

Preparatory questionnaire for automotive standards audit



Annex 1 location Note: Please use this Annex for every location as needed

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Dear customer,

As a certification company for QM systems, we require information about your company so that we can create a quotation as well as schedule and prepare certification/surveillance audits.

Please help us to ensure a smooth certification process by filling out the following questionnaire and attaching the information and documents requested.

1. General information *(If You strive for a multi-site / corporate-scheme certification please provide details about the group (headquarters, total number of employees.)*

Company: _____
Address: _____
Postal code, city: _____
Country: _____
Contact person: _____ **Position:** _____
Phone: _____ **Cell phone:** _____
Fax: _____ **Email address:** _____

2. Certification requested

ISO/TS 16949:2009 ISO 9001:2008 RREG 70/156/EWG
 VDA 6.1 VDA 6.2 VDA 6.4
 Other standards _____

3. Do you require a group certification (corporate scheme)?

yes no

Please list your production and service locations below and complete attachment 1 for each location (continue on page 2).

...

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1. General information for the location

Company: _____
Address: _____
Postal code, city: _____
Country: _____
Contact person: _____ **Position:** _____
Phone: _____ **Cell phone:** _____
Fax: _____ **Email address:** _____

2. Certification requested

<input type="checkbox"/> ISO/TS 16949:2009	<input type="checkbox"/> ISO 9001:2008	<input type="checkbox"/> RREG 70/156/EWG
<input type="checkbox"/> VDA 6.1	<input type="checkbox"/> VDA 6.2	<input type="checkbox"/> VDA 6.4
<input type="checkbox"/> Other standards	_____	

3. Possible exclusions:

"Product development" as per section 7.3

Note: Product development is excluded if the company is not responsible for developing serial automobile parts delivered to the automotive industry, i.e., if the customer is responsible for product development. Design/construction of tools is not regarded as product development.

4. Information on number of employees at location / site

Note: The man days on site depend on the number of employees. Normally the total number of employees of the location equals the number of employees who are working in the automotive field. In extraordinary cases (e.g. total separation of automotive processes to other) a reduction of the total number could be allowed after agreed with VDA-QMC.

Total number of employees (including temporary employees)	<input type="text"/>	Number of employees working in the field of ISO/TS 16949:	<input type="text"/>
Number of employees working in the field of VDA6.1/6.2/6.4:	<input type="text"/>	Number of temporary employees:	<input type="text"/>
Of these employees, how many are in the following departments?		Number of shifts:	<input type="text"/>
• Research/development:	<input type="text"/>		
• Production/services	<input type="text"/>		

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5. Area of validity/scope of certification:

Please specify the **products/services** in the requested certificate languages (at least in **English**, e.g. "Manufacturing of ...")

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6. Do you have remote locations / functions such as sales or development centres or external distribution centres supporting the location?

Please list supporting and remote locations (including number of employees or percentage of employees assigned to facilities) and continue on page 2.

Name / Address of organizational unit/Country	Number of employees relevant to location	Function (e.g., customer service, calibration, contract review, development, storage/shipping)

Which remote location/function is audited by another CB?

Name / Address of organizational unit/Country	CB

Function	Function
Management /Strategie (Strategic / policy planning)	Wartung/Instandhaltung (Maintenance)
Entwicklung (design)	Nacharbeit (Repair)
Vertrieb (sales, distribution)	Prüfungen (Testing)
Marketing (Marketing)	Labor (Laboratory)
Vertragsprüfung (contract review)	Kalibrierung (calibration)
Forschung (Research&Development)	Kennzeichnung (Labeling)
Beschaffung(Purchasing, Procurement)	Informationstechnik (Information Technologies)
Verpackung (Packaging)	Anlagenplanung (Facilities planning)
Lager (warehouse)	Anlagen (Facilities)
Schulung (training)	Technik (Engineering)
Personal (Human Resource)	Kundendienst (customer service, aftersales)
Logistic (Logistics)	Technische Beratung (technical support)
Lieferanten / Überwachung (supplier control / development)	Gewährleistung / Auswertung (warranty / evaluation)
Ablaufsteuerung (sequencing)	Instandhaltung / Kundendienst (servicing)

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7. Automotive customer requirements and customer-specific requirements

Customer	Supplier code	DUNS	customer-specific requirement
<i>BMW</i>			
<i>Chrysler</i>			
<i>Daimler (Mercedes)</i>			
<i>Fiat</i>			
<i>FORD Motor Company</i>			
<i>General Motors</i>			
<i>PSA</i>			
<i>Renault</i>			
<i>Volkswagen</i>			

8. Please give us Information regarding the current status of costumer complaints

- GM: CSL-I, CSL-II oder New Business Hold,
- FORD: Q-1-Revocation
- CHRYSLER: "Needs Improvement"...
- VW: Business on Hold
- FIAT CS1, CS2, CS3
- Others

What?
Who?

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9. Management system certificates already received:

Certificate number	Standard / regulation	Certification company	Date of certification audit (dd/mm/yyyy)	Valid until (dd/mm/yyyy)

10. Membership in sociations:

Is the above named Company / Corporation member of an Association? (e.g. Automotive Association, Forging Association etc.)?

No

Yes, where? _____

11. Consulting services:

In the past two years, have you obtained consulting services for System implementation and development?

No

If so, who rendered these services? _____

We hereby confirm that all data provided in this document and its attachments is complete and correct:

Location/date

Name, function

Signature*)

*) In the case of emails, the sender address is sufficient

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To help us prepare for the audit, please give us the following information (related to TS Rules 3rd edition – 5.7)

What has changed during the last year? Please fill out the following table.

Change of	No	Yes, please describe
Product (e.g. new materials, new/modified products)		
Process (new/changed processes e.g. maintenance, design)		
Customer (new customer)		
Production (new/changed production, equipment)		
Design/Development		
Organisation (new/changed departments, responsibilities)		
Relocation		

Please provide the following data related to the previous 12 month at least 4 weeks before the audit:

x	QM manual (for each location to be audited, if necessary)
x	Current organization chart (for each location, as applicable)
x	Company processes and interactions
x	Current customer and internal performance data
x	Trends shown by customer satisfaction indicators / complaint summary
x	Results of internal audits
x	Results of management review
x	Follow up of issues from previous audit