

IATF16949 application and review

NOTES TO CLIENT COMPLETION SECTION 1 TO 3:

- On receipt of this completed document SGS will prepare and submit a no obligation proposal detailing the audit, certification and related cost
- If you are an existing client applying for a change or extension to scope, please indicate additions only, i.e. additional sites, activities, etc. in the relevant sections
- Please complete this application or if you have any queries regarding completion and send it together with the required information / data to the following address

SGS office & address			
SGS contact person		E-mail address	

SECTION 1: MANUFACTURING SITE DETAILS

Proposal type						
Site name (legal entity)						
Site address						
Invoicing address (if different)						
Site vat number						
Legal registration number						
Contact details						
Total no. of employees (permanent, part time, subcontract & temporary)						
Shift(s) & time	S1		S2		S3	
Industry sector codes	EAC		NACE		TAQF	

If manufacturing site is part of a group – please specify

Group name			
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LANGUAGE SPOKEN AT MANUFACTURING SITE AND REMOTE SUPPORT LOCATIONS / STAND-ALONE REMOTE SUPPORT LOCATIONS IF APPLICABLE	
Management personnel	
Supporting personnel	
Manufacturing personnel	

CERTIFICATION SCOPE FOR THE ABOVE MANUFACTURING SITE	
IATF16949 scope	
ISO9001 scope (if required)	
Product design responsible	Yes No
If no, who is product design responsible?	
Evidence of design responsibility (e.g., ownership of product drawing, formula, technical agreement with the customer, etc.)	
Confirmation of your current automotive supplier status - Tier 1 Tier 2 Tier 3	

IATF OEM	SUPPLIER CODE	IATF OEM	SUPPLIER CODE	IATF OEM	SUPPLIER CODE
BMW		Jaguar Land Rover Limited		Stellantis (ex PSA)	
Ford Motor Company		Mercedes-Benz Group AG		Volkswagon AG	
GEELY Holding Group		Renault Group		Volvo Group	
General Motors		Stellantis (ex FCA Italy)			
IVECO Group		Stellantis (ex FCA US)			
NON- OEM CUSTOMERS			TIER 1, 2 OR 3 CUSTOMERS		

HAS YOUR MANUFACTURING SITE HELD ISO9001, ISO/TS16949 OR IATF16949 IN THE PAST OR LETTER OF CONFORMITY?						
ISO9001	No	Yes	Certification body		Certification no.	
IATF16949	No	Yes	Certification body		IATF no./USI	
LoC	No	Yes	Certification body			
What was the date of your last audit?						
Why is the certificate no longer valid?						
ARE YOU CURRENTLY CERTIFIED TO IATF16949 AND LOOKING TO TRANSFER?						
ISO9001	No	Yes	Certification body		Certification no.	
IATF16949	No	Yes	Certification body		IATF no./USI	
Please provide audit reports from your current CB of the last 3-year cycle including evidence of non-conformities issued and closed with none still open with status 100% resolved						

IS THIS MANUFACTURING SITE A PART OF A CORPORATE SCHEME?	
If yes, you may list other manufacturing sites under the same corporate audit scheme below or you can embed a document where the sites are listed.	
1	
2	
3	
4	
Please provide your quality management system manual or other documents that demonstrate the quality management system is centrally structured and managed for all manufacturing sites under the same corporate scheme.	

ARE YOU APPLYING FOR A LETTER OF CONFORMANCE BECAUSE OF EITHER ONE OF THE SITUATIONS BELOW?	
If yes, you may list other manufacturing sites under the same corporate audit scheme below or you can embed a document where the sites are listed.	
a) a new site without twelve (12) months of internal or external performance data for the automotive production and/or service parts in the scope of certification	Yes
b) an existing site that can demonstrate it is on an active bid list for a customer requiring IATF16949 certification or compliance.	Yes
Please provide evidence of bid list activity for the automotive customer, e.g., RFQ from the automotive customer, etc.	

OUTSOURCED PROCESSES OF THE QUALITY MANAGEMENT SYSTEM	
(Subcontracted processes may be internal audits to consultant, on/off site warehousing, 3 rd party logistics, organisation, agency, temporary staff recruitment, induction training for shift working, full control of maintenance or calibration to a 3 rd party, painting, heat treatment, plating and finishing, product design)	
SUB-CONTRACTOR NAME	SUB-CONTRACTOR PROCESSES / ACTIVITIES

CONSULTING SERVICES	
Have you used any Consultants or external providers in assistance of development or implementation of your QMS or related core tools, lean manufacturing, six-sigma etc.? Yes No	
SUB-CONTRACTOR NAME	SUB-CONTRACTOR PROCESSES / ACTIVITIES
If Yes, what is the name of the provider	
What is the name of the consultant(s)	
What consulting was conducted on site?	
Have you received internal auditor training on site?	Yes No
If Yes, what is the name of the training provider	
What is the name of the tutor(s)	
What training was conducted on site?	

SECTION 2: SUPPLEMENTARY INFORMATION (IF APPLICABLE)

Appendix:

Yes	A Manufacturing site extension
Yes	B Remote location
Yes	C Audit day reduction
Yes	D Site relocations
Yes	E Transfer

SECTION 3: CLIENT CONFIRMATION

The client confirms that the above information is complete and accurate. Failure of the client to disclose information about previous IATF16949 certification is considered a breach of the legally enforceable agreement and shall result in the withdrawal of the client's IATF16949 certificate, or, in the case that no certificate has been issued yet, failure to make a positive certification decision.

Applicant name	
Position / function	
Date	

SGS INTERNAL USE ONLY:

APPLICATION REVIEWER INFORMATION FOR CERTIFICATION REQUIREMENTS	
Is the information about the applicant and its management system sufficient for planning the audit and are the requirements for certification defined?	Yes No
Are any differences in understanding between the client and SGS resolved?	Yes No
Does SGS have the competence and ability to perform the certification activity? e.g. technical area qualification codes, auditor resources.	Yes No
Has the client's location, operations, audit timing, safety considerations, threats to impartiality, and any other points which could influence the certification activity been considered?	Yes No
Will there be any additional time required for a translator or a technical expert?	Yes No
Has the client had a "withdrawn" certificate? If yes, then this needs further investigation. Make sure time is built into the proposal for a special audit to be performed prior to the initial audit. If the certificate was withdrawn due to ineffective implementation of corrective actions from a special audit or initiated by a special status, performance complaint or a major non-conformity, then the client shall complete another special audit before an initial audit is conducted in order to verify the effective implementation of actions that led to the withdrawal	Yes No
Is the client applying for a letter of conformance? Check that the client has adequate bid list activity for a customer requiring IATF16949 certification or compliance.	Yes No
Have you checked how long this site has been in operation and how long they have been supplying the automotive industry?	Yes No
Which category does this client fit into? <ul style="list-style-type: none"> • Client with no certification at all or client with ISO9001 with other CB • Client with ISO9001 with SGS • Client with IATF16949 with other CB looking to transfer to SGS • Client with IATF16949 with SGS but applying for an extension to scope • Client with IATF16949 with other CB or with SGS but with a gap in certification 	
If annex A for site extension is included; do you agree that the client meets the eligibility?	Yes No N/A
If annex B for Remote Support Locations / Stand-Alone Remote Support Locations is included; is it clear in respect of the interactions and have you checked their certificates for validity? Record the IATF number(s) or USI(s) here	Yes No N/A
If annex C for Audit Day Reduction is included, does the client meet all of the eligibility requirements including the distance from the main manufacturing site?	Yes No N/A
If annex D for Site Relocation is included, does the client meet the eligibility?	Yes No N/A
If annex E for Transfer is included, have you reviewed the client's reports from the previous 3-year cycle? Be sure to check the auditor's name(s), if they are freelance auditors for SGS they must be excluded from the certification cycle.	Yes No N/A
General comments:	

JUSTIFICATION FOR INCREASED AUDIT TIME	
Multiple: Customer Specific Requirements Shifts & Manufacturing Activities Significant interactions with other sites	Yes Explain:
JUSTIFICATION FOR INCREASED AUDIT TIME	
LoC upgrade to certification 9001 upgrade to certification Exclusion of Product Design Corporate scheme	Yes Explain:

INITIAL AUDITS OR LETTER OF CONFORMANCE	REQUIRED DAYS	REPORTING DAYS	TRAVEL DAYS
Onsite stage 1 (parts 1 and 2) (1.5 - 3.0 days)			
Offsite stage 2 Planning (minimum 4 hours)			
Onsite stage 2 (8-hour audit days excluding additional time)			
Additional Time for Translator / Technical Expert (if required)			

RE-CERTIFICATION OR TRANSFER AUDIT			
Offsite planning (minimum 4 hours)			
On site renewal (8-hour audit days excluding additional time)			
Additional time for translator / technical expert (if required)			
SURVEILLANCE DAYS	REQUIRED DAYS	REPORTING DAYS	TRAVEL DAYS
Offsite planning (minimum 4 hours)			
Onsite surveillance (8-hour audit days excluding additional time)			
Additional time for translator / technical expert (if required)			
SCOPE CHANGE AT SURVEILLANCE OR RE-CERTIFICATION			
Onsite additional days			
Application reviewer name		Approval date	