

Presentation by BSI on the main changes to the IATF ISO/TS 16949 certification scheme

ISO/TS 16949 IATF Scheme rules 4th edition areas
that impact BSI Clients

IATF Scheme rules 4th edition – change areas for clients

- The scheme rules that IATF use to control their certification scheme for the recognition of ISO/TS 16949 certification has been updated and the changes have to be fully implemented by April 1st 2014.
- The changes are intended to strengthen the value of the certification as seen by the customers of the scheme, i.e. the automotive OEMs who receive the products that are produced by the suppliers certified to the scheme.
- The changes focus on the areas where the operation of the scheme appears to have not been as successful as IATF expected, with a view to improving the performance, or as their presentation to the contracted CBs indicated, “Raising the Bar”.
- More emphasis will be placed on performance as measured by the customers with audit planning to ensure that the audits concentrate on these areas. In addition, the changes of focus on performance areas that have been less than satisfactorily controlled have been addressed, e.g., site extensions, ring fencing and nonconformity management.

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- Looking at the changes in detail identifies that there are very few areas that have not been changed in some aspect from the previous rules. All of the previous rules' sanctioned interpretations have been considered and either incorporated into the new rules or discarded.
- The same is true of the previous frequently asked questions (FAQs). Where these FAQs are seen to have been required, the new rules have been clarified to incorporate the guidance.
- The changes start in section 1 and continue through to the last appendix.

IATF Global Oversight is allowing a maximum transition time of six (6) months (from October 1, 2013) to implement changes required in Rules 4th Edition. Rules 4th Edition is effective and shall be fully implemented by 1st April 2014. As of 1st of April 2014, Rules 3rd Edition becomes obsolete.

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- Section 1
- The changes in section 1 relate to;
 - 1) the definition of a client.
 - The definition of a client indicates that it is the entire entity applying for certification, including all the related manufacturing sites and remote supporting functions.
 - 2) Customer specified production parts.
 - Clarifies that the only parts that are integral to the vehicle meet the applicability requirements with three additional products;
 - Fire extinguishers
 - Car Jacks
 - Floor Mats
 - 3) Fables sites are also clearly excluded from the certification program.

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- Section 2 now has references to impartiality of decisions relating to the certification.

The certification body's decisions shall be based on objective evidence of conformity (or nonconformity) obtained by the certification body and the decisions shall not be influenced by other interests or by other parties.

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- Appeals and complaints. The issue of timing relating to appeals and complaints has been clarified by indicating that the appeal or complaint cannot interfere with the timing requirements within the scheme rules:

The certification body shall have a process for addressing appeals from the client and complaints from any interested parties. The process shall include the following activities where appropriate:

- a) receiving, validating, investigating,
- b) determining the root cause,
- c) ensuring that any appropriate correction and systemic corrective actions are taken,
- d) providing progress reports and the outcome,
- e) maintaining the records of appeals, claims, and actions taken.

The appeals process shall not impact the timings related to nonconformity management (see section 5.11) or the certificate decertification process (see section 8.0).

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- Contracts with clients. The contract with clients now is required to have specific wording for certain activities relating to the certification scheme.

The certification body shall have a legally enforceable agreement for the provision of certification activities to its client....

The contract between the certification body and the client shall address the following items:

- a) the client shall notify the certification body of any changes (see section 3.2),
- b) the client cannot refuse an IATF witness audit of the certification body,
- c) the client cannot refuse the presence of a certification body internal witness auditor,
- d) the client cannot refuse the presence of an IATF representative or their delegates,
- e) the client cannot refuse the request of the certification body to provide the final report to the IATF,
- f) the only use of the IATF logo related to this certification scheme is as displayed on the certificate issued by the certification body. Any other use of the IATF logo, separately or not, is prohibited,
- g) consultants to the client cannot be physically present at the client's site during the audit or participate in the audit in any way.

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- Notices of changes by the Client Organization

The certification body shall have legally enforceable agreement to ensure that the client informs the certification body, without delay, of matters that may affect the capability of the management system to continue to fulfill the requirements of the ISO/TS 16949 certification.

These include, for example, changes relating to:

- a) legal status,
- b) commercial status (e.g. joint venture, sub-contracting with other organizations),
- c) ownership status (e.g. mergers and acquisitions),
- d) organization and management (e.g. key managerial, decision making, or technical staff),
- e) contact address or location,
- f) scope of operations under the certified management system,
- g) IATF subscribing OEM customer special status (see section 8.0),
- h) major changes to the management system and processes.

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Failure by the client to inform the certification body of a change is considered as a breach of the legally enforceable agreement and may result in the withdrawal of the client's ISO/TS 16949 certificate by the certification body.

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- Audit and certificate cycles have been amended and need to be observed as it can have serious effects on certification renewal if not observed.

The audit program has a three (3) year audit cycle and a three (3) year certificate cycle, as shown in diagram 5.1.

- Audit cycle:

Surveillance audits shall be scheduled from the last day of the initial stage 2 audit or the last day of a recertification audit in accordance with table 5.1. In situations where the surveillance audit timing is likely to be exceeded, the certification body shall initiate the decertification process (see section 8.1 e).

Once established, the surveillance interval as detailed in table 5.1 shall be maintained for the three (3) year audit cycle.

The **last day** of the first recertification audit shall not exceed three (3) years (-3 months, +0 days) from the last day of the initial stage 2 audit.

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If the timing is exceeded, the client shall start over with an initial certification audit (stage 1 and stage 2). The scheduling of the recertification audit shall provide sufficient time to close or 100% resolved any nonconformities that may be raised at the recertification audit and the certification decision made prior to the expiration of the existing ISO/TS 16949 certificate.

The **last day** of the subsequent recertification audit shall not exceed three (3) years (-3 months, +0 days) from the last day of the previous recertification audit. If the timing is exceeded, the client shall start over with an initial certification audit (stage 1 and stage 2).

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- Certificate cycle

The recertification decision shall be made before the expiration date of the existing certificate.
The recertification decision date shall be the issue date of the new certificate.
A certificate, once issued, remains valid until it expires or is superseded, cancelled, or withdrawn.

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- The determination of audit days changes for the practice known as ring fencing and applies to currently ring fenced sites.

...5.2 h) if a portion of the site is dedicated to automotive, then the headcount from that portion can be used to determine audit time when the following conditions are met:

- approval from the relevant Oversight office is received prior to implementation,
- all automotive manufacturing processes are physically separated from non-automotive manufacturing (e.g. separate building, permanent barrier in between the automotive and non-automotive lines/machines, etc.)
- personnel working in the automotive manufacturing process areas are completely dedicated,
- all support activity personnel are included in the headcount.

Note: if automotive manufacturing processes are integrated on the manufacturing floor with non automotive processes, then this requirement cannot be applied.

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- Where manpower changes any required change in audit man days applies to the current audit.

5.2 q) when the total number of employees on site changes prior to or during the audit...and the minimum number of audit days increases...the changes shall be applied to the current audit.

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- The wording relating to corporate audit schemes has been clarified to cover the certificate format.

Each site in the corporate audit scheme shall have a... separate certificate. A single certificate listing all the sites or a corporate certificate is not permitted.

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- Site extensions no longer exist and the following is the IATF approved method of dealing with the current site extensions.

- Release of Rules for Achieving and Maintaining IATF Recognition 4th Edition for ISO/TS 16949 and the withdrawal of CB Communiqué 2008-002 (Manufacturing Site Extension).

- Removal of Manufacturing Site Extension

IATF Global Oversight will withdraw, and therefore make obsolete, the previous CB Communiqué 2008-002, effective 1st of April 2014. Manufacturing site extension has not been included as part of Rules 4th Edition and therefore will no longer be a part of the ISO/TS 16949 certification scheme.

Clients with an existing manufacturing site extension will need to transition this site extension to a single site between the time period of 1st of April 2014 – 1st of April 2015 using the process described below:

Prior to next regularly scheduled audit of the main site, the audit days for the main site and previous manufacturing site extension shall be recalculated. The purpose of the recalculation of audit days is to separate the previously included headcount of the manufacturing site extension from the headcount of the main manufacturing site. Records of the audit day calculation shall be retained as part of the audit records.

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The scheduling of the audit for the previous manufacturing site extension shall comply with the deadline in Rules 5.1.1 – audit cycle and shall be an initial certification audit. No stage 1 readiness review is required and the stage 2 days can be reduced equivalent to the minimum number of audit days for recertification audits in Table 5.2. No waiver is required to be submitted to the relevant Oversight Office. If the audit of the previous manufacturing site extension does not comply with the deadline in Rules 5.1.1, a full initial certification audit (stage 1 readiness review and stage 2) shall be conducted and the stage 2 audit days shall not be reduced.

- Once the initial audit is complete, a new client record shall be created in the IATF database and the audit shall be entered as an initial certification audit.
- Once a positive certification decision is made, a new certificate shall be issued. The certificate for the main site shall be re-issued without the manufacturing site extension and the IATF Database updated to remove the manufacturing site extension.
- In situations where the main manufacturing site and the previous manufacturing site extension become a new two site corporate audit scheme, this new corporate audit scheme shall be created in the IATF database. *For moving the main manufacturing site and the newly certified site under this corporate audit scheme, please contact your relevant Oversight Office. Applies to BSI not the client*

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- The requirements for audit planning have been significantly strengthened with specific penalties for not adhering to the requirements

The certification body shall require the client to provide the following information to be used as input for developing an audit plan:

- a) the client's quality management system documentation, including evidence about conformity to ISO/TS 16949 requirements and showing the linkages and interfaces to any remote support functions and/or outsourced processes,
- b) customer and internal performance data since the previous audit,
- c) customer satisfaction and complaint summary since the previous audit, including a copy of the latest customer reports and/or scorecards,
- d) identification of any customer special status condition since the previous audit,
- e) notification about any new customers since the previous audit, and
- f) results of internal audits and management review since the previous audit.

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- Where the required information is not provided by the client to allow audit planning, the Audit Team Leader is required to complete the audit planning on-site prior to the commencement of the audit. A new record has been introduced by IATF to verify and record the completion of this requirement.

In situations where all of the required information is not provided by the client prior to the issuance of the audit plan, the audit plan shall include time allocated to collect and review the missing information prior to the start of the opening meeting with the site management team or the decertification process shall be initiated (see section 8.1 g)...

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- In addition to the previously identified requirements, “Audit Plan” requirements now include a specific requirement to have a one hour on-site planning period, for each audit, to update the audit plan to the current customer and organization performance, prior to the opening meeting. This one hour period for planning is not a part of the 8 hour audit day, it is in addition to the normal working day.

Each audit plan shall identify a minimum of one (1) hour on site, prior to the opening meeting, for verification of changes to current customer and internal performance data, including a review of current online customer reports and/or scorecards. The audit team will adjust the audit plan based upon any new information collected, if required. The audit plan shall be communicated to the client prior to the start of the audit.

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- The section on audit findings has been significantly revised with new requirements and timing changes.

The audit team shall identify and report any nonconformity and its supporting audit evidence to the client. When nonconformities are identified, the audit team shall classify each nonconformity as either major or minor according to the definitions in section 10.0. The audit team shall not recommend to the client specific solutions to address the identified nonconformities. In case of conformity, opportunities for improvement may be identified (see section 10.0).

Major nonconformities (see section 10.0) may provide the basis for termination of any audit by the audit team leader in consultation with the client and the certification body. If the client agrees to terminate the audit, the audit team leader shall stop the audit immediately and an audit report shall be prepared and issued to the client (see section 5.10).

- a) if a stage 2 audit is terminated, the client shall start over with a stage 1 readiness review,
- b) if a surveillance audit is terminated, the certificate shall be suspended (see section 8.1 f) and a full repeat surveillance audit shall be conducted within ninety (90) calendar days of the closing meeting,

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- c) if a recertification audit is terminated, the client shall have another recertification audit in accordance with section 5.1.1 If the timing is exceeded, the client shall start over with an initial certification audit (stage 1 readiness review and stage 2),
- d) if a transfer audit is terminated, the client shall start over with an initial certification audit (stage 1 readiness review and stage 2).

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- Nonconformity Management requirements have been significantly revised with new timing requirements and automatic requirements for certificate suspension.

The client and the certification body have responsibility for managing the effective closure of nonconformities as detailed below.

- Client Responsibility

The certification body shall require the client to submit, **within a maximum of sixty (60) calendar days** from the closing meeting of the site audit, evidence of the following:...

- a) implemented correction,
- b) root cause including methodology used, analysis, and results,
- c) implemented systemic corrective actions to eliminate each nonconformity, including consideration of the impact to other similar processes and products,
- d) verification of effectiveness of implemented corrective actions.

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- Certification Body responsibilities

The certification body shall review the submitted information and make a decision regarding acceptability within a maximum of ninety (90) calendar days from the closing meeting of the site audit.

If found acceptable, the nonconformity shall be closed and certification body shall verify the effective implementation at the next audit.

If found not acceptable, the certification body shall resolve the outstanding issues with the client within a maximum of ninety (90) calendar days from the closing meeting of the audit. If resolution cannot be completed, the final audit result shall be considered failed...

The certification decision shall be negative and the client shall start over with an initial certification audit (stage 1 readiness review and stage 2). The current valid certificate shall be immediately withdrawn.

The certification body shall verify the effective implementation of the identified corrective actions at the next audit (see section 5.2). In cases where the accepted corrective action plan is found to be not effectively implemented, a new major nonconformity shall be issued against the corrective action process (see ISO/TS 16949, section 8.5.2) and the previous minor nonconformity reissued as a major nonconformity.

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- On-site verification of nonconformities

A major nonconformity shall require onsite verification of the corrective action...and be completed within a maximum of ninety (90) calendar days from the closing meeting of the site audit.

In cases where the accepted corrective action plan for a major nonconformity is found to be not effectively implemented, the audit result shall be considered failed, the IATF database shall be updated, **and the certificate withdrawn** (see section 8.4).

In cases where the accepted corrective action plan for a minor nonconformity is found to be not effectively implemented, a new major nonconformity shall be issued against the corrective action process (see ISO/TS 16949, section 8.5.2) and the previous minor nonconformity reissued as a major nonconformity...

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- Certificate and certificate issuance has received clarification as to what is acceptable.

The content of the certificate shall...

A postal box (i.e. P.O.) as the address is not permitted...

Client logos are not permitted on the certificate...

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- The section relating to letters of conformance has been clarified to include previous interpretations.

The certification body may issue a letter of conformance after:

- a) the client is able to supply the information required for the stage 1 readiness review (see section 6.5), including internal and external performance data and one full cycle of internal audits and management review but not twelve (12) months of internal audits and performance data,
- b) the relevant site has completed an initial audit (stage 1 readiness review and stage 2) with no open nonconformity, and
- c) approval by the veto power.

the client may reapply for another letter of conformance...

Once the client has twelve (12) months performance data for the new site or if the client on an active bid list receives a contract from the customer requiring ISO/TS 16949 certification, the certification process shall proceed by the same certification body with an initial audit (stage 1 readiness review and stage 2)

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- Application for certification, additional wording was added.

The certification body shall require an authorized representative of the applicant client to provide the necessary information to enable the certification body to establish a complete quotation based on the following:

the desired scope of the certification...

- Pre-audit

The certification body may conduct at the request of the client a “pre-audit or pre-assessment”...

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- Stage 1 audit planning as with the other areas of audit planning has been strengthened.

The certification body shall require the client to provide the necessary documentation for review, including the following:

- a) description of remote location and support they provide or receive as part of the ISO/TS 16949 4.2.2.c,
- b) description of processes showing the sequence and interactions, including the identification of remote supporting functions and outsourced processes,
- c) key indicators and performance trends for the previous twelve (12) months, minimum,
- d) evidence that all the requirements of ISO/TS 16949 are addressed by the client's processes,
- e) quality manual, including the interactions with support functions on site or remote,
- f) evidence of one full cycle of internal audits to ISO/TS 16949 followed by a management review,
- g) list of qualified internal auditors and the criteria for qualification,
- h) list of automotive customers and their customer-specific requirements, if applicable,
- i) customer complaint summary and responses, scorecards, and special status, if applicable.

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- Stage 1 audit activities, has changes in the focus of the audit.

The stage 1 shall be performed:

- a) to evaluate the client's management system documentation, including the relationship and linkages to any remote supporting functions and outsourced processes,
- b) to evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the readiness for the stage 2 audit,
- c) to evaluate the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives, and operation of the management system,
- d) to collect necessary information regarding the scope of the management system, processes, and location(s) of the client as well as related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.),
- e) to review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit,
- f) to provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects,

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- g) to evaluate whether the internal audits and management review are being planned and performed and that the level of implementation of the management system substantiates that the client is ready for the stage 2 audit,
- h) to verify that both client and design subcontractors have appropriate capability to meet ISO/TS 16949 clause 7.3 requirements in totality, including interfaces between client and subcontractors.

- Stage 1 decision has been clarified.

If the audit team determines the client “not ready” to proceed to a stage 2 audit, the client shall have another stage 1 readiness review.

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- The purpose of the Stage 2 audit has been more clearly defined.

The purpose of the stage 2 audit is a process based evaluation of the implementation, including effectiveness, of the client's management system.

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- Surveillance audit activities received additional clarification and requirements

Surveillance activities shall include onsite audits assessing the certified client's management system's fulfillment of specified requirements, but not necessarily a full systems audit.

When a nonconformity is identified by the certification body, then the decertification process shall be initiated on the last audit day (see section 8.1.c). For a major nonconformity, the certification body shall require the client to identify the root cause and implement correction within twenty (20) calendar days from the closing meeting date of the audit (see sections 8.2 and 8.3).

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- Recertification audit requirements have been changed to apply the decertification process to this type of audit.

The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system as a whole and its continued relevance and applicability for the scope of certification.

When a nonconformity is identified by the certification body, then the decertification process shall be initiated on the last audit day (see section 8.1.c).

For a major nonconformity, the certification body shall require the client to identify the root cause and implement correction within twenty (20) calendar days from the closing meeting date of the audit (see sections 8.2 and 8.3)....

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- Transfer audits have additional requirements prior to the transfer starting.

Prior to the start of the transfer audit, the following conditions shall be met:

e) the client cannot have their current ISO/TS 16949 certification in suspension status,...

g) the client shall provide the new certification body with the audit reports from the previous three (3) years,...

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- Special audits have had their purpose defined in light of the scheme operation and to match the requirements of other sections of the rules...

It may become necessary for the certification body to conduct audits of certified clients to investigate performance complaints (see section 8.1 a/b) in response to changes to the client's quality management system (see section 3.2), significant changes at the client's site,...

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- The decertification process has been strengthened and clearly defines the method that it will operate.

The start date of the decertification process shall be the date of any of the following:

- a) ...
- b) the client advises the certification body of a special status condition from an IATF subscribing OEM. Notification from the client to the certification body shall occur within ten (10) calendar days from receipt of the special status condition or otherwise specified by the customer...
- c) the closing meeting date of a surveillance or recertification audit containing nonconformities,
- d) the client voluntarily requests suspension due to significant changes of ownership or interruption of the manufacturing of product meeting the applicability for certification,
- e) the surveillance audit is not conducted within the allowable intervals and timing,
- f) the surveillance audit is terminated,
- g) failure to supply the required information to the certification body to undertake effective audit planning.

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- The suspension decision

...If the initiation of the certification decertification process is related to 8.1.c (a major nonconformity) or 8.1.e (surveillance audit not conducted on time), the certificate decision shall be to suspend the client certificate.

...The decision to suspend the certificate shall be communicated to the relevant IATF Oversight office and certified client within ten (10) calendar days of the decision and the IATF database shall be updated.

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- Verification

The certification body shall verify the effective implementation of the identified corrective actions from the certified client within a maximum of ninety (90) calendar days from the start of the decertification process.

In situations where the corrective actions are not effectively implemented, the audit team shall recommend withdrawal of the certificate.

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- Re-instatement/withdrawal of certification

The decision shall be communicated to the relevant IATF Oversight office and certified client within ten (10) calendar days of the decision.

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- Certificate re-instatement

When the decision is taken by the certification body to reinstate the certificate, the certification body shall:

a) notify their certified client, and...

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- Certificate withdrawal

When the decision is taken by the certification body to withdraw the certificate, the certification body shall:

a) notify their certified client,

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- Definitions -- there have been a number of changes and additions to the definitions section.

Aftermarket parts

Replacement parts not procured or released by OEM for service part applications which may or may not be produced to original equipment specifications.

Cancellation of a certificate

An action to nullify a certificate when the certified company ...

Certificate scope

The scope statement displayed on the ISO/TS 16949 certificate ...

Certificate withdrawal

The definitive interruption of the validity of the certificate as a sanction from the certification body following a client's noncompliance with the certification contract.

Client

The entire entity (including all related manufacturing sites and remote supporting locations) applying for ISO/TS 16949 certification.

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Consulting

The provision of training, documentation development, or assistance with implementation of management systems to a specific client.

Correction

Action to eliminate a detected nonconformity.

Corrective action

Action to eliminate the systemic cause of the detected nonconformity.

Customer-specified production parts

Parts that are an integral part of a vehicle.

Fabless manufacturing

The design and distribution of production parts while the fabrication or "fab" of the production parts is outsourced to a specialized manufacturer...

Granting of a certificate

A certificate is issued by a certification body, with a defined period of validity and with a defined scope of certification.

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Installation

The fitting of a component or accessory, designed and manufactured to OEM specifications, by the OEM dealer network prior to delivery to the customer.

Maintaining a certificate

A certificate's validity is subject to the ongoing surveillance audits, recertification audits, and other conditions defined in the contract with the certification body.

Major nonconformity

One or more of the following:

The absence of or total breakdown of a system to meet an ISO/TS 16949 requirement...

Manufacturing

The process of making or fabricating production materials, production of service parts, assemblies, or heat treating, welding, painting, plating, or other finishing services of automotive-related parts

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Minor nonconformity

A failure to comply with ISO/TS 16949 that, based on judgment and experience is not likely to result in the failure of the quality management system or reduce its ability to ensure controlled processes or products...

Opportunity for improvement

An opportunity for improvement is a situation where the evidence presented indicates a requirement has been effectively implemented,...

Scope of audit

The determination of the physical location(s), organizational unit(s), activities, and processes as well as the time required to audit the client's quality management system.

Service parts

Replacement parts manufactured to OEM specifications which are procured or released by the OEM for service part applications including remanufactured parts.

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Supporting function

A facility on site or remote at which non-production processes occur and that supports one or more manufacturing site(s) of the same client.

Technical expert

Person who provides specific knowledge or expertise to the auditors of the audit team.

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- That completes the review of the major changes to the IATF ISO/TS 16949 Scheme rules 4th edition.
- The rules have to be “Fully Implemented” by April 1st 2014.
- All the information used in this presentation is contained within the rules 4th edition for achieving and maintaining IATF recognition 4th edition for ISO/TS 16949 1 October 2013. Copies can be obtained from IATF Oversight Offices listed on the IATF web site. <http://www.iatfglobaloversight.org/>

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