

## IATF Oversight

### Certification Body Communique

**CB COMMUNIQUE # 2020-001**  
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	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

#### **SUBJECT: Coronavirus 2019-nCoV – IATF approved global waivers in response to manage related extraordinary events**

主题：冠状病毒2019 nCoV-IATF批准全球豁免以应对相关特别事件管理

The purpose of this Certification Body Communique is to advise all IATF-recognized certification bodies (and subsequently all affected certified organisations and other stakeholders) that the IATF has approved global waivers in response to the outbreak of the recent coronavirus, affecting certification activities mainly in the People's Republic of China.

本认证机构公报的目的是通知所有IATF认可的认证机构（以及随后所有受影响的获证组织和其他利益相关方），IATF已批准全球豁免以应对最近的冠状病毒爆发，主要在中华人民共和国境内受影响认证活动。

Due to this extraordinary event certification bodies may temporarily be unable to carry out specific certification-related activities, mainly but not limited to on-site audits.

由于这一特殊事件，认证机构可能暂时无法开展具体的认证相关活动，主要但不限于现场审核。

The IATF-recognized certification bodies need to establish (in consultation with certified clients) a reasonable planned course of action outlining the steps they will take in the event an IATF 16949 certified organization is affected by this extraordinary event.

IATF认可的认证机构需要（与认证客户协商）制定合理的行动计划方案，概述其在此特殊事件中对受影响的IATF 16949获证组织将采取的措施步骤。

The IATF has developed and approved the following global waivers for which the IATF-recognized certification bodies will not need to request a waiver from their relevant IATF Oversight Office however the certification body is required to document the justification and all related information in the following cases internally.

IATF已制定并批准了下列全球豁免，IATF认可的认证机构无需向其相关的IATF监督办公室申请豁免，但在下列情况下认证机构内部应记录理由和所有相关信息。

Whenever it is specified: "...the IATF is granting an additional extension of X days..." in the following situations, it is to be understood that these are additional days to the defined maximum timing(s) of the IATF Rules, 5<sup>th</sup> Edition. This extra time will allow for a certain flexibility and prolongation of activities for affected audits and certification activities.

每当在下列情况中规定：“……IATF授予X天的额外扩展……”时，应该理解为这些是IATF规则（第五版）规定的最大时限的额外天数。对于受影响的审核和认证活动，这些额外的时间将允许相关活动具备一定的灵活性和延期。

Affected certification-related activities:

受影响的认证相关活动：

1. On-site audits

1、现场审核

Stage 2 audits:

二阶段审核：

In cases where the stage 2 audit cannot be conducted within the specified ninety (90) calendar days from the last day of the stage 1 readiness review, the IATF is granting an additional extension of sixty (60) days to commence the stage 2 audit.

如果第 2 阶段审核无法在第 1 阶段准备性评审最后一天起规定的九十（90）个日历日内进行，IATF 允许额外延长六十（60）天，以开展第 2 阶段审核。

Cont. Stage 2 audits:

二阶段审核（续）：

In cases where an initial audit (stage 1 readiness review and stage 2 audit) is to be conducted to “upgrade” from a letter of conformance to an IATF 16949 certificate, the IATF is granting an additional extension of sixty (60) days to commence with the 50% reduction in the stage 2 audit after the expiration date of the letter of conformance.

如果要实施从符合性证明“升级”到IATF16949证书初次审核（第1阶段准备性评审和第2阶段审核），IATF允许在符合性证明到期日后额外延长六十（60）天开展审核，第2阶段审核可以减少50%人日。

As a result, the stage 2 audit shall commence within a maximum of one hundred and fifty (150) days from the last day of the stage 1 readiness review.

因此，第2阶段审核应自第1阶段准备性评审的最后一天最多一百五十（150）天内开展。

In cases where an initial audit (stage 2 audit) is to be conducted to “reapply for another letter of conformance, the IATF is granting an additional extension of sixty (60) days to commence with the 50% reduction in the stage 2 audit after the expiration date of the letter of conformance.

如果要进行初次审核（第 2 阶段审核）以“重新申请另一份符合性证明函”，则 IATF 允许在符合性证明到期日后额外延长六十（60）天开展审核，第 2 阶段可以减少 50%人日。

Surveillance audits:

### 监督审核

In cases where the required surveillance audit cannot be conducted within the allowable intervals and timing as per the IATF Rules, 5<sup>th</sup> Edition (Table 5.1: Surveillance interval), the IATF is granting an additional extension of sixty (60) days to commence with the surveillance audit without starting the decertification process. In these situations, the decertification process has to be initiated only if the additional allowable timing is exceeded.

如果根据IATF规则第5版（表5.1：监督间隔）的规定，要求的监督审核无法在允许的间隔和时间内实施，IATF允许在不启动认证退出过程的情况下，额外延长六十（60）天开展监督审核。在这些情况下，只有在超过额外允许的时限时才应启动认证退出过程。

In Cases where the decertification process has already been initiated as per IATF Rules, 5<sup>th</sup> Edition, clause 8.1.e) and the rescheduled surveillance audit cannot be conducted within the ninety (90) calendar days from the suspension of the certificate, the IATF is granting an additional extension of sixty (60) days to commence with the rescheduled surveillance audit.

如果已经按照 IATF 规则第 5 版第 8.1.e) 条启动了认证退出程序，并且在证书暂停后的九十（90）个日历日内无法重新安排监督审核，IATF 允许额外六十（60）天的延期以开展重新安排的监督审核。

### Recertification audits:

#### 再认证审核

In cases where the required recertification audit cannot be conducted within the allowable interval and timing as per the IATF Rules, 5<sup>th</sup> Edition section 5.1.1, the IATF is granting an additional extension to commence with the recertification audit latest prior to the expiration date of the currently valid IATF 16949 certificate. While an extension to the certificate cannot be applied, the recertification audits can be conducted without additional requirements. The IATF is aware that this might result in a time without a valid IATF 16949 certificate until the positive certification decision is made.

如果根据 IATF 规则第 5 版第 5.1.1 节的规定，在允许的时间间隔内无法进行所要求的再认证审核，IATF 允许额外的延期，最晚在当前有效 IATF 16949 证书到期前开展再认证审核。虽然不能申请证书（有效期）延期，但可以在不附加要求的情况下进行再认证审核。IATF 知道这可能导致在做出肯定的认证决定之前（客户）没有有效的 IATF16949 证书。

### Transfer audits:

#### 转换审核

In cases where the required on-site transfer audit timing cannot be met (see IATF Rules, 5<sup>th</sup> Edition section 7.1.1), the IATF is granting an additional extension to commence with the transfer audit latest prior to the expiration date of the currently valid IATF 16949 certificate. While an extension to the certificate cannot be applied, the transfer audit can be conducted without additional requirements. The IATF is aware that this might result in a defined period without a valid IATF 16949 certificate until a positive certification decision is made.

如果无法满足所要求的现场转换审核时间（见 IATF 规则，第 5 版第 7.1.1 节），IATF 将批准

额外延期，最迟在当前有效 IATF 16949 证书到期前开展转换审核。虽然不能申请证书（有效期）延期，但可以在不附加要求的情况下进行转换审核。IATF 知道这可能导致在做出肯定的认证决定之前（客户）没有有效的 IATF16949 证书。

In cases where a transfer audit is planned to take place during the surveillance audit cycle, the previous certification body will apply the above described global waiver conditions for not conducting a surveillance audit in time (IATF is granting an additional extension of sixty (60) days without starting the decertification process).

如果计划在监督审核周期内进行转换审核，则之前的认证机构可以应用上述全球豁免条件，不按时进行监督审核 (IATF 允许在不启动退出认证程序的情况下，额外延长六十 (60) 天)。

Special audits (and potentially affected certification decision):

特殊审核（以及潜在可能受影响的认证决定）：

In cases where a (required) special audit on-site cannot be conducted, the IATF is granting an additional extension of sixty (60) days to commence with the special audit. The IATF is aware that this might affect e.g. situations to investigate performance complaints or to verify effective implementation of corrective actions. A subsequent extension a maximum of sixty (60) days is therefore granted in situations where a certification decision could not be made based on a postponed on-site special audit.

如果无法进行（所要求的）现场特殊审核时，IATF 允许额外延长六十 (60) 天以开展特殊审核。IATF 意识到这可能会影响例如调查绩效投诉或验证纠正措施有效实施的情况。因此，在延期现场特殊审核而不能按时作出认证决定的情况下，认证决定随后最多延长六十 (60) 天。

The IATF is also aware that an extension to conduct a required special will result in situations where a certificate suspension will exceed 110 calendar days. Also in these situations the suspended certificate still remains valid and is still recognized by the IATF.

IATF 还意识到，执行所需的特殊任务的延期将导致证书暂停将超过 110 个日历日。在这些情况下，暂停的证书仍然有效，IATF 仍然认可。

In all the above-mentioned situations the certification body is required to enter a comment in the IATF Database, i.e. in the relevant comment field of the affected audit and/or the affected certificate.

在上述所有情况下，要求认证机构在 IATF 数据库中录入备注信息，例如在受影响审核和/或受影响证书的相关备注字段中。

## 2. Nonconformity management

### 2、不符合管理

In cases where the client is unable to submit required documentation as per the timings of the IATF Rules 5th Edition, the IATF is granting an additional extension of a maximum of sixty (60) days for the relevant required steps.

在客户无法按照 IATF 第五版规则的时间要求提交所要求文件的情况下，IATF 允许相关

要求的步骤额外延长最多六十（60）天。

### 3. Certification decision

#### 3、认证决定

As described in the section “Special audits” above, the IATF is granting an additional extension of sixty (60) days for making a certification decision in situations where a certification decision could not be made based on a postponed on-site special audit.

如上文“特殊审核”一节所述，如果无法根据推迟的现场特殊审核作出认证决定，则IATF允许认证决定的时间额外延长六十（60）天。

### 4. Auditor assignment

#### 4、审核员安排

In cases where the original audit team member(s) cannot be assigned to an on-site audit due to official travel restrictions, the certification body may assign new audit team member(s) to an audit (see IATF Rules, 5th Edition section 5.6 – force majeure). The certification body shall determine required additional audit days based on experience with the client.

如果由于官方出行限制，原审核组成员无法指派到现场审核，认证机构可分配新的审核组成员进行审核（见 IATF 第 5 版规则第 5.6 节-不可抗力）。认证机构应根据与客户的经验确定所需的额外审核人日。

### 5. Certification Body internal witness audit

#### 5、认证机构内部见证审核

In cases where the relevant audit has to be postponed which was planned for an internal witness audit, the IATF is granting an extension to the required timing(s) for conducting an internal witness audit. It is recognized that the planning of a new internal witness audit might take additional time, therefore an additional extension of ninety (90) days is granted to the internal witness audit timing.

如果已策划实施的内部见证审核不得不推迟，则IATF允许延长进行内部见证审核所要求的时限。我们认识到，策划新的内部见证审核可能需要额外的时间，因此允许对内部见证审核时限额外延长九十（90）天。

### 6. IATF witness audits and office assessments

#### 6、IATF 见证审核和办公室评审

The IATF will also be required to cancel or postpone IATF witness audits or office assessments. Mr. Sam Chen of the IATF Administration office is staying in close contact with the IATF-recognized certification bodies in the People’s Republic of China.

IATF还将被要求取消或推迟IATF的见证审核或办公室评审。IATF管理办公室的陈建和先生正与IATF在中华人民共和国认可的认证机构保持着密切联系。

The IATF continues to closely monitor the situation and will decide on further adjustments if needed. If you have any questions, please contact your relevant IATF Oversight Office.

IATF 持续密切监测局势，并将在必要时决定进一步的调整。如果您有任何问题，请联系您的相关 IATF 监督办公室。

**Stay safe and healthy.**

保持安全和健康。