**Definition for Information:**

A “Site” shall be understood as the location at which value-added manufacturing processes occur (see 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 (EMS).

**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 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 | Does the EMS have different address as the main manufacturing site and does the EMS manage one manufacturing site and is the EMS part of the same legal entity? |  |  |  |
| 2 | Does the EMS only receive support from or does the EMS provide support to the main manufacturing site? |  |  |  |
| 3 | Does the EMS locate 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 the EMS operate under a single quality management system? |  |  |  |
| 5 | Does the EMS manage and control together, as one manufacturing site, with the main manufacturing site by the main manufacturing site’s management personnel?  An EMS does not control and manage autonomously from the main manufacturing site.  In this regard, management responsibilities and authorities does not delegate to front-line management or the non-management personnel located at the EMS. |  |  |  |
| 6 | Does the Management personnel’s active involvement in the control and management of the EMS together with the main manufacturing site can be demonstrated with evidence? |  |  |  |
| 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? |  |  |  |
| 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 | May the EMS have non-management personnel (e.g., production schedulers, manufacturing engineers, facilities maintenance, etc.) located onsite who support the EMS and/or the main manufacturing site, but no other manufacturing site? |  |  |  |

| **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.  **….as long as all the other eligibility criteria as shown above is met.** |
| 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.  **…in this case, a corporate audit scheme should be considered.** |
| D | A single IATF 16949:2016 certificate shall be issued including the main manufacturing site and all extended manufacturing site(s) (see Rules 5.13).  **… this contrasts with the corporate certificate which would have separate certificates, one certificate for each separate manufacturing site.** |
| E | CB’s would setup the organization as a single site in the IATF database with the main manufacturing site’s name and address.  **…under the main manufacturing site, TNCERT will enter the relevant information about the extended manufacturing site(s)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Place/Date |  | Name, Function |  | Signature |
|  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Decision of TNCERT internal acceptance of EMS-application, subject to evaluation during Readiness Review:** | **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 |  | Name in bloc letters and signature |