❖ Social Distancing – Internal Traffic Control (HMA Example)



- Implement One Way Traffic Flow using visual management

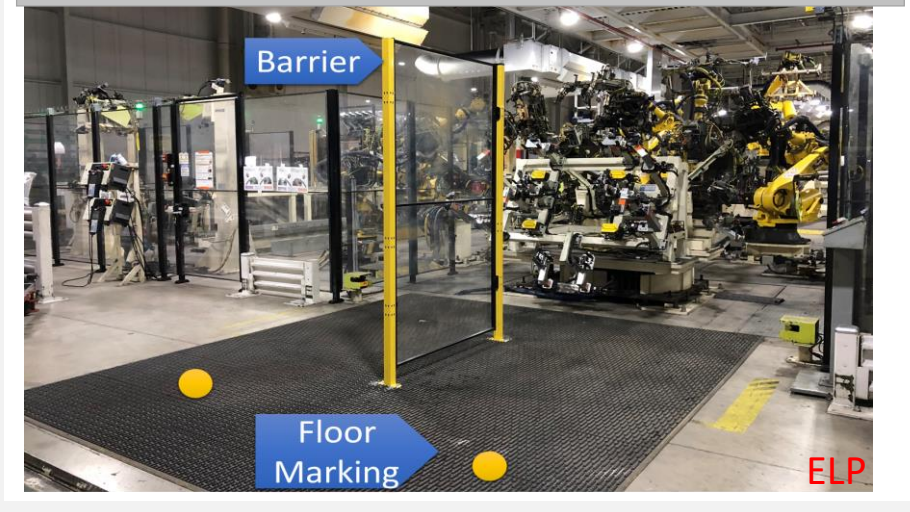
❖ **Social Distancing – Process Change Points**




❖ Manufacturing – Using Barriers for Process Separation

Example of Physical Barrier / Floor Marking
Indicating Spacing Requirements

Cell loading processes with (2) assoc.

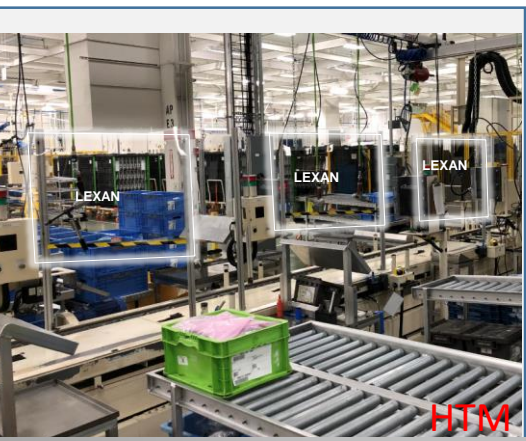
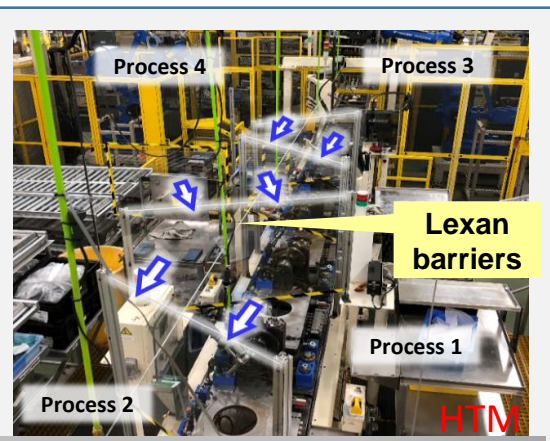
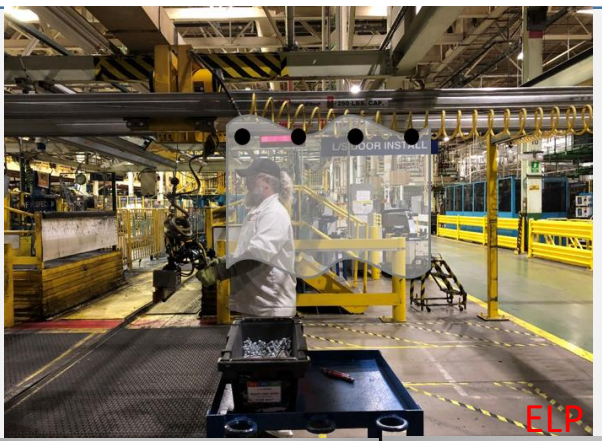
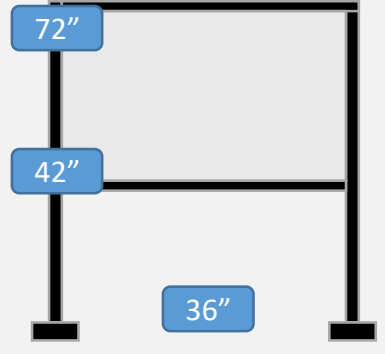


Plastic Sheeting dividing



Two associate process

- Physical Barriers (flexible; reusable)
- Floor Markings
- Using Plexiglas to create a physical barrier and Floor Markings when two associates are loading parts



- Applying Barriers to separate processes
- Extra stock for adjustments that may be required after restart



COVID 19 Webinar #2: Production Restart / We Are Ready!

❖ Manufacturing – Work Station Sanitation

Step 1



Sanitizing solution and rag located on work station




Bright Solutions the smart way to clean!
HP202
Contains hydrogen peroxide

Step 2




Apply sanitizing solution to the rag.
spray 2" away from rag


Step 3




Do not hold tool by the bit to clean




Clean tool grip



Clean tool battery



Clean tool trigger



Clean TC call button

Do's	Don't
<ul style="list-style-type: none">Do use proper PPE while using sanitizer " Glasses, Gloves, Mask"	<ul style="list-style-type: none">Don't hold the tool bit while cleaning
<ul style="list-style-type: none">Do use HP202 to clean all tools at the work station	<ul style="list-style-type: none">Don't spray sanitizer directly on tools or work stations
<ul style="list-style-type: none">Do clean tool grip, trigger and battery	<ul style="list-style-type: none">Don't spray sanitizer on the floor, it can create a slick surface
<ul style="list-style-type: none">Do after use put cleaning solution and rag back on table	<ul style="list-style-type: none">Don't spray sanitizer on parts, especially electronic parts

❖ Social Distancing

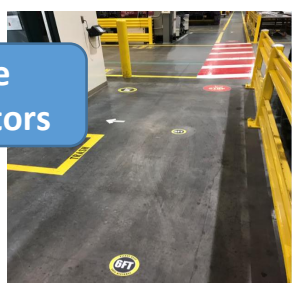


**Apply
Spacing for
Social
Distancing**

**Apply Barriers,
where Social
Distancing Cannot
be Applied**

**Use Face Shields
If #1 and #2
Cannot
be Applied**

**Tape
Indicators**



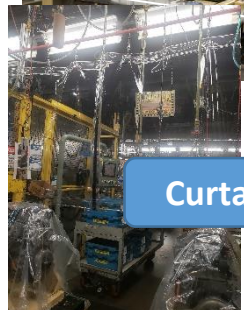
**Remove
Chairs**



Plexiglas



Curtain



**Apply
Face
Shields**



Communication is Key!

SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2 For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5 You can help stop COVID-19 by knowing the signs and symptoms:


- Fever
- Cough
- Shortness of breath

Seek medical advice if you:

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



[cdc.gov/COVID-19](https://www.cdc.gov/COVID-19)

IF YOU HAVE BEEN EXPOSED TO COVID-19

- DO**

 - Take your temperature before work.
 - Wear a face mask at all times.
 - Practice social distancing in the work-place as work duties permit.
- DON'T**

 - Stay at work if you become sick.
 - Share headsets or objects used near face.
 - Congregate in the break room or other crowded places.

TAKE EVERYDAY PRECAUTIONS



WASH YOUR HANDS DON'T TOUCH FACE AVOID SICK PEOPLE

INFORMATION • UPDATES:
<https://www.in.gov/health/206276.htm>


Indiana State Department of Health
Updated 5/1/2020



Jordan Ranly
Purchasing Manager
ELP

ELP Purchasing Message

****Please reference the separate voice message file****



Adam Popilowski
Manager,
Purchasing Quality

Supplier Request

- Execution Plan
- Production Readiness


❖ **Transition into CAP-Do**



Webinar #1: Establish Plans and Implement

<u>Normal Shutdown Plan</u>	<u>COVID 19 Added Req't's</u>
<ul style="list-style-type: none"><input type="checkbox"/> Clear defined R&R<input type="checkbox"/> Strong collaboration & clear hand-off between teams<input type="checkbox"/> Efficient use of time<input type="checkbox"/> Controlled change point confirmation	<ul style="list-style-type: none"><input type="checkbox"/> Cleaning, sanitization and PPE<input type="checkbox"/> Ensure social distance where necessary<input type="checkbox"/> Stabilize workforce<input type="checkbox"/> Clear identification of risk to quality, adequate mitigation<input type="checkbox"/> Learn from others

Webinar #2: We are Ready!

<u>Verify Status / Effectiveness</u>	<u>Adjust to Meet Requirements</u>	<u>Expected Outcomes</u>
<ul style="list-style-type: none">✓ Plans in action<ul style="list-style-type: none">▪ Man▪ Method▪ Machine▪ Material▪ Environment✓ Safety Precautions in place✓ Manpower returned✓ Critical Processes identified✓ Inventory verified	<ul style="list-style-type: none"><input type="checkbox"/> Make adjustments<input type="checkbox"/> Act on associate concerns<input type="checkbox"/> Communicate<ul style="list-style-type: none">▪ Internally▪ Health Officials▪ Sub-suppliers▪ Honda<input type="checkbox"/> Continue CAP-Do<input type="checkbox"/> Inform Honda of concerns to work toward resolution together	<div></div> <ul style="list-style-type: none"><input type="checkbox"/> Safe Work Environment<input type="checkbox"/> Good delivered quality<input type="checkbox"/> Minimize loss<input type="checkbox"/> Speedy ramp up<input type="checkbox"/> No impact to market quality

Plans should be implemented and now being Checked for status / effectiveness. Stay flexible and make adjustments.

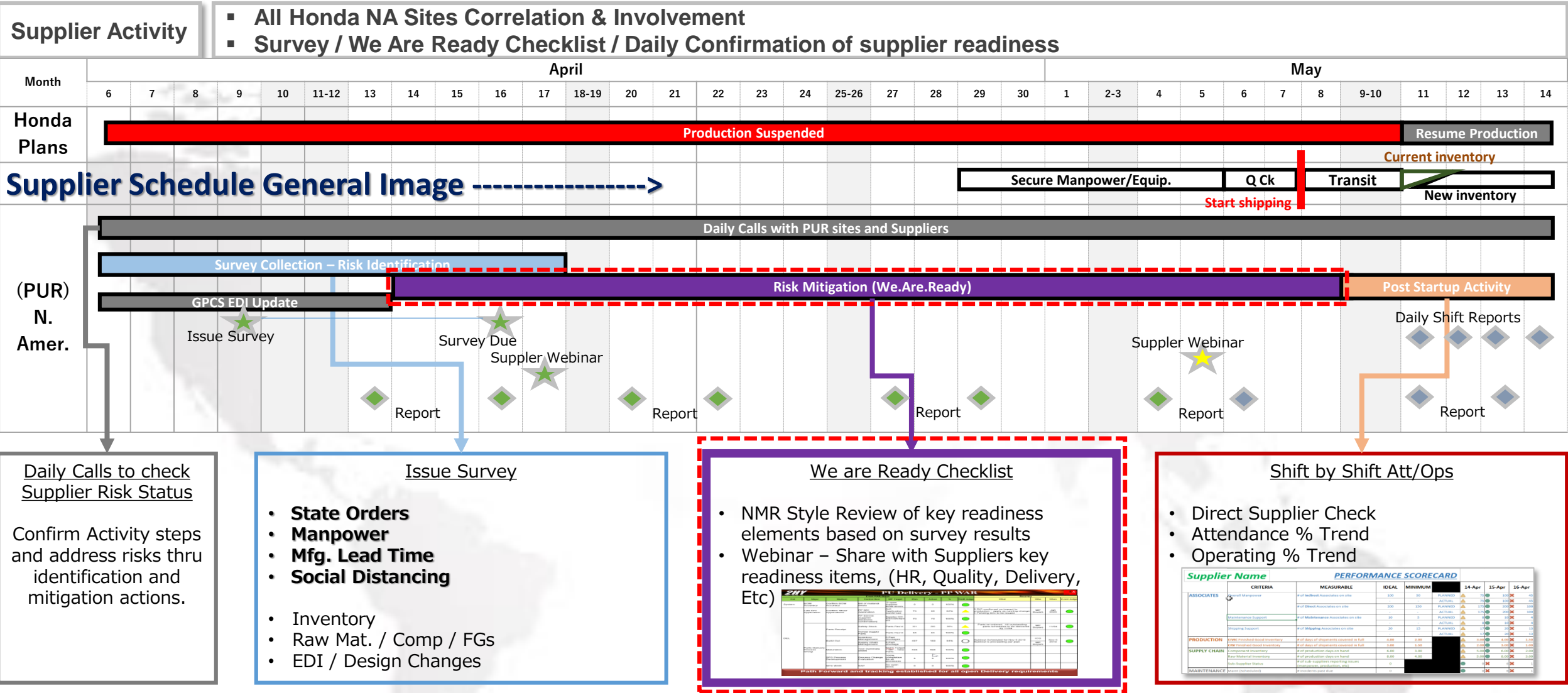
❖ Ensure Ramp Up Preparations are being Executed



<u>Expectations</u>		<u>Key Takeaway</u>
MAN 	<ul style="list-style-type: none">✓ Manpower returning to work✓ Associates trained	Focus on critical processes
METHOD 	<ul style="list-style-type: none">✓ Critical Processes identified✓ Additional quality confirmation	Maintain a Quality Mindset
MACHINE 	<ul style="list-style-type: none">✓ Equipment checked✓ Volume confirmation	Verify Operational
MATERIAL 	<ul style="list-style-type: none">✓ Inventory confirmed✓ Packaging available	Check for Qty and Quality
ENVIRONMENT 	<ul style="list-style-type: none">✓ Safety Precautions Implemented✓ Associates Educated	Communicate with Associates

Verify your operations are ready to resume production

COVID 19 Webinar #2: Honda NA-Purchasing Regional Start Up Activity Plan



N.A. Approach has been established & underway for supplier start-up verification and coverage

COVID 19 Webinar #2: Supplier Activity

❖ We Are Ready Checklist – Supplier Evaluation Sheet

➤ Key Risk List

Supplier ID	Supplier Name	Supplier Type	Supplier Location	Supplier Status	Supplier Risk	Supplier Lead Time	Supplier Inventory	Supplier Packaging	Supplier New Model	Supplier Sub-Supplier	Supplier Tooling/Equip.	Supplier Etc.
1	ABC	1	USA	1	1	1	1	1	1	1	1	1
2	DEF	2	USA	2	2	2	2	2	2	2	2	2
3	GHI	3	USA	3	3	3	3	3	3	3	3	3
4	JKL	4	USA	4	4	4	4	4	4	4	4	4
5	MNO	5	USA	5	5	5	5	5	5	5	5	5
6	PQR	6	USA	6	6	6	6	6	6	6	6	6
7	STU	7	USA	7	7	7	7	7	7	7	7	7
8	VWX	8	USA	8	8	8	8	8	8	8	8	8
9	YZA	9	USA	9	9	9	9	9	9	9	9	9
10	BCD	10	USA	10	10	10	10	10	10	10	10	10

Identify Risk

- Survey
- Sensing
- CSSM
- 6/7 day
- Low Lead time
- Etc

➤ Evaluation Sheet

Supplier ID	Supplier Name	Supplier Type	Supplier Location	Supplier Status	Supplier Risk	Supplier Lead Time	Supplier Inventory	Supplier Packaging	Supplier New Model	Supplier Sub-Supplier	Supplier Tooling/Equip.	Supplier Etc.
1	ABC	1	USA	1	1	1	1	1	1	1	1	1
2	DEF	2	USA	2	2	2	2	2	2	2	2	2
3	GHI	3	USA	3	3	3	3	3	3	3	3	3
4	JKL	4	USA	4	4	4	4	4	4	4	4	4
5	MNO	5	USA	5	5	5	5	5	5	5	5	5
6	PQR	6	USA	6	6	6	6	6	6	6	6	6
7	STU	7	USA	7	7	7	7	7	7	7	7	7
8	VWX	8	USA	8	8	8	8	8	8	8	8	8
9	YZA	9	USA	9	9	9	9	9	9	9	9	9
10	BCD	10	USA	10	10	10	10	10	10	10	10	10

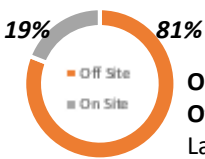
Focus Areas

- Manpower
- Inventory
- Packaging
- New Model
- Sub-Supplier
- Tooling/Equip.
- Etc.

Objective
Confirm
Supplier
Plans

➤ Common Themes:

Manpower:

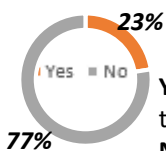


On Site = No Change
Off Site = Furlough, Layoff, Work From Home



81% of Labor not at Work (Furlough, Layoff, WFH)

Startup Lead Time:

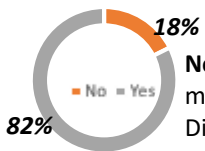


Yes = Need additional time to Start-up
No = Normal Start-up

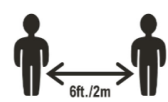


23% of Suppliers need additional time to start up

Social Distancing:



No = Not able to meet the Social Distancing Guidelines
Yes = Able to meet



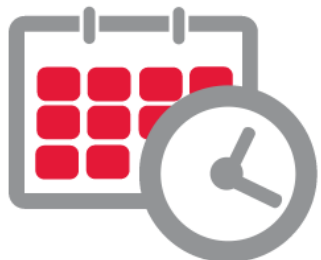
18% of Suppliers cannot meet requirements w/ Social Distancing

➤ Supplier Best Practices:

- ❑ Connect with Associates
- ❑ Retain Engagement with Company
- ❑ Verify Intent to Return
- ❑ Same for Temp Agencies



- ❑ Confirm startup lead time
- ❑ Add Buffer
- ❑ Verify equipment in advance



- ❑ Identify Spacing for Social Distancing
- ❑ Implement barriers
- ❑ Utilize PPE
- ❑ Encourage Remote Work



We are seeing common challenges across the supply base, continue to focus on these areas.

❖ Change Management & Process Controls

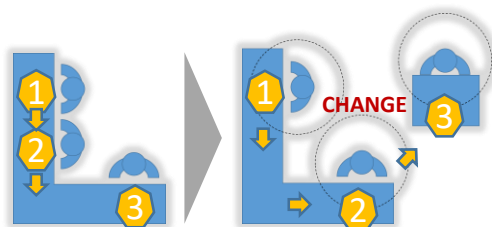


Change is Necessary

- ☐ Meet health and social distancing guidelines
- ☐ Meet production demand

Examples:

- Process changes
- Mfg Location
- Component Part
- Etc...



**Evaluate
Failure Modes**

Assess Risk

**Prioritize and
Act**

☐ **Communicate change with Honda**

☐ **Prioritize Critical Processes / Parts**

IPPAAR Lead Site

- Inform all sites influenced
- Honda identify IPPAAR lead

*Contact Honda Quality
Representatives for further
direction*

**TEMP
CHANGE**

Communicate changes to Honda and Maintain a Quality Mindset → Prioritize Critical Processes / Parts

COVID 19 Webinar #2: Part Quality Confirmation at Honda Sites

❖ NA-wide correlation by PQ teams to confirm on-site inventory quality

➤ Risk Parts due to Production Suspension

Site Confirmation Activity Checklist													Status as of 4/28		1
Item	Check Pt.	AEP	MAP	PMC	ELP	HCM	HMA	HMIN	HDMC	HTM	HPPG	HSC	NAIOO	Comments	
Chassis/Eng/Miss	Corrosion	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	●	Weekly Ck/Rework	
Metal Parts	Corrosion	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	●	Weekly Ck/Rework	
Weld Sealer	Expiration	●	▲	●	▲	▲	▲	▲	▲	●	●	●	●	Weekly Testing	
Batteries	Voltage Loss	●	●	●	●	▲	▲	▲	▲	●	●	●	●	Weekly Ck/Charge	
Appear./Plastics	Dust	●	●	●	●	▲	●	▲	▲	●	●	●	●	Covered	
Melt Clips	Expiration	●	●	●	●	●	▲	●	▲	●	●	●	●	Ck/Scrap/Re-order	
Seats	Wrinkles	●	▲	●	▲	▲	▲	▲	▲	●	●	●	●	Rem. straps/Rework	
Glass	Dust	●	●	●	●	▲	●	▲	▲	●	●	●	●	Covered	
Tires	Expiration	●	●	●	▲	▲	●	●	▲	●	●	●	●	Ck/Scrap/Re-order	
Rubber Seals	Profiles	●	●	●	●	●	▲	●	▲	●	●	●	●	Weekly orientation Ck	
Tape	Adhesion/Expire	●	●	●	●	▲	▲	▲	▲	●	●	●	●	Ck/Scrap/Re-order	
Lineside Assy	Dust, Parts Orientation, Pkg	●	●	●	●	●	●	▲	▲	●	●	●	●	Wkly Ck, Clean/Cover	
Trailers in Yard	Water Leaks	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	●	Spot Checking	
Rejection/Replace	Qty & Order Timing	●	▲	●	▲	▲	▲	▲	●	●	▲	▲	●	As req'd	
GO / NA = ● GO / OK / No Concern / Not Applicable			GO w/ CM Plan =			● Activity Complete			NG = ▲ Developing Plan			Note: If Go w/ CM or NG include back-up as necessary			
			Activity Required to be GO =			▲ Activity in Progress			X No Plan						

Honda Activity:

- ☐ Inventory Verified
- ☐ Best Practices Shared
- ☐ Weekly CAP-Do

Request to Suppliers:

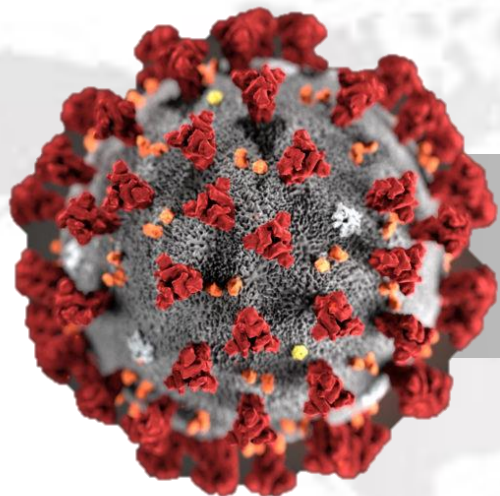
- ☐ Perform similar activities for your inventory
- ☐ Confirm Quality of product before shipping

Identify risks and verify your condition to ensure minimal impact to operations as production resumes

5/5 Webinar Summary

- Communicate, communicate, communicate with your organization at all levels
- Implement the appropriate health, safety and social distancing measures
- Production readiness plans should be confirmed for effectiveness
- Change will happen, focus on critical processes with a Quality Mindset
- Verify risk areas and take appropriate action (sub-supplier, quality issues, etc.)
- Inform Honda of concerns and we will work together toward resolution

We appreciate your partnership as we prepare for production ramp up!



Thank you for your continued support during this unprecedented time!

We are
**Team
Honda**