

# ISO/TS-16949:2009 / IATF 16949:2016

## Application form for approval of status as Extended Manufacturing Site (“EManS”)



### Attachment to TUEV NORD CERT form A13F010

(Questionnaire for preparation for an audit according to automotive standards)

#### Definition for Information:

A “Site” shall be understood as the location at which value-added manufacturing processes occur (see ISO/TS 16949:2009 resp. IATF 16949:2016 , section 3.1). A site may also include more than one (1) address and in such cases, the organization is eligible to identify a separate address as an extended manufacturing site. Refer also to <http://www.iatfglobaloversight.org/content.aspx?page=Rules 4th Edition SIs and FAQs>

#### Please note:

The organization shall meet **all** the eligibility requirements listed below to receive the single manufacturing site with extended manufacturing site certification structure.

Please send one application per EManS

#### Main Site to which this Extended Manufacturing Site (“EManS”) is linked:

Name and complete address	
TNCERT Certificate number	
IATF Certificate number (7 digits)	
Scope as shown on Certificate	
Total number of employees (incl. all EManS employees)	

#### Extended Manufacturing Site (“EManS”)

N° of EManS to main site above (e.g. 1 of 1)		of	
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Name and complete address of EManS	
Existing / previous Cert.# (if any)	
IATF Certificate number (7 digits, as shown on certificate, if any)	
Manufacturing Scope (incl. products and manufacturing processes of the extended site e.g. turning, heat treatment, galvanising, assembly, etc.) Note: This must be part of / included in the certification scope of the main site the Scope of the	
Total number of employees (at this EManS)	
Shift pattern (e.g. 1, 2, 3 shifts)	
Shift times (e.g. Shift 1 from 06:00 am to 02:00 pm)	
Distance (km) from Main Site to EManS	
Transfer time (h) from Main Site to EManS	

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Please tick answer to the following questions with “X” with yes or no

(Very important: Any “no” needs further investigation of TNCERT and may end in rejection of this application)

#	Question and explanations	yes	no	Verification / supporting documents
1	<p>The Extended Manufacturing Site is part of the same single quality management system which is used by main resp. all manufacturing sites?</p> <ul style="list-style-type: none"> <li>• “All manufacturing sites” means one QMS used by the main manufacturing site and extended site(s).</li> <li>• One quality manual, process map, set of procedures, quality policy, objectives, etc.</li> <li>• One Management Review process conducted by the main manufacturing site covering both the main site and any extended manufacturing site(s).</li> </ul>			
2	<p>The Extended manufacturing site has no autonomous decision making authority, and are dependent on the main manufacturing site for decisions.</p> <ul style="list-style-type: none"> <li>• The extended manufacturing site does not have any independent decision making capability.</li> </ul>			
3	<p>The Extended manufacturing site receives support only from or through the main manufacturing site (which is considered on-site support to the extended manufacturing site).</p> <ul style="list-style-type: none"> <li>• “Support only from the main manufacturing site” can include activities such as (but not limited to): HR, internal audits, engineering, calibration, maintenance, shipping, etc.</li> <li>• “Support only through the main manufacturing site” means if a remote support location exists, the interactions have to go directly into the main manufacturing site since the main manufacturing site provides direction to the extended site.</li> <li>• If the remote support activity interacts directly with the extended manufacturing site, then the criteria are not met and each site has to be certified separately.</li> <li>• Extended site only provides data to the main site (and not to any other site or remote function)</li> </ul>			
4	<p>Top management at the main manufacturing site has authority and responsibility for the quality management system activities at each extended manufacturing site and has the ability to initiate organizational changes at the extended manufacturing site.</p> <ul style="list-style-type: none"> <li>• Managers at the extended site report to the next level of management at the main site.</li> <li>• Extended site managers only serve as information channels and operational management.</li> </ul>			
5	<p>Top management at the main manufacturing site has responsibility for defining, implementing and continually improving the quality management system at the main site and the extended manufacturing site.</p> <ul style="list-style-type: none"> <li>• Top Management is at the main site.</li> <li>• Continual Improvement is planned, implemented, reviewed, and directed from the main site.</li> </ul>			

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#	Question and explanations	yes	no	Verification / supporting documents
6	<p>Top management at the main manufacturing site is responsible for conducting a single management review and reviewing customer performance for all products and/or services performed within the scope of certification of the extended manufacturing site.</p> <ul style="list-style-type: none"> <li>• Analysis of data is communicated to the main site, and Top Management at the main site reviews, evaluates and directs action. This data includes effectiveness as well as efficiency monitoring and measures.</li> <li>• Management Reviews are conducted at the main site with decisions and assignments passed to the extended site.</li> </ul>			
7	<p>Top management at the main manufacturing site is responsible for corrective and preventive action for all products and/or services performed within the scope of certification at the main site and the extended manufacturing site.</p> <ul style="list-style-type: none"> <li>• Nonconformities are reported to Top Management at the main site.</li> <li>• Corrective and preventative actions are directed by Top Management at the main site.</li> <li>• Top Management directs and follows up on actions assigned to personnel at the extended site.</li> <li>• Closure of the actions is made by Top Management at the main site.</li> </ul>			
8	<p>Extended manufacturing site is located within a reasonable proximity to the main manufacturing site:</p> <ul style="list-style-type: none"> <li>• “Reasonable” is evaluated by the CB with interviews and reviews of documentation from the client.</li> <li>• IATF will not define or quantify “reasonable” as limited to driving time or a distance (i.e. miles or kilometers) between sites.</li> <li>• “Reasonable” has to be determined based on how the extended site is managed by the main site.</li> <li>• The distance could be relatively greater than normally expected if the client was managing the distance well from the main site and all support was provided from the main manufacturing site, such that the extended manufacturing site did not need to make independent decisions and did not take independent actions.</li> <li>• The extended manufacturing site(s) could be located across the parking lot or adjacent to the main manufacturing site. Distance is not significant, as long as all the other Sanctioned Interpretations, Annex 4 eligibility criteria is met.</li> <li>• The extended manufacturing site(s) could be located miles/kilometers away (i.e. different city) or even across the border in a different country from the main manufacturing site. Distance is not significant, as long as all the other Sanctioned Interpretations, Annex 4 eligibility criteria is met.</li> </ul>			

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### Further Information / Explanation:

A	The extended manufacturing site(s) could have value stream manufacturing dependencies with the main site (e.g. input from the main site is sent to the extended site for value added manufacturing before final shipment to customer). The extended manufacturing site(s) could also have separate value added manufacturing activities from the main site (e.g. main manufacturing site makes bumpers and the extended site makes fuel tanks).  In this case, the certificate scope shall include manufacturing activities at both sites.
B	The main site and extended manufacturing site(s) could ship product to the same or separate customers from each site.  <b>....as long as all the other eligibility criteria as shown above is met.</b>
C	Multiple manufacturing sites located at separate addresses in the same business park or within a reasonable proximity to each other, but none of the sites meet the eligibility criteria as the main manufacturing site.  <b>...in this case, a corporate audit scheme should be considered.</b>
D	A single ISO/TS 16949:2009 resp. IATF 16949:2016 certificate shall be issued including the main manufacturing site and all extended manufacturing site(s) (see Rules 5.13).  <b>... this contrasts with the corporate certificate which would have separate certificates, one certificate for each separate manufacturing site.</b>
E	CB's would setup the organization as a single site in the IATF database with the main manufacturing site's name and address.  <b>...under the main manufacturing site, TNCERT will enter the relevant information about the extended manufacturing site(s)</b>

Place/Date

Name, Function

Signature

**For use of TÜV NORD CERT** (processed by ISO/TS-16949:2009- resp. IATF 16949:2016-approved Auditor)

**Decision of TNCERT internal acceptance of EManS-application, subject to evaluation during Readiness Review:**

	yes	no
Application accepted?		
Reason for rejection if decision is “No” :		

The auditor confirms with signature that the application will be added to A13F010e as appropriate.

place/date

Name in bloc letters and signature