**Attachment 02**

**to TUEV NORD CERT form A13F010 (“Questionnaire for preparation for an audit according to automotive standards”)**

| **#** | **Question** | **answer** | **Comment** (if any) |
| --- | --- | --- | --- |
|  |
| 1.1 | Have means / approaches of how to fulfil the revised / new Requirements of IATF 16949 been implemented in the QM-System documentation (e.g. QM-Manual, Process description, procedures, instructions) | yes |  | no |  |  |  |
|  |
| 1.2 | When has the update of the QM-System documentation been finalized? | Date: |  |  |  |
|  |
| 1.3 | When has the revised QM-System documentation been released by Top Management? | Date: |  |  |  |
|  |
| 2.1 | Have Internal Auditors been qualified for 1st / 2nd party audits on IATF 16949? | yes |  | no |  |  |  |
|  |
| 2.2 | How many internal Auditors are qualified on IATF 16949 accordingly? |  |  |  |  |
|  |
| 2.3 | When was the qualification process finalized? |  |  |  |  |
|  |
| 3.1 | When have internal (in minimum Delta-) Audits to verify effective implementation of the IATF 16949 requirements been conducted? | from: |  | to: |  |
|  |
| 3.2 | Is any Non-conformity observed in the internal system audits, been closed? | yes |  | no |  |  |  |
|  |
| 3.3 | When has this been completed? | calendar week/year: |  |
|  |
| 4.1 | Has a Management Review to evaluate the effectiveness of (in minimum) the new / revised requirements of IATF 16949, been conducted? | yes |  | no |  |  |  |
|  |
| 4.2 | When has this been completed? | calendar week/year: |  |
|  |  |
| 4.3 | Are observations from Management Review preventing the company to move on with Transition audit / Certification Process?? | yes |  | no |  |  |  |
|  |
| 5.1 | Are there remote functions resp. remote locations supporting the site(s)? | yes |  | no |  |  |  |
|  |
| 5.2 | Are there remote locations already audited to IATF 16949:2016 by TUEV NORD CERT? | yes |  | no |  |  |  |
|  |
| 5.3 | Are there remote locations already audited to IATF 16949:2016 by another CB?If yes, these reports (English) shall be attached to the documentation for Readiness Review. The report confirms that all interfaces between the remote supporting location and the site were audited and nonconformities (if any) are closed. | yes |  | no |  |  |  |
|  |
| 5.4 | If Remote Location are not audited based on IATF 16949 by a Cert.-Body yet: Is a „Gap-Analysis“ of the remote supporting functions available, including a detailed action plan of how to fulfill the applicable requirements of IATF 16949?Evidence of the “Gap-Analyses” and the action plan for implementing IATF 16949 are required to be send with the documentation for Readiness Review (refer to Form A13F030) | yes |  | no |  |  |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Place/Date |  | Name, Function |  | Signature \*) |

**For use of TUEV NORD CERT** (to be processed by IATF 16949 approved Auditor)

|  |  |  |
| --- | --- | --- |
| **Decision of TUEV NORD CERT:** | **yes** | **no** |
| Transition- / Certification process can be continued? |  |  |
| Reason for rejection if decision is “No”:  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| place/date |  | Name in block letters and signature \*) |

\*) If sent by email, the address of the sender is accepted