



# IATF - International Automotive Task Force

## Rules for achieving and maintaining IATF Recognition

### IATF Rules 6<sup>th</sup> Edition – **Sanctioned Interpretations**

The *Rules for achieving and maintaining IATF Recognition 6<sup>th</sup> Edition for IATF 16949* (“**Rules 6<sup>th</sup> Edition**”) was published in April 2024 and is effective 1 January 2025. The following Sanctioned Interpretations were determined and approved by the IATF. Unless otherwise indicated, Sanctioned Interpretations are applicable upon publication.

Revised text is shown in **blue**.

A Sanctioned Interpretation changes the interpretation of a rule or a requirement which itself then becomes the basis for a nonconformity.

<b>SI 1 – SI 17</b>	<b>issued November 2024, effective 1 January 2025</b>
<b>SI 7</b>	<b>revised and reissued April 2025, effective April 2025</b>
<b>SI 18</b>	<b>issued April 2025, effective April 2025</b>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
1	Foreword	<p>Requests for permission to reproduce and/or translate this document or any extract from it must be addressed to one of the organizations below:</p> <p>Automotive Industry Action Group (AIAG/USA)</p> <p>Associazione Nazionale Filiera Industria Automobilistica (ANFIA/Italy)</p> <p><del>International Automotive Task Force France (IATF France/France)</del> <b>IATF France (France)</b></p> <p><del>The Society of Motor Manufacturers and Traders Limited</del> (SMMT/UK)</p> <p>Verband der Automobilindustrie e.V. <del>—Qualitäts Management Center</del> (VDA <del>QMC</del>/Germany)</p> <p><b>Rationale for change:</b></p> <p><i>Clarified the names of the copyright owners in France, UK, and Germany.</i></p>
2	Global overview of the first 3-year IATF 16949 certification cycle	<p><b>Global overview of the first 3-year IATF 16949 certification cycle</b></p> <pre> graph TD     A[Plan for stage 2 (5.7.1 &amp; 5.7.2)] --&gt; B[Conduct audit of remote support locations where applicable (5.5.1 – 5.5.2)]     B --&gt; C[Conduct stage 2 certification audit (5.8 &amp; 6.2.9)]     C --&gt; D[Issue draft audit report at closing meeting (5.10)]     C --&gt; E[Conduct stage 2 no sooner than 20 days and no more than 90 days after the stage 1 closing meeting]     E --&gt; F[Plan for surveillance audit (5.7.1 &amp; 5.7.2)]     F --&gt; G[Conduct surveillance audit (5.8 &amp; 6.7 6.3)]     G --&gt; H[Issue draft audit report at closing meeting (5.10)]     C --&gt; I[Plan for recertification audit (5.7.1 &amp; 5.7.2)]     I --&gt; J[Conduct recertification audit (5.8 &amp; 6.4)]     J --&gt; K[Issue draft audit report at closing meeting (5.10)]     </pre> <p><b>Rationale for change:</b></p> <p><i>Corrected reference to 6.3 (was 6.7) in the “Conduct surveillance audit” step.</i></p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION																																																						
3	Table 2.10 Minimum number of witness audits per certification body	Table 2.10 Minimum number of witness audit days per certification body																																																						
		<table><tr><th>Sum of audit days for the current year recorded in the IATF Database</th><th>Minimum number of witness audits to perform during the next year</th></tr><tr><td>&lt; /= 150</td><td>1</td></tr><tr><td>151-500</td><td>2</td></tr><tr><td>501-1250</td><td>3</td></tr><tr><td>1251-2000</td><td>4</td></tr><tr><td>2001-3000</td><td>5</td></tr><tr><td>3001-4000</td><td>6</td></tr><tr><td>4001-5200</td><td>7</td></tr><tr><td>5201-6400</td><td>8</td></tr><tr><td>6401-7600</td><td>9</td></tr><tr><td>7601-8800</td><td>10</td></tr><tr><td>8801-10000</td><td>11</td></tr><tr><td>10001-11200</td><td>12</td></tr><tr><td>11201-12400</td><td>13</td></tr><tr><td>12401-13600</td><td>14</td></tr><tr><td>13601-14800</td><td>15</td></tr><tr><td>14801-16000</td><td>16</td></tr><tr><td>16001-17500</td><td>17</td></tr><tr><td>17501-18999</td><td>18</td></tr><tr><td>19000-20500</td><td>19</td></tr><tr><td>20501-22000</td><td>20</td></tr><tr><td>22001-23500</td><td>21</td></tr><tr><td>23501-25000</td><td>22</td></tr><tr><td>25001-26500</td><td>23</td></tr><tr><td>26501-28000</td><td>24</td></tr><tr><td>28001-29500</td><td>25</td></tr><tr><td>29501-31000</td><td>26</td></tr></table>	Sum of audit days for the current year recorded in the IATF Database	Minimum number of witness audits to perform during the next year	< /= 150	1	151-500	2	501-1250	3	1251-2000	4	2001-3000	5	3001-4000	6	4001-5200	7	5201-6400	8	6401-7600	9	7601-8800	10	8801-10000	11	10001-11200	12	11201-12400	13	12401-13600	14	13601-14800	15	14801-16000	16	16001-17500	17	17501-18999	18	19000-20500	19	20501-22000	20	22001-23500	21	23501-25000	22	25001-26500	23	26501-28000	24	28001-29500	25	29501-31000	26
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<p><b>Note:</b> With each increase of 1,500 over 31,000 audit days, there shall be an increase of one (1) additional witness audit.</p>																																																								
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<p>Removed the word “Note” as the increase of one (1) witness audit per every 1,500 audit days after 31,000 audit days is a requirement not guidance.</p>																																																								

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4	Figure 5.1 Manufacturing site audit and certificate cycle	<p><b>Figure 5.1 Manufacturing site audit and certificate cycle</b></p> <p><b>Rationale for change:</b> Corrected the graphic under certificate cycle to remove reference to “1<sup>st</sup>” and “2<sup>nd</sup>” certification decision.</p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
5	5.2 Determining the audit duration for initial certification, surveillance, recertification, and transfer audits	<p>When determining the audit duration and developing an audit plan (see section 5.7.2), the certification body shall consider, at minimum, the following:</p> <ul style="list-style-type: none"> <li>a) - p)... all other requirements of section 5.2 remain unchanged</li> <li>q) When the audited client location does not meet the IATF OEM quality and/or delivery targets specified in the IATF OEM scorecard(s) submitted with audit planning information and/or the current scorecards reviewed in the opening meeting, the certification body shall add “additional audit time” to the current audit plan as defined in Table 5.2 q. The “additional audit time” shall be used to verify the effective implementation of the systemic corrective actions associated with the IATF OEM quality and/or delivery targets that are not being met and the associated risk to similar processes and/or products. The only exception is if the client can provide evidence of verification of the effectiveness of the implemented systemic corrective actions for the quality and/or delivery performance issues, in which case no increase is applied. Where it is not possible to add the additional time to the current audit plan, the certification body shall conduct a special audit within sixty (60) calendar days of the closing meeting date of the audit (see section 7.2 <a href="#">e b]</a>).</li> </ul> <p><b>Rationale for change:</b></p> <p><i>Corrected the cross reference from section 7.2 c) to 7.2 b).</i></p>

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6	Minimum audit days Table 5.2	<p>Table 5.2 Minimum audit days</p> <table><thead><tr><th colspan="2">Initial Stage 2 Audit</th><th>Surveillance Audit</th></tr><tr><th>Audited entity: Number of employees</th><th>Minimum audit days for Stage 2 site audit</th><th>Minimum audit days for annual surveillance audit (before rounding)</th></tr></thead><tbody><tr><td>1 – 11</td><td>2.5</td><td>1.25</td></tr><tr><td>12 – 18</td><td>3.0</td><td>1.5</td></tr><tr><td>19 – 27</td><td>3.5</td><td>1.75</td></tr><tr><td>28 – 39</td><td>4.0</td><td>2.0</td></tr><tr><td>40 – 54</td><td>4.5</td><td>2.25</td></tr><tr><td>55 – 71</td><td>5.0</td><td>2.5</td></tr><tr><td>72 – 93</td><td>5.5</td><td>2.75</td></tr><tr><td>94 – 117</td><td>6.0</td><td>3.0</td></tr><tr><td>118 – 146</td><td>6.5</td><td>3.25</td></tr><tr><td>147 – 179</td><td>7.0</td><td>3.5</td></tr><tr><td>180 – 216</td><td>7.5</td><td>3.75</td></tr><tr><td>217 – 257</td><td>8.0</td><td>4.0</td></tr><tr><td>258 – 304</td><td>8.5</td><td>4.25</td></tr><tr><td>305 – 348</td><td>9.0</td><td>4.5</td></tr><tr><td>349 – 422</td><td>9.5</td><td>4.75</td></tr><tr><td>423 – 507</td><td>10.0</td><td>5.0</td></tr><tr><td>508 – 602</td><td>10.5</td><td>5.25</td></tr><tr><td>603 – 711</td><td>11.0</td><td>5.5</td></tr><tr><td>712 – 832</td><td>11.5</td><td>5.75</td></tr><tr><td>833 – 968</td><td>12.0</td><td>6.0</td></tr><tr><td>969 – 1119</td><td>12.5</td><td>6.25</td></tr><tr><td>1120 – 1286</td><td>13.0</td><td>6.5</td></tr><tr><td>1287 – 1470</td><td>13.5</td><td>6.75</td></tr><tr><td>1471 – 1673</td><td>14.0</td><td>7.0</td></tr><tr><td>1674 – 1895</td><td>14.5</td><td>7.25</td></tr><tr><td>1896 – 2138</td><td>15.0</td><td>7.5</td></tr><tr><td>2139 – 2402</td><td>15.5</td><td>7.75</td></tr><tr><td>2403 – 2688</td><td>16.0</td><td>8.0</td></tr><tr><td>2689 – 2999</td><td>16.5</td><td>8.25</td></tr><tr><td>3000 – 3334</td><td>17.0</td><td>8.5</td></tr><tr><td>3335 – 3695</td><td>17.5</td><td>8.75</td></tr><tr><td>3696 – 4084</td><td>18.0</td><td>9.0</td></tr><tr><td>4085 – 4502</td><td>18.5</td><td>9.25</td></tr><tr><td>4503 – 4949</td><td>19.0</td><td>9.5</td></tr><tr><td>4950 – 5427</td><td>19.5</td><td>9.75</td></tr><tr><td>5428 – 5937</td><td>20.0</td><td>10.0</td></tr><tr><td>5938 – 6482</td><td>20.5</td><td>10.25</td></tr><tr><td>6483 – 7061</td><td>21.0</td><td>10.5</td></tr><tr><td>7062 – 7676</td><td>21.5</td><td>10.75</td></tr><tr><td>7677 +</td><td>22.0</td><td>11.0</td></tr></tbody></table> <table><thead><tr><th colspan="2">Recertification Audit</th></tr><tr><th>Audited entity: Number of employees</th><th>Minimum audit days for recertification audit</th></tr></thead><tbody><tr><td>1 – 14</td><td>2.0</td></tr><tr><td>15 – 28</td><td>2.5</td></tr><tr><td>29 – 49</td><td>3.0</td></tr><tr><td>50 – 80</td><td>3.5</td></tr><tr><td>81 – 122</td><td>4.0</td></tr><tr><td>123 – 176</td><td>4.5</td></tr><tr><td>177 – 246</td><td>5.0</td></tr><tr><td>247 – 332</td><td>5.5</td></tr><tr><td>333 – 436</td><td>6.0</td></tr><tr><td>437 – 562</td><td>6.5</td></tr><tr><td>563 – 710</td><td>7.0</td></tr><tr><td>711 – 883</td><td>7.5</td></tr><tr><td>884 – 1082</td><td>8.0</td></tr><tr><td>1083 – 1310</td><td>8.5</td></tr><tr><td>1311 – 1569</td><td>9.0</td></tr><tr><td>1570 – 1860</td><td>9.5</td></tr><tr><td>1861 – 2187</td><td>10.0</td></tr><tr><td>2188 – 2551</td><td>10.5</td></tr><tr><td>2552 – 2953</td><td>11.0</td></tr><tr><td>2954 – 3398</td><td>11.5</td></tr><tr><td>3399 – 3886</td><td>12.0</td></tr><tr><td>3887 – 4419</td><td>12.5</td></tr><tr><td>4420 – 5001</td><td>13.0</td></tr><tr><td>5002 – 5632</td><td>13.5</td></tr><tr><td>5633 – 6317</td><td>14.0</td></tr><tr><td>6318 – 7057</td><td>14.5</td></tr><tr><td>7058 +</td><td>15.0</td></tr></tbody></table> <p><b>Note:</b> With each increase of 1,000 employees over the highest number of employees shown in Table 5.2, there shall be an increase of one-half (0.5) of an audit day for the minimum audit days.</p> <p><b>Rationale for change:</b></p> <p>Removed the word “Note” as the increase of one-half of an audit day per every 1,000 employees above 7,677 is a requirement not guidance.</p>	Initial Stage 2 Audit		Surveillance Audit	Audited entity: Number of employees	Minimum audit days for Stage 2 site audit	Minimum audit days for annual surveillance audit (before rounding)	1 – 11	2.5	1.25	12 – 18	3.0	1.5	19 – 27	3.5	1.75	28 – 39	4.0	2.0	40 – 54	4.5	2.25	55 – 71	5.0	2.5	72 – 93	5.5	2.75	94 – 117	6.0	3.0	118 – 146	6.5	3.25	147 – 179	7.0	3.5	180 – 216	7.5	3.75	217 – 257	8.0	4.0	258 – 304	8.5	4.25	305 – 348	9.0	4.5	349 – 422	9.5	4.75	423 – 507	10.0	5.0	508 – 602	10.5	5.25	603 – 711	11.0	5.5	712 – 832	11.5	5.75	833 – 968	12.0	6.0	969 – 1119	12.5	6.25	1120 – 1286	13.0	6.5	1287 – 1470	13.5	6.75	1471 – 1673	14.0	7.0	1674 – 1895	14.5	7.25	1896 – 2138	15.0	7.5	2139 – 2402	15.5	7.75	2403 – 2688	16.0	8.0	2689 – 2999	16.5	8.25	3000 – 3334	17.0	8.5	3335 – 3695	17.5	8.75	3696 – 4084	18.0	9.0	4085 – 4502	18.5	9.25	4503 – 4949	19.0	9.5	4950 – 5427	19.5	9.75	5428 – 5937	20.0	10.0	5938 – 6482	20.5	10.25	6483 – 7061	21.0	10.5	7062 – 7676	21.5	10.75	7677 +	22.0	11.0	Recertification Audit		Audited entity: Number of employees	Minimum audit days for recertification audit	1 – 14	2.0	15 – 28	2.5	29 – 49	3.0	50 – 80	3.5	81 – 122	4.0	123 – 176	4.5	177 – 246	5.0	247 – 332	5.5	333 – 436	6.0	437 – 562	6.5	563 – 710	7.0	711 – 883	7.5	884 – 1082	8.0	1083 – 1310	8.5	1311 – 1569	9.0	1570 – 1860	9.5	1861 – 2187	10.0	2188 – 2551	10.5	2552 – 2953	11.0	2954 – 3398	11.5	3399 – 3886	12.0	3887 – 4419	12.5	4420 – 5001	13.0	5002 – 5632	13.5	5633 – 6317	14.0	6318 – 7057	14.5	7058 +	15.0
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5002 – 5632	13.5																																																																																																																																																																																									
5633 – 6317	14.0																																																																																																																																																																																									
6318 – 7057	14.5																																																																																																																																																																																									
7058 +	15.0																																																																																																																																																																																									

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
<b>7 (Revised)</b>	<b>5.7 Audit planning</b>	<p>The certification body shall have a process for audit planning in accordance with the relevant requirements provided in ISO/IEC 17021-1 and the basic requirements stated below.</p> <p>Audit planning shall be completed before the start of every audit.</p> <p>Note: Stage 1 readiness assessment planning requirements can be found in section 6.2.1 of these Rules.</p> <p>Each manufacturing site, including those in a corporate scheme, and any standalone remote support location shall have dedicated audit planning for each audit.</p> <p>Extended manufacturing sites shall be included in the audit planning for the main manufacturing site.</p> <p>The certification body shall provide for a minimum of one-half (0.5) day for audit preparation and planning <b>for each manufacturing site. The certification body shall determine the minimum audit preparation and planning time for each stand-alone remote support location audit and special audit based on risk and audit scope. The audit preparation and planning time shall be entered into the IATF Database.<sup>2</sup></b> This time shall not be included in the audit duration (see section 5.2).</p> <p>A member of the audit team shall undertake an analysis of the audit planning information provided by the client and the most recent audit records from relevant remote support locations (see section 5.5.3) to determine critical areas to be prioritized for the audit based on risk to the customer, performance trends, and criticality of the client's processes. The analysis may result in an adjustment to the audit duration. Justification for not adding "additional audit time" to investigate IATF OEM customer quality and delivery performance issues (see section 5.2 q) shall be recorded. Analysis results shall be recorded to include the minimum content in Annex 3 – Table for Documenting the Output of the Planning Process and retained as part of the audit records.</p> <p>For stage 2 certification audits, audit planning shall consider facts established during the stage 1 readiness assessment.</p> <p>For recertification audits, audit planning shall include a review of internal and external performance data and nonconformities reported in surveillance audit reports from the current audit cycle, as needed, to evaluate the performance of the quality management system during the period of the current certification and to identify any areas that need to be prioritized during the audit.</p> <p>A member of the audit team shall review the client's website to validate the audit planning information provided by the client (e.g., organization structure, customers, support activities, the</p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
		<p>certification scope, use of the IATF logo, etc.).</p> <p>Audit <b>start and end</b><sup>1</sup> dates for surveillance, recertification, and transfer audits shall be confirmed with the client no less than ninety (90) calendar days before the audit due date (see section 10.0). If an exceptional situation requires a change to a confirmed audit date, the certification body shall retain justification as a part of the audit record.</p> <p>The certification body and the client shall plan the audit to ensure that automotive manufacturing processes will be running as required during the planned audit duration (see section 5.8.5). If this requirement cannot be met, the certification body shall delay the audit until the requirement can be met.</p> <p>Note: Delaying an audit may result in loss of certification.</p> <p><b>Rationale for change:</b></p> <p><sup>1</sup>To clarify what dates must be confirmed ninety calendar days before the audit due date.</p> <p><sup>2</sup>To allow the CB to determine the appropriate amount of time for audit preparation and planning time for SA-RSLs.</p>
8	5.10 Audit reporting	<p>The audit team shall analyze all information and objective evidence gathered during the audit and agree on the audit conclusion.</p> <p>The audit team shall use the IATF Common Audit Report Application (IATF CARA) when creating the draft and final audit reports and for the issuance of nonconformities to the client. All mandatory fields within the IATF CARA shall be completed with sufficient detail and objective evidence to allow the reader to comprehend the audit coverage, findings, results, and conclusions.</p> <p>The certification body shall issue the draft audit report and the nonconformity <b>management</b> record(s), where applicable, to the client at the audit closing meeting <b>along with the link to the IATF Common Audit Report Application for Nonconformity Management (IATF NC CARA)</b>.</p> <p>The remainder of section 5.10 remains unchanged</p> <p><b>Rationale for change:</b></p> <p>To clarify the term “nonconformity management record” includes the client’s response and the term “nonconformity record” is just the CB auditor’s finding and to clarify the IATF NC CARA link is to be provided at the closing meeting.</p>



NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
9	5.11.4 Verification of major nonconformity	<p>In cases of a major nonconformity, the certification body shall conduct a one-time, onsite special audit (see section 7.2 <b>d c)</b>) for the verification of the effective implementation of systemic corrective actions within a maximum of ninety (90) calendar days from the closing meeting date of the audit.</p> <p>The remainder of section 5.11.4 remains unchanged.</p> <p><b>Rationale for change:</b></p> <p><i>Corrected the cross reference from section 7.2 d) to 7.2 c)</i></p>
10	5.12 Technical review and certification decision	<p>The certification decision shall be made within a maximum of one-hundred-twenty (120) calendar days from the last day of a special audit (<b>see section 7.2 e), f), g) and h)</b>) unless the special audit is being conducted within the decertification process timing.</p> <p>The remainder of section 5.12 remains unchanged.</p> <p><b>Rationale for change:</b></p> <p><i>Added clarification to which type of special audits requires a certification decision within one-hundred-twenty (120) calendar days.</i></p>
11	6.1.1 Application for certification	<p>The certification body shall require a representative of the applicant organization to provide the necessary information to enable the certification body to decide on certification feasibility and to establish a complete quotation. The information required shall include, at minimum:</p> <ul style="list-style-type: none"> <li>a) – n) ...these requirements remain unchanged</li> <li>o) All IATF 16949 certifications within the last three (3) years, the status of the certificate(s), and all final audit reports and all nonconformity <b>management</b> records from the last three (3) years of certification, including evidence that all nonconformity responses have been accepted and all verification activities that should have been completed by the previous certification body were conducted as required (see section 5.11). If the certification body is unable to determine the reason for the applicant organization's certification withdrawal from the information provided, the certification body shall contact its relevant oversight office to obtain information on the reason for the withdrawal.</li> <li>p) – r) ... all other requirements remain unchanged</li> </ul> <p><b>Rationale for change:</b></p> <p><i>To clarify the term "nonconformity management record" includes the client's response and the</i></p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
		<i>term “nonconformity record” is just the CB auditor’s finding.</i>
<b>12</b>	<b>7.1 Transfer audit</b>	<p>If a client chooses to change to another IATF-recognized certification body, the location(s) for which the transfer is requested shall undergo a transfer audit with the new certification body.</p> <p>Clients may apply for transfer at any point in the audit cycle.</p> <p>The transfer audit shall occur within the allowable timing for the next regular audit with the previous certification body (see sections 5.1.1 and 5.5.1).</p> <p>Within seven (7) calendar days of a legal contract being signed with the client, the new certification body shall indicate the transfer in the IATF Database by creating the client record and completing the information required in the transfer confirmation feature.</p> <p>The new certification body shall advise the client to notify the previous certification body about its intent to transfer (see section 3.2 <a href="#">i-j</a>).</p> <p>The previous certification body shall not use the transfer intent notification as justification for changing the client’s certificate status before the transfer process is complete, provided that no other valid justification exists, and the client and the previous certification body still have a valid contract in place.</p> <p>Unless otherwise explicitly stated in these Rules, the certification activities for a transfer audit shall be the equivalent of a recertification audit in terms of audit scope, duration, planning, and conduct, and the relevant requirements for recertification audits apply (see section 6.4).</p> <p>The new certification body shall only conduct an initial certification audit (i.e., stage 1 readiness assessment and stage 2 certification audit) instead of a transfer audit if any of the following conditions exist:</p> <p>The transferring manufacturing site does not have a valid certificate or only has a letter of conformance.</p> <p>The transferring standalone remote support location is not referenced on a valid manufacturing site certificate or only has a letter of conformance.</p> <p>The allowable audit timing for the transfer audit has been exceeded.</p> <p>Note: These Rules may require the new certification body to conduct special audits before the start of the initial certification audit (see sections 6.1.1, 7.2, and 8.7).</p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
		<p>The certification body shall enter all the required audit details in the IATF Database within twenty (20) calendar days from the closing meeting of the transfer audit. This information shall be in the specified format and in English.</p> <p><b><i>Rationale for change:</i></b></p> <p><i>Corrected the cross reference from 3.2 i) to 3.2 j).</i></p>
13	7.1.2 Transfer pre-conditions	<p><b>7.1.2 7.1.1 Transfer audit pre-conditions</b></p> <p>At the start of the transfer audit, the following conditions shall be met for the client location under transfer:</p> <ul style="list-style-type: none"> <li>a) – h) ...these requirements remain unchanged.</li> <li>i) The client provided the new certification body with the final audit reports and nonconformity <b>management</b> records from the previous three (3) years. The information provided shall include evidence that client responses to all previously issued nonconformities have been accepted and all verification activities that should have been completed by the previous certification body were conducted as required (see section 5.11).</li> </ul> <p>Wherever possible, open issues from the points above shall be resolved by the previous certification body and the client.</p> <p><b><i>Rationale for change:</i></b></p> <p><i>To correct the section header number from 7.1.2 to 7.1.1. To clarify the term “nonconformity management record” includes the client’s response and the term “nonconformity record” is just the CB auditor’s finding.</i></p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
14	10.0 Definitions	<p><b>Certification body (IATF-recognized)</b> The Named Certification Body, together with all Affiliates that satisfy the conditions required to conduct IATF Certification Activities pursuant to <a href="#">sections 1.6.1 and 1.6.2 in</a> the “Agreement”.</p> <p><b>Certificate scope statement</b> The statement displayed on the IATF 16949 certificate or the letter of conformance that <a href="#">indicates reflects the manufacturing processes and, where applicable, product design responsibility,</a> covered <del>the products being designed and/or manufactured</del> under the quality management system. The certificate scope statement <a href="#">only reflects may also include</a> the categories of automotive products the client <a href="#">manufactures. is manufacturing at the site that is being certified, and, where applicable, indicates the client's responsibility for their design. The certificate scope statement may also include the client's manufacturing processes and/or technologies used to further convey the character of the automotive products.</a></p> <p><b>Consecutive working days</b> <a href="#">Calendar days Regular working days of the client</a> over which an audit is conducted in succession and without interruption.</p> <p><b><i>Rationale for change:</i></b> <i>Align the words in section 10.0 with terms used in section 5.7 and 5.7.2 related to client working days, section 5.13 for certificate scope statement and to remove a reference in the sections in the CB Agreement that changed.</i></p>

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION																																											
15	Annex 1 Example 2 Example 4	<b>Annex 1 – Example 2 &amp; 4</b>																																											
		<b>Example 2</b> 1 single manufacturing site with 1 extended manufacturing site (main site: 550 employees, EMS: 40 employees) 1 permitted reduction (no design responsibility) No standalone remote support locations  Total number of employees = 590 (550 + 40)																																											
		Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)	1 (main + EMS)	0	Initial Stage 2	590	10.5	15%	(10.5 days * 0.85) = 8.925	9.0	1 (main + EMS)	1	Surveillance	590	5.25	15%	(5.25 days * 0.85) = 4.4625	4.5	1 (main + EMS)	2	Surveillance	590	5.25	15%	(5.25 days * 0.85) = 4.4625	4.5	1 (main + EMS)	3	Recertification	590	7.0	15%	(7.0 days * 0.85) = 5.95	6.0				
		Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)																																				
		1 (main + EMS)	0	Initial Stage 2	590	10.5	15%	(10.5 days * 0.85) = 8.925	9.0																																				
1 (main + EMS)	1	Surveillance	590	5.25	15%	(5.25 days * 0.85) = 4.4625	4.5																																						
1 (main + EMS)	2	Surveillance	590	5.25	15%	(5.25 days * 0.85) = 4.4625	4.5																																						
1 (main + EMS)	3	Recertification	590	7.0	15%	(7.0 days * 0.85) = 5.95	6.0																																						
<b>Example 4</b> 1 single manufacturing site with 1 extended manufacturing site (main site: 550 employees, EMS: 40 employees) 1 standalone remote support location audited by a different CB (SA-RSL: 25 employees) 2 permitted reductions (upgrade from letter of conformance and no design responsibility)  Total number of employees = 590 (550 + 40)																																													
Using the apportionment method																																													
<table><tr><th>Site</th><th>Year</th><th>Type of audit</th><th>Current number of employees</th><th>Minimum audit day requirement, Rules Table 5.2</th><th>Upgrade from LOC</th><th>Non-design responsible reduction</th><th>Calculated minimum audit days</th><th>Minimum audit day requirement (rounded up to nearest 1/2 day)</th></tr><tr><td>1 (Main + EMS)</td><td>0</td><td>Initial Stage 2</td><td>590</td><td>10.5</td><td>^15%</td><td>15%</td><td>(10.5 days * 0.70) = 7.35</td><td>7.5</td></tr><tr><td>1 (Main + EMS)</td><td>1</td><td>Surveillance</td><td>590</td><td>5.25</td><td></td><td>15%</td><td>(5.25 days * 0.85) = 4.4625</td><td>4.5</td></tr><tr><td>1 (Main + EMS)</td><td>2</td><td>Surveillance</td><td>590</td><td>5.25</td><td></td><td>15%</td><td>(5.25 days * 0.85) = 4.4625</td><td>4.5</td></tr><tr><td>1 (Main + EMS)</td><td>3</td><td>Recertification</td><td>590</td><td>7.0</td><td></td><td>15%</td><td>(7.0 days * 0.85) = 5.95</td><td>6.0</td></tr></table> <p>Note 1: Assumes no changes over the 3-year audit cycle to number of employees, certification scope, etc. ^Note 2: Rules 5.4 states that when combining reductions, the maximum possible audit day reduction is thirty percent (30%). In this case, the upgrade from a Letter of Conformance (LOC) to certification can only be a 15% reduction to be able to combine the reductions and meet the 30% maximum allowed.</p> <p>In this example the standalone remote support location is audited by a different certification body; therefore, the employees at that location are not included in the minimum audit day calculation, and the total calculated minimum audit days are not permitted to be distributed between locations.</p>	Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Upgrade from LOC	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)	1 (Main + EMS)	0	Initial Stage 2	590	10.5	^15%	15%	(10.5 days * 0.70) = 7.35	7.5	1 (Main + EMS)	1	Surveillance	590	5.25		15%	(5.25 days * 0.85) = 4.4625	4.5	1 (Main + EMS)	2	Surveillance	590	5.25		15%	(5.25 days * 0.85) = 4.4625	4.5	1 (Main + EMS)	3	Recertification	590	7.0		15%	(7.0 days * 0.85) = 5.95	6.0
Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Upgrade from LOC	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)																																					
1 (Main + EMS)	0	Initial Stage 2	590	10.5	^15%	15%	(10.5 days * 0.70) = 7.35	7.5																																					
1 (Main + EMS)	1	Surveillance	590	5.25		15%	(5.25 days * 0.85) = 4.4625	4.5																																					
1 (Main + EMS)	2	Surveillance	590	5.25		15%	(5.25 days * 0.85) = 4.4625	4.5																																					
1 (Main + EMS)	3	Recertification	590	7.0		15%	(7.0 days * 0.85) = 5.95	6.0																																					
<b>Rationale for change:</b>																																													
Corrected the mathematical equation to show ten thousandth place for Year 1 and Year 2 in Example 2 and Example 4.																																													

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION																																																												
16	Annex 1 Example 3	<p><b>Annex 1 – Example 3</b></p> <p><b>Example 3</b> 1 single manufacturing site with 1 extended manufacturing site (main site: 550 employees, EMS: 40 employees) 1 standalone remote support location (25 employees) 2 permitted reductions (upgrade from a letter of conformance and no design responsibility)</p> <p>Total number of employees = 615 (550 + 40 + 25)</p> <p>Using the apportionment method</p> <table><tr><th>Site</th><th>Year</th><th>Type of audit</th><th>Current number of employees</th><th>Minimum audit day requirement, Rules Table 5.2</th><th>Upgrade from LOC</th><th>Non-design responsible reduction</th><th>Calculated minimum audit days</th><th>Minimum audit day requirement (rounded up to nearest 1/2 day)</th><th>Distribution of minimum audit days from MFG site to SA-RSL</th><th>Minimum audit days at MFG site after distribution</th><th>Minimum audit days at SA-RSL</th></tr><tr><td>1 (main + EMS + SA-RSL)</td><td>0</td><td>Initial Stage 2</td><td>615</td><td>11.0</td><td>*15%</td><td>15%</td><td>(11.0 days * 0.70) = 7.7</td><td>8.0</td><td>(8.0 days - 1.0 day)</td><td>7.0</td><td>1.0</td></tr><tr><td>2 (main + EMS + SA-RSL)</td><td>1</td><td>Surveillance</td><td>615</td><td>5.5</td><td></td><td>15%</td><td>(5.5 days * 0.85) = 4.675</td><td>5.0</td><td>See Note 3</td><td></td><td></td></tr><tr><td>3 (main + EMS + SA-RSL)</td><td>2</td><td>Surveillance</td><td>615</td><td>5.5</td><td></td><td>15%</td><td>(5.5 days * 0.85) = 4.675</td><td>5.0</td><td>(5.0 days - 0.5 day)</td><td>4.5</td><td>0.5</td></tr><tr><td>4 (main + EMS + SA-RSL)</td><td>3</td><td>Recertification</td><td>615</td><td>7.0</td><td></td><td>15%</td><td>(7.0 days * 0.85) = 5.95</td><td>6.0</td><td>(6.0 days - 0.5 day)</td><td>5.5</td><td>0.5</td></tr></table> <p>Note 1: Assumes no changes over the 3-year audit cycle to number of employees, certification scope, etc. *Note 2: Rules 5.4 states that when combining reductions, the maximum possible audit day reduction is thirty percent (30%). In this case, the upgrade from a Letter of Conformance (LOC) to certification can only be a 15% reduction to be able to combine the reductions and meet the 30% maximum allowed. Note 3: Non-product design functions shall be audited at least every two years (section 5.5.1. c)).</p> <p>It is the responsibility of the certification body to determine the distribution of the minimum audit days each year from the manufacturing sites to the standalone remote support locations to ensure the effectiveness of the audits.</p>	Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Upgrade from LOC	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)	Distribution of minimum audit days from MFG site to SA-RSL	Minimum audit days at MFG site after distribution	Minimum audit days at SA-RSL	1 (main + EMS + SA-RSL)	0	Initial Stage 2	615	11.0	*15%	15%	(11.0 days * 0.70) = 7.7	8.0	(8.0 days - 1.0 day)	7.0	1.0	2 (main + EMS + SA-RSL)	1	Surveillance	615	5.5		15%	(5.5 days * 0.85) = 4.675	5.0	See Note 3			3 (main + EMS + SA-RSL)	2	Surveillance	615	5.5		15%	(5.5 days * 0.85) = 4.675	5.0	(5.0 days - 0.5 day)	4.5	0.5	4 (main + EMS + SA-RSL)	3	Recertification	615	7.0		15%	(7.0 days * 0.85) = 5.95	6.0	(6.0 days - 0.5 day)	5.5	0.5
		Site	Year	Type of audit	Current number of employees	Minimum audit day requirement, Rules Table 5.2	Upgrade from LOC	Non-design responsible reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)	Distribution of minimum audit days from MFG site to SA-RSL	Minimum audit days at MFG site after distribution	Minimum audit days at SA-RSL																																																	
		1 (main + EMS + SA-RSL)	0	Initial Stage 2	615	11.0	*15%	15%	(11.0 days * 0.70) = 7.7	8.0	(8.0 days - 1.0 day)	7.0	1.0																																																	
2 (main + EMS + SA-RSL)	1	Surveillance	615	5.5		15%	(5.5 days * 0.85) = 4.675	5.0	See Note 3																																																					
3 (main + EMS + SA-RSL)	2	Surveillance	615	5.5		15%	(5.5 days * 0.85) = 4.675	5.0	(5.0 days - 0.5 day)	4.5	0.5																																																			
4 (main + EMS + SA-RSL)	3	Recertification	615	7.0		15%	(7.0 days * 0.85) = 5.95	6.0	(6.0 days - 0.5 day)	5.5	0.5																																																			
		<p><b>Rationale for change:</b></p> <p>Added the reference to “SA-RSL” to show the difference between Annex 1 Example 3 and Example 4.</p>																																																												

NUMBER

RULES  
REFERENCE

SANCTIONED INTERPRETATION

17

Annex 1  
Example 7

Annex 1 – Example 7

Example 7

Corporate certification structure

3 single manufacturing sites (site 1: 590 employees, site 2: 800 employees, site 3: 850 employees)

2 standalone remote locations, including a central location (Total of 125 employees)

2 permitted reductions (non-design responsibility and corporate certification structure)

Using the apportionment method

Site	Number of employees at site	Apportionment ratio (Employees at site / total number of employees [2240])	Number of employees apportioned from SA-RSLs (Total number of employees at SA-RSLs [125] * Apportionment ratio)	Total number of employees at audited entity used for minimum audit day calculation
1	590	26%	32	622
2	800	36%	45	845
3	850	38%	48	898
Total = 2,240		Total = 100%	Total = 125	Total = 2,365

Calculation for Stage 2 Audit:

Site	Number of employees at site	Minimum audit day requirement, Rules Table 5.2	Non-design responsible reduction	Corporate certification structure reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)
1 (Main & EMS)	622	11.0	15%	15%	(11.0 days * 0.70) = 7.7	8.0
2	845	12.0	15%	15%	(12.0 days * 0.70) = 8.4	8.5
3	898	12.0	15%	15%	(12.0 days * 0.70) = 8.4	8.5
Total = 2,365						

Calculation for Surveillance Audit 1 & 2:

Site	Number of employees at site	Minimum audit day requirement, Rules Table 5.2	Non-design responsible reduction	Corporate certification structure reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)
1 (Main & EMS)	622	5.5	15%	15%	(5.5 days * 0.70) = 3.85	4.0
2	845	6.0	15%	15%	(6.0 days * 0.70) = 4.2	4.5
3	898	6.0	15%	15%	(6.0 days * 0.70) = 4.2	4.5
Total = 2,365						

Calculation for Recertification Audit:

Site	Number of employees at site	Minimum audit day requirement, Rules Table 5.2	Non design responsible reduction	Corporate certification structure reduction	Calculated minimum audit days	Minimum audit day requirement (rounded up to nearest 1/2 day)
1 (Main & EMS)	622	7.0	15%	15%	(7.0 days * 0.70) = 4.9	5.0
2	845	7.5	15%	15%	(7.5 days * 0.70) = 5.25	5.5
3	898	8.0	15%	15%	(8.0 days * 0.70) = 5.6	6.0
Total = 2,365						

Note 1: Assumes no changes over the 3-year audit cycle to number of sites or SA-RSLs, number of employees, certification scope, etc.

It is the responsibility of the certification body to determine the distribution of the minimum audit days each year from the manufacturing sites to the standalone remote support locations to ensure the effectiveness of the audits.

Rationale for change:

Corrected to remove the main site + EMS from Site 1 to align with the details provided.

NUMBER	RULES REFERENCE	SANCTIONED INTERPRETATION
18	5.5.1 <b><i>Audit program requirements for support functions</i></b>	<p>When creating an audit program for manufacturing sites with support functions performed onsite, the certification body shall meet the following requirements:</p> <ul style="list-style-type: none"> <li>a) Product design functions shall be included in the initial stage 2 audit, in each surveillance audit, and in the recertification audit. All other support functions shall be included in the initial stage 2 audit, at least once more during the surveillance audit cycle, and in the recertification audit.</li> <li>b) Stage 2 certification audit planning for a manufacturing site shall ensure that all its support functions performed at standalone remote support locations are audited and relevant interfaces validated at the standalone remote support locations before the audit at the manufacturing site.</li> </ul> <p>When creating an audit program for standalone remote support locations, the certification body shall meet the following requirements:</p> <ul style="list-style-type: none"> <li>c) The audit program shall start with an initial certification audit—or a transfer audit, where applicable—followed by an ongoing sequence of surveillance audits.</li> <li>d) Audits shall be programmed and conducted based on audit due dates established from the initial certification audit or transfer audit date.</li> <li>e) Product design functions shall be audited annually (i.e., every twelve [12] months [-3/+3 months]).</li> <li><b>f) Central locations within a corporate scheme shall be audited annually (i.e., every twelve [12] months [-3/+3 months]).</b></li> <li>g) Non-product design functions shall be audited at least every two (2) years (i.e., every twenty-four [24] months [-3/+3 months]).</li> <li>h) Failure to conduct audits of the standalone remote support location within the required timing shall result in an initial certification audit.</li> </ul> <p><b><i>Rationale for change:</i></b></p> <p><i>Clarified the central location within a corporate scheme is required to have an annual audit.</i></p>