**Definition for Information:**

Extended manufacturing site (EMS) is a client location which supports the main manufacturing site (MS) with manufacturing processes and have different address and the same legal entity as main manufacturing site.

**Please note:**

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

Please send one application by EMS

**Main manufacturing site** to which this Extended Manufacturing Site (“EMS”) is linked**:**

|  |  |
| --- | --- |
| Name and complete address |  |
| TNCERT Certificate number |  |
| IATF Certificate number (7 digits) |  |
| USI# |  |
| Scope as shown on Certificate |  |
| Total number of employees (incl. all EMS employees) |  |

**Extended Manufacturing Site (“EMS”)**

|  |  |  |  |
| --- | --- | --- | --- |
| N° of EMS to main production site above (e.g. 1 of 1) |  | of |  |

|  |  |
| --- | --- |
| Name and complete address of EMS |  |
| Existing / previous Cert.#  (if any) |  |
| USI # |  |
| 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 EMS) |  |
| Shift pattern  (e.g., 1, 2, 3 shifts) |  |
| Shift times  (e.g. Shift 1 from 06:00 am to 02:00 pm) |  |
| Driving distance (km)  from Main manufacturing site to EMS |  |
| Driving time (h)  From Main manufacturing site to EMS |  |

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

(IMPORTANT: Any “no” may end in rejection of this application)

| **#** | **Question and explanations** | **yes** | **no** | **Verification / supporting documents**  If “yes” please submit the evidence with relevant documents, e.g. legal entity registers, process map, google map, … |
| --- | --- | --- | --- | --- |
| 1 | Is the main manufacturing site and the extended manufacturing site[s]) with different addresses managed together as one manufacturing site and is part of the same legal entity? |  |  |  |
| 2 | Does an extended manufacturing site (EMS) only receive support from or provide support to the main manufacturing site? |  |  |  |
| 3 | Is any EMS located within ten (10) miles (sixteen [16] kilometers) and no more than sixty (60) minutes of driving distance from the main manufacturing site? |  |  |  |
| 4 | Does the main site and EMS operate under a single quality management system (see IATF 16949, 4.4.1)? |  |  |  |
| 5 | Is the EMS managed and controlled together, as one manufacturing site, with the main manufacturing site by the main manufacturing site’s management personnel?  Note: The EMS shall not be controlled and managed autonomously from the main manufacturing site. In this regard, management responsibilities and authorities shall not be delegated to front-line management (see Rules, section 10.0) or the non-management personnel located at the EMS. |  |  |  |
| 6 | Is the main manufacturing site's management personnel actively involved in the control and management of the EMS together with the main manufacturing site? |  |  |  |
| 7 | Is the Management personnel located at an EMS, provided these personnel are responsible for controlling and managing their relevant area of responsibility at both the main site and the EMS, not just the EMS?  Is the management personnel which is located at an EMS, responsible for controlling and managing their relevant area of responsibility at both the main site and the EMS?  Note: Management personnel located at the EMS cannot be responsible only for the EMS - see 5 and 8. |  |  |  |
| 8 | Does the EMS have dedicated front-line management personnel located there with limited decision-making authority for operational, day-to-day decisions regarding the manufacturing processes for the EMS?  Note: These types of decisions may include, but not be limited to, stopping production in the event of a quality problem or allocating relevant personnel within the EMS to ensure adequate staffing and support to execute the manufacturing processes. |  |  |  |
| 9 | Does the EMS non-management personnel (e.g., production schedulers, manufacturing engineers, facilities maintenance, etc.) located onsite support the EMS and/or the main manufacturing site, but no other manufacturing site(s)? |  |  |  |

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

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

**For use of TÜV NORD CERT** (processed by IATF 16949:2016-approved Application Reviewer)

|  |  |  |
| --- | --- | --- |
| **Decision of TNCERT internal acceptance of EMS-application by Application Reviewer:** | **yes** | **no** |
| Application accepted? |  |  |
| Reason for rejection if decision is “No”: | | |

|  |  |  |
| --- | --- | --- |
| The Application Reviewer confirms with signature that the application will be added to Audit Documentation as appropriate. | | |
|  |  |  |
| place/date |  | Signature\*) |

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