

SELF-AUDIT CHECK-SHEET FOR CS & SU (DEALER)

| | | |
|--|---|--|
| Dealer's Name | : | |
| Dealer's Code (Dealer ID) | : | |
| Service Manager | : | |
| Date of Reporting to MSIL | : | |
| Date of self-auditing performed | : | |

SELF-AUDIT CHECK RESULTS

| No. | Area | Contents and criteria | Result |
|-----|---------------------------------------|--|--------|
| 1 | Human Resource Service Tools | Is there a service responsible person for CSMS and SUMS? | |
| 2 | | Is there a service responsible person who is registered in the User Management System? | |
| 3 | | Is the Service Tool PC approved and managed by IT administrator? | |
| 4 | | Is the Service Tool PC one owned by the company, and not a private PC? | |
| 5 | | Is the Service Tool PC stored in a locked, or secure location? | |
| 6 | | Does the Service Tool PC have measures implemented such as password lock to prevent unauthorized operation or snooping? | |
| 7 | | Have VCIs been lost or damaged? | |
| 8 | | Have Security Devices been lost or damaged? | |
| 9 | | Is the Security Device stored in a locked, or secure location? | |
| 10 | | After use, is usage of Security Devices recorded in the 'Security Device Use Record'? | |
| 11 | Comm. Security | Is an Internet connection environment provided for use of Service Tool PC? | |
| 12 | | Is security (anti-virus) software installed on the Service Tool PC, and is the software periodically updated? | |
| 13 | Information Security | Is data (e.g., Vehicle Diagnostic Software, Reprogramming Software, ECU Reprogramming data, installers for these, etc.) stored only on PCs approved and managed by IT administrator? | |
| 14 | | Do users of the User Management System have a unique account ID for each user? | |
| 15 | | When there is a change in users with the User Management System, is this user registration information revised in a prompt manner? | |
| 16 | | Is an annual inventory of user registration information performed for the User Management System? | |
| 17 | Operation | Are the contents of Software Updates explained to customers prior to Reprogramming operation being performed? | |
| 18 | | Are ECU programs written in accordance with the manual? | |
| 19 | | Is immobilizer registration performed in accordance with the manual? | |
| 20 | Training | Do relevant personnel undergo training on a regular basis? | |
| 21 | | Do relevant personnel understand what they need to comply with in order to prevent email virus infections? | |
| 22 | | Do relevant personnel understand the rules to be complied with when handling confidential information? | |
| 23 | | Do relevant personnel understand measures to respond in the event of a Cyber Security incident? | |

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MEMO FOR DECLARATION

| NO. | COMMENT IF CHECKED "NOT OK" |
|-----|-----------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

In accordance with the CS & SU Service Operation Guide,
 we have conducted a self-audit of our company and of our Dealers for the 20__ fiscal year,
 from ___ / ___ / _____ to ___ / ___ / _____. The results of these self-audits are as reported below.

Self-audit Method and Details:

(1) Regional Self-audit

(2) Dealer Self-audits

2. Audit Opinions

(1) We have confirmed that our company and Dealers under our jurisdiction are being correctly operated and managed in accordance with CS & SU Regulations.

(2) No illegal acts, violations of law, or serious Cyber Security Incidents concerning Product Security regarding CS & SU Regulations were found.

3. Annex

- Self-audit check sheet for CS & SU

Confirmed by Service Manager:

Signed by :

Signature :

Date of signature :