

SUPPLIER SCORECARD REFERENCE DOCUMENT

Supplier Name, Supplier Location (City, State/Province), and 8-Digit Honda Supplier # – please enter at top of form where indicated. For the 8-Digit Supplier # (XXXXXX-XX), please include the dash before the final two numbers (location code).

Baseline – results from your prior ki – actual (can be reported as monthly avg.).

Targets for each metric – from business plan (all targets need to be filled in with internal or business plan targets for each area, except for the targets that are pre-populated with a specific value or N/A. Targets required to be entered by supplier are indicated in yellow.)

Comments – if any data entered requires explanation, please note in comments.

Gap and Countermeasure – for areas not meeting target, please enter Gap & C/M if determined. For any metrics that appear in red for multiple months, please enter Gap & C/M.

Unless otherwise noted, all data is to be reported based on plantwide performance (not Honda lines specific).

Production Characteristics

Efficiency P vs. A (additional rows may be added as needed*) – Efficiency can be reported as tracked: OEE, PPH, PPLH, SPM, etc. Multiple rows can be added on the scorecard for various process types (see below). Please enter actual plantwide avg. for the month along with the target, and select what the data represents (OEE, PPH, PPLH, SPM, Other). If Other, please enter in comments what the data represents.

*To add additional rows, simply unhide the rows below Efficiency P vs. A (Process #1):

① Highlight rows 6 and 25.

4	Internal (Provided by Supplier) Metrics - Production Charac		
5	Efficiency P vs. A (Process #1)		
6	Please select: OEE, PPH, SPM, Other		
25	Avg. Hours OT per Direct Associate per Month		
26	Please select when: week, weekend, combination		

② Right mouse click and select 'Unhide.'

The screenshot shows a right-click context menu over a spreadsheet cell. The menu items include: Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide. The 'Unhide' option is highlighted with a red box.

③ 9 additional rows for Efficiency will appear – please utilize number of desired rows and re-hide or leave blank any that are not needed.

Avg. Hours OT per Direct Associate per Month – Enter 0 if none (as well as target) and move to next metric. If OT hours worked, please enter average number of hours OT per direct associate for the month and enter target. If OT hours worked, please select if the OT is during the normal work week, weekend days or combination (both).

Any Lines Working 7 Days? – (Refers to Honda lines) If yes, please provide details as noted.

PM Completion Rate – Plan vs. actual on scheduled PMs, to gain understanding if any past-due PMs (if any, please note in comments or gap & C/M columns).

Scrap Rate (additional rows may be added as needed*) – Please report whatever metric (typically a percentage) is used to track scrap rate - overall/consolidated average or broken down by process type: actual for the month and target per your business plan.

**Example of how to unhide additional rows is shown above under Efficiency P vs. A. Please follow same process except highlight rows 30 and 40 and then right mouse click to “Unhide” additional rows for Scrap Rate.*

Any Parts on Sort (internal or Honda driven)? – (Refers to Honda parts) If yes, please provide details as noted – how many (various parts) and reason for sort.

Finished Goods Inventory (Avg. %) – For each shipping day of the month, how many days at or above target for finished goods divided by total # of shipping days in the month (as a %). [Example: month has 22 shipping days and 21 of those days met the target for min. finished goods inventory. $21 \div 22 = 95.5\%$]

No. of Expedites for the Month – Number of expedites during the month for Honda shipments. If none, please enter 0.

Service Parts Backorder Status – If Honda service parts are applicable, please note the number of parts backordered as of month end or if none backordered, please enter 0. If you do not supply Honda with service parts, please enter N/A.

IOO/RKD Backorder Status (RKD is “reverse knock down”/export) – if Honda IOO/RKD parts are applicable, please note the number of parts backordered as of month end or if none backordered, please enter 0. If you do not supply Honda IOO/RKD parts, please enter N/A.

Tier 2 Quality Performance – Please report whatever metric is used to track Tier 2 supplier quality performance (monthly avg.) and target.

Tier 2 Delivery Performance – Please report whatever metric is used to track Tier 2 supplier delivery performance (monthly avg.) and target.

HR & Safety

Contingent to Perm Ratio (Production Associates Only) – Percentage of contingent to total production associates (please do not include support staff in this calculation).

Direct Associates (Contingent & Perm) Staffing P vs. A – actual and planned # of direct associates (contingent & perm) for the month. Coverage % Included: does staffing plan include additional headcount to cover for average daily unavailability (vacation/PTO, FMLA/LOA, unexcused absenteeism/call-ins, etc.)? If no, please enter 0. If yes, please enter % of additional headcount included in plan for coverage [example: entering 10% would indicate that 10% of staffing plan is coverage for daily unavailability and remainder of staffing plan (90%) is total headcount required to operate/run all processes).

Direct Associates Turnover % - Perm Staff – include all turnover for the month: voluntary and involuntary.

Direct Associates Turnover % - Contingent Staff – include all turnover for the month: voluntary and involuntary.

Direct Associates Daily Unavailability % – all daily absences (vacation/PTO, FMLA/LOA, unexcused absenteeism/call-ins, etc.), reported as monthly average.

Indirect Associates Staffing P vs. A – actual and planned # of indirect associates for the month.

Indirect Associates Turnover % – include all turnover for the month: voluntary and involuntary.

OSHA / WSIB Recordables – OSHA/WSIB reportable total for the month.

Business Forecast (New Model/Business Growth, New Technology/System Change, Local Labor Competition, Change Points)

Please complete Business Forecast questions as noted (by selecting Yes/No for each question on a monthly basis). For any "Yes" answers in this section, please add details in comments.

Any Other Significant Change Points – Please refer to the Change Point Control section of the SQM for examples.

External (Provided by Honda) Metrics

This section is for internal Honda use – please do not enter any data.

Additional Questions?

Do you have any questions about completing the scorecard or items you wish to discuss?

Please contact Honda NA Supplier Quality and Delivery | Supplier Development Team:

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