

Application for admission for IATF 16949 3rd party auditors for IATF-recognized certification bodies

Preliminary remarks

Please note that only the official contact person of an IATF-recognized certification body is authorized to register auditors for IATF-recognized certification bodies to participate in the initial face-to-face training & examination for IATF 16949 3rd party auditors.

Please submit the following documents/evidence for each candidate:

- filled in application form
- attachments 1 to 5 as requested according to the checklist on page 4 of this application form (please submit .pdf documents as electronic file)
- curriculum vitae for the applying auditor

The completed application form including all attachments shall be submitted by e-mail to the following IATF Training Organization at VDA QMC:

For training abroad to:
license@vda-qmc.de

All documents must be completed and submitted in **English** language.

Please follow all current provisions and important information regarding IATF 16949 3rd party auditor applicants.

The applying certification body shall provide the applying auditor with the following documents/information:

- all relevant information about the training course
- the currently valid edition of IATF 16949 standard (and all relevant SIs or FAQs as applicable)
- the currently valid edition of IATF Rules (and all relevant SIs or FAQs as applicable)
- the currently valid edition of IATF Auditor Guide for IATF 16949

There is a need to that the candidate studies before the mentioned information and documents prior to the training to be familiarize with the contents.

Subject of the written exam are the IATF 16949 standard, the IATF Rules and important automobile-specific methods (e.g. FMEA, MSA and SPC). At the start of the training candidates are expected to be knowledgeable about the above-mentioned subjects.

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Application date and place: _____

Details of the IATF-recognized certification body

(Please use the official CB name and do not use abbreviations. Please do not fill in the names of departments/subsidiaries of the IATF-recognized certification body. The following particulars will form the basis of a later entry in the IATF database):

Name: _____

Street: _____

Zip code, City: _____

Country: _____

Official contact person: _____

Position / Title: _____

E-Mail address: _____

Telephone: _____

Billing address - see above

Please send the bill to the following address:

Company name: _____

Street: _____

Zip code, city: _____

Country: _____

Registration and payment conditions

For details of the registration, terms of payment and cancellation/rebooking please refer to the website of training's provider

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Auditor's given (and middle) name: _____

Auditor's family name (and title): _____

Auditor's e-mail address: _____

Company name: _____

Function: _____

Current company address of the auditor:

Street: _____

City: _____

Zip code: _____

State: _____

Country: _____

Telephone: _____

Date of training course:

Training seats will be assigned exclusively and immediately after positive assessment of the application. Please refer to the website of the trainer's provider for information about planned and available dates.

1st choice:

2nd choice:

3rd choice:

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Checklist for application and admission for training and examination:

(Please cross applicable boxes and attach evidence; to be signed by the applicant and the CB contact person)

Auditor's last name, first name: _____
Date of birth: _____
Certification body: _____

1. Enrolment

- by the official contact person of the certification body

2. Proof of qualification according to ISO/IEC 17021 and the relevant accreditation body requirements to perform ISO 9001 audits

add as attachment 1

- Auditor certified to ISO 9001:2015
 Lead auditor certified to ISO 9001:2015

3. Proof of auditing experience

add as attachment 2a and 2b

- Minimum of six (6) ISO 9001 3rd party audits in manufacturing industry with at least three (3) audits as lead auditor
NOTE: Automotive manufacturing first- or second-party system auditing experience may be considered
- Observation a minimum of one (1) complete IATF 16949 3rd Party Audit (excluding extraordinary audits) with a minimum duration of two (2) days. The corresponding confirmation from of the certification company must contain at least the following information: name, address and IATF number of the audited company, audit period and the name of the lead auditor.

4. Knowledge in automotive core tools

add as attachment 3

- Documented evidence (training certificates) of received training in automotive core tools

5a. Practical experience in the (automotive) industry

add as attachment 4

- Four (4) years full time appropriate practical experience (including two (2) years dedicated to Quality Assurance and/or Quality Management activities) within the past fifteen (15) years in an automotive manufacturing organization.

NOTE 1: Please attach a list that includes the name(s) of the company/companies the applicant was working. The list shall include the relevant site address, a detailed description of the manufactured products and a detailed description of the relevant jobs/activities the applicant was responsible for.

NOTE 2: Experience in industries with similar scopes of applicability (e.g., Aerospace, Telecommunications, Rail, Industrial Off-Road equipment, etc.) in chemical, electrical, or metallic commodities may be considered.

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ALTERNATIVELY:

5b. Evidence of being a previously qualified ISO/TS 16949 or IATF 16949 3rd party auditor

add as attachment 4

- Evidence to support the auditor's re-application for admission into the IATF Initial auditor qualification process, including the reasons for the deactivation within the previous 36 months before this application.

6. Further documents

add as attachment 5

- Applicant's curriculum vitae

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Herewith I confirm that the statements made in the documents submitted are true.

Date, Signature of the applicant: _____

Date, Signature CB contact person: _____

Spelling of last name, first name:
(CB contact person) _____

To be completed by VDA QMC only

The auditor candidate complies the following requirements:

- is qualified according to ISO/IEC 17021 to conduct 3rd party audits for ISO 9001 Yes No
- has conducted at least six (6) 3rd party audits to ISO 9001 in manufacturing industries,
at least three (3) as audit team leader Yes No
- has knowledge of automotive specific core tools (FMEA, SPC, MSA or more) Yes No
- has four (4) years full time appropriate practical experience in the past ten (15) years Yes No
- has proven that he/she was a qualified 3rd party auditor within the last 36 months Yes No

Applicant is approved YES NO

Remarks / Comments (e.g. missing or incomplete documentation / requests for additional evidence):

Temporary ADP Access:	Temporary ADP No.: 3-NE-	
	Issue Date:	Expiration Date:
Date:	Application checked by:	
	Signature:	