



March, 2018

To: All External Production and Service Suppliers to Ford Motor Company

**RE: Reporting of IATF 16949 Transition Audit Status**

We are about half way through the transition process to IATF 16949 certification for all suppliers globally.

IATF Certification Bodies are reporting that a significant proportion of suppliers globally do not have contractually confirmed transition audits.

For suppliers to achieve or maintain Q1, manufacturing supplier sites are required to have their Quality Management Systems certified to IATF 16949 by 15<sup>th</sup> September 2018.

We would like to confirm that all suppliers either have completed their transition to IATF 16949 or have a confirmed plan for their transition audits.

We are requesting that suppliers report their IATF 16949 transition audit status and details using their Q1 Manufacturing Site Assessment through the Rating and Evidence of Expectation I.1.1:

- **Transition Audit completed: Green Rating**, enter the date of the audit and Certification Body name into GSDB Online in Ford Supplier Portal. An image of the IATF 16949 certificate can be attached to the Q1MSA Expectation if available
- **Transition Audit contractually confirmed** by the Certification Body (auditors assigned and date booked): **Yellow Rating**. Enter the confirmed transition audit date and Certification Body name into the Supplier Comments / Evidence field
- **Transition Audit not contractually confirmed** (provisional confirmation of the audit date or no date provided): **Red Rating**. Enter the current Certification Body name into the Supplier Comments / Evidence field and corrective action information including when the transition audit will be confirmed.
- After entering the transition audit status, submit the assessment to your STA site engineer.

**Reporting Timing**

Please enter your IATF 16949 transition audit status and details into Q1MSA on Ford Supplier Portal <https://fsp.portal.covisint.com/web/portal/home> by 19th March 2018.

If you have additional questions on IATF 16949 transition requirements or need help confirming your transition audit, please contact: [suplcomm@ford.com](mailto:suplcomm@ford.com).

*Sue Leone*

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