IATF - International Automotive Task Force

Rules for Achieving and Maintaining IATF Recognition

IATF Rules 5th Edition – Frequently Asked Questions

The *Rules for achieving and maintaining IATF Recognition 5th Edition for IATF 16949* ("**Rules 5th Edition**") was published in November 2016 and is effective 1 January 2017. In response to questions from the IATF recognized certification bodies, the following questions and answers were agreed to by the IATF Global Oversight Offices.

A FAQ is an explanation of an existing rule or requirement.

- **FAQ 1, 2 and 3** issued in **January 2017**

NUMBER	RULES REFERENCE	QUESTION AND ANSWER
1	**Clause 3.2: Notice of changes by the client** ***NEW***	**QUESTION:** **What happens if an already IATF 16949 certified site changes its name only?** **ANSWER:** When a certified site changes only its name (demonstrated by a changed/revised legal registration document), the certification body is permitted to issue a revised certificate with the new site name. All previous information of the certificate shall remain unchanged and the certificate is uploaded in the IATF database. *NOTE: to conduct a special audit is at the discretion of the certification body based on the provided information of the client.*

Please note that the following FAQ no. 2 and FAQ no. 3 were originally created for the IATF Rules 4th Edition for ISO/TS 16949.

The IATF is currently working on a revision of these FAQs, to re-issue them as Sanctioned Interpretations (SIs). Therefore FAQs no. 2 and no. 3 will be withdrawn and replaced by Sanctioned Interpretations in Q2 of 2017.

Until then FAQs no. 2 and 3 remain effective for ISO/TS 16949 and IATF 16949 audits.

NUMBER	RULES REFERENCE	QUESTION AND ANSWER
2	**Clause 3.2:** **Notice of changes by the client** ***REVISED***	**QUESTION:** **What happens if an already ISO/TS 16949 or IATF 16949 certified site moves to a different address?** **ANSWER:** When a certified site moves from their current location to a new location, it is considered a **full site move** if all of the following conditions apply: • **80% or more of the employees transfer** from the previous certified site to the new location (i.e. "employees" includes management, supervision, direct and indirect production workers). • The equipment being used in the new location is the **same equipment as in previous certified site** with **no** new or revised processes being introduced. • **The product(s) is (are) at the new location is (are) the same as at the previous certified site** with **no** new product(s) being added. **If the above conditions apply, then the following process steps shall be initiated by the certification body:** 1. Conduct an **initial certification audit** (no stage 1 readiness review required) **equivalent in audit days to a recertification audit**. NOTE: The client shall notify the CB of the relocation (as required per Rules 3.2), the details of the

NUMBER	RULES REFERENCE	QUESTION AND ANSWER
cont. **2**		relocation disclosed, and the conditions agreed prior to the relocation taking place; otherwise, a full initial certification audit (including stage 1 readiness review) is required. 2. **Upon successful completion of the stage 2 audit**, the nonconformity management process and after a positive certification decision is made, **the CB issues a new certificate to the client with a maximum of three (3) years validity** for an IATF 16949 certificate or up to the 14 September 2018 for ISO/TS 16949 certificate**.** 3. **The stage 2 audit and certificate are entered under the current client record in the IATF database.** A note is added in the comment field of the stage 2 audit to explain the site move / address change. 4. **The original certificate will automatically be superseded in the IATF database once the new certificate is issued.**

NUMBER	RULES REFERENCE	QUESTION AND ANSWER
3	**Clause 3.2: Notice of changes by the client** ***REVISED***	**QUESTION:** **What happens if an already ISO/TS 16949 or IATF 16949 certified site moves to a different address and the new location is expanded compared to the former one?** **ANSWER:** When a certified site moves from their current location to a new location, it is considered a **partial site move** if one or more of the following conditions apply: • **Less than 80% of employees transferred** from the previous certified site to the new location (i.e. "employees" includes management, supervision and direct and indirect production workers). • **The equipment** being used **is a combination of existing equipment** (as in the previous certified site) **with additional new/used equipment** being introduced and/or revised processes, layout being introduced or not. • **The product** in the new site **is the same** as at the previous certified site **with additional automotive-related product added** (i.e. increase in the scope of certification) or not.

NUMBER	RULES REFERENCE	QUESTION AND ANSWER
cont. 3		**If the above conditions apply, then the following process shall be implemented by the CB:** 1. **Conduct a full initial certification audit, including a stage 1 readiness review.** NOTE: The client shall notify the CB of the relocation (as required per Rules 3.2), the details of the relocation disclosed, and the conditions agreed prior to the relocation taking place. 2. **Upon successful completion of the stage 2 audit,** the nonconformity management process and after a positive certification decision is made, **the CB issues a new certificate to the client with a maximum of three (3) years validity for an IATF 16949 certificate** or up to the 14 September 2018 for an ISO/TS 16949 certificate**.** 3. **The stage 2 audit and certificate are entered under the current client record in the IATF database.** A note is added in the comment field of the stage 2 audit to explain the site move / address change. 4. **The original certificate will automatically be superseded in the IATF database once the new certificate is issued.**