



IATF Oversight

Certification Body Communiqué

CB COMMUNIQUE # 2020-007

REVISION 01

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

ISSUE DATE: June 2020

Re-ISSUED: December 2020

SUBJECT: Update on the IATF CARA Project (“Common Audit Report Application”) – Release of the Application, Automatic data Entry, CARA Release 1.1.9 and 1.2, Remote Audit documentation, Ad hoc Nonconformity Report

The purpose of this CB Communiqué is to advise all IATF-recognized Certification Bodies that the development of the Common Audit Report Application (CARA) is complete.

The final version of IATF CARA was officially released on **01 June 2020**.

IATF Oversight would like to express its sincere appreciation for the CB’s commitment and valuable feedback during and beyond the testing periods.

With this CB Communiqué IATF Oversight would like to address the following topics:

1. Final release of the IATF CARA Application (Software version 1.1)

- 1.1. General information regarding the core functionalities of the application
 - 1.1.1 (Semi-)automatic data transfer into IATF CARA
- 1.2. Access to the application
- 1.3. NC Management web-form for clients
- 1.4. Support Management including supporting documents
- 1.5 Future Communication on CARA Updates

2. Release and Change Management

- 2.1 Software release version 1.1.9: Remote Audits
- 2.2 Software release version 1.2: Encryption, Application Access and Rest API
- 2.3 Ad hoc Nonconformity Report

3. Due date for mandatory use

1. Final release of the IATF CARA Application (Software version 1.1)

1.1. General information regarding the core functionalities of the application

IATF Oversight would like to remind the CBs that CARA is a browser-based application, which means that no installation of additional software is required. The main purpose of the application is to create, edit, save, and share common audit documents in a standardized manner.

The application is not linked to any server or cloud nor does it require an internet connection to work. All created and imported audit data is solely stored in the browser's internal database of the individual user.



The browser database is connected to the clean browser cache functionality. Please make sure to create regular backups and to backup or export your data before cleaning the browser's cache.

All information within the CARA reports is stored in a predefined data structure. The application has a built-in import and export function utilizing this standardized file format (XML/JSON). To guarantee a seamless data exchange to any external interface, the information that is being imported/exported must be done in the same format. The description of the data structure can be downloaded here:

CARA Data Description (XML/JSON)



<https://infosysc.atlassian.net/wiki/spaces/CARA/pages/6914049/Cara+data+description>

1.1.1 (Semi-)automatic data transfer into IATF CARA

To improve the efficiency of the audit report creation, automatic data transfer into IATF CARA was developed. All information to be documented in the following sections can be transferred automatically from internal CB's software systems:

- Audit data
- Organization information
- Processes
- Extended manufacturing site
- Providing support site
- Receiving support site
- Section "CB Internal" (if applicable)

All other sections in IATF CARA and IATF NC CARA are not intended to be completed by transferring information/data into IATF CARA but are intended to be completed manually by the auditor based on actual information gathered prior to and at the audit.

1.2. Access to the application

The application can be accessed either via entering the dedicated URL in the browser or by using the desktop icon.

IATF CARA – Common Audit Report Application

 Main application to create and manage:

- Stage 1 Readiness Review Reports
- Audit Reports
- Remote Support Location Audit Reports
- Special Audit Reports
- Nonconformity Reports

 <https://cara.iatfglobaloversight.org>


 Please be aware that only valid auditors with an active IATF Auditor ID will be able to log in. In addition, each IATF CB will be given individual CB Log-in numbers for their internal use.


1.3. NC Management web-form for clients


The NC Management web-form allows the client to respond to open nonconformities in a standardized way. The nonconformity web-form utilizes the same technology as CARA, meaning that the client is not required to install any software. The access is not restricted in any way. The use of the web-form ensures that the data structure is maintained and the client's responses are recorded in a standardized format.

All client responses to nonconformities are provided through the CARA NC form application, which are then communicated to the auditor.

IATF CARA – NC-Management web-form

 Stripped down application allowing clients to respond to open nonconformities in same structure as CARA.

 <https://nc-cara.iatfglobaloversight.org>

 No log-in required. The client needs to import the NC report first. After entering the relevant responses, the completed NC report must be exported and send back to the auditor to be reviewed.

1.4. Support Management including supporting documents

Supporting documents are available in the CARA user manual and dedicated CARA wiki. The wiki will be updated dynamically on a regularly basis including an FAQ area and

how-to articles. Also, all planned updates and changes will be documented within the wiki. The CARA user manual includes the descriptions of all basic functions and can be retrieved via the CARA application menu.

IATF CARA wiki



<https://infosysc.atlassian.net/wiki/spaces/CARA/overview>

Functionality issues can be forwarded to the support center using the built-in support button in the CARA application menu.

1.5 Future Communication on CARA Updates

It is in the interest of the IATF to provide information on changes and updates of the IATF CARA application in a fast and effective manner to the recognized certification bodies.

A fast way of communication is essential for an effective use and where required to incorporate changes in certification bodies IT-systems. Therefore, the IATF decided to create a modular backend system for this information process. The purpose of this system is to provide messages with relevant updates via email to all interested parties. This enables us to have a fast, effective, and efficient flow of information. The IATF will also provide a clear message history in the IATF CARA wiki.

2. Release and Change Management

With the release of the final version, a defined release and change management concept will be implemented. This concept takes the following key aspects into consideration:

- Hot fixes (small issues) will be fixed directly in the live application to ensure a working and accessible product
- A minimum release time of 4 months between two major releases
- Upcoming major changes to CARA will be implemented and communicated in 4 phases, each phase taking at least 1 month:
 - Planning of the next release
 - Development and implementation
 - Testing and correction, including CB testing
 - Software update of the live version (lead time for CBs for adapting the new released/updated functions)

Note: Recent changes made to the IATF CARA application (before official release date of 1 June 2020) require translation to be completed. The translations are in progress and will be available over the next several months. The changes occur in the

background of the application and will not impact the CB or the CB auditor's ability to use the application.

2.1 Software release version 1.1.9: Identification of audits conducted remotely

With the issuance of the latest version of the document "IATF Global Waivers and Measures in Response to the Coronavirus Pandemic (Covid-19)", the IATF CBs are required to document those IATF 16949 audits that were conducted remotely.

Based on the requirement to document these audits conducted remotely, two new fields were added in the Release 1.1.9. effective December 2020.

The indication of an audit conducted remotely shall be done at the Report Start page in the "Audit Data" section.

When selecting "Yes" (for the audit being conducted remotely), an additional text box "Auditor and reason for remote audit" appears. Please enter the specific reasons directly related to the COVID-19 pandemic for conducting the audit as remote audit.

If the audit was partially conducted remotely, please enter the name of the auditor(s) who conducted the audit remotely

These fields will only be added to the data structure, it's not essential to have them in the import of the report and will not create problems with exiting interfaces to ERP systems.

2.2 Software release version 1.2 / Encryption, Access and Rest API

The IATF CARA Application Release 1.2 follows the defined release plan. Release 1.2 focuses on improving the users experience, automatic data exchange and improved security. You will find a detailed release plan in the IATF CARA wiki. The new features will be published on the IATF CARA development site.

IATF CARA – Development site



<https://dev-cara.iatfglobaloversight.org/>
beginning from **01 January 2021**

Certification bodies have between **01 January 2021 - 31 January 2021** to complete a Beta test and provide feedback on the new changes. The list of changes could potentially be extended based on the CB feedback.

IATF CARA – wiki Release Information



The key changes will be an improved encryption concept, the IATF CARA access through the ADP login, a restful interface to pull and push data from and into IATF CARA and the release of the Ad hoc Nonconformity Report.

Release Version 1.2 will become effective by 01 April 2021.



<https://infosysc.atlassian.net/wiki/spaces/CARA/pages/5865474/Release+Information>

2.3. Ad hoc Nonconformity Report

The Ad hoc Nonconformity Report is part of Release 1.2. It allows the CB to issue a special nonconformity for performance-related issues, complaints received from IATF members, or any violation of the rules. The Ad hoc Nonconformity Report is an individual report type in its own category and master menu item the start page area. The report is a modified NC Management report and will have all behaviors and functionalities as regular NC Management report.

The CBs are requested to use their own report type or software until the ad hoc audit report is published.

3. Due date for mandatory use

The application is mandatory for all audit types as of **01 January 2021**, even if the client is in the middle of a current audit cycle.

All IATF-recognized certification bodies and their sponsored auditors are required to use only the CARA application for audit reporting.

The extended period between the release date and the effective mandatory date shall be used to establish a documented process to ensure an effective start of the IATF CARA application.

If you have any questions, please do not hesitate to contact your relevant IATF Oversight Office.