

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

Preliminary remarks (valid for qualifications at the VDA QMC in Germany)

Before sending the application, please visit our website for registration for the desired date:

[Training Registration \(vda.de\)](https://www.vda.de)

Please note that only the official contact person of an IATF-recognized certification body is authorized to submit the application for the auditor.

Please submit the following documents/evidence for each candidate:

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

The completed application form including all attachments, summarized in one pdf, shall be submitted by e-mail to VDA QMC, Training and Professional Development:

E-Mail: seminare@vda-qmc.de

All documents have to be completed and submitted in German or 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 in order to be familiarize with the contents.

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):

Certification Body:	
Street:	
Zip code, City:	
Country:	
Official contact person:	
Position/ Title:	
Telephone:	
E-Mail:	

Billing address - see above

Please send the bill to the following address:

Company name:	
Street:	
Zip code, city:	
Country:	

Registration and payment conditions

Details of the registration, terms of payment and cancellation/rebooking are accurately described in our registration and payment conditions. Please refer to our website:

[Zusatzinformationen - Verband der Automobilindustrie e. V. \(VDA\) \(vdagmc.de\)](http://vdagmc.de)

Auditor details

family name (and title):	
given (and middle) name:	
Date of birth:	
Telephone:	
E-Mail:	
Company name:	
Function:	

Current company address of the auditor:

Street:	
Zip code, city:	
Country:	

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.

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

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 3 rd party audits for ISO 9001	<input type="checkbox"/> Yes <input type="checkbox"/> No
- has conducted at least six (6) 3rd party audits to ISO 9001 in manufacturing industries, at least three (3) as audit team leader	<input type="checkbox"/> Yes <input type="checkbox"/> No
- has knowledge of automotive specific core tools (FMEA, SPC, MSA or more)	<input type="checkbox"/> Yes <input type="checkbox"/> No
- has four (4) years full time appropriate practical experience in the past ten (15) years	<input type="checkbox"/> Yes <input type="checkbox"/> No
- has proven that he/she was a qualified 3 rd party auditor within the last 36 months	<input type="checkbox"/> Yes <input type="checkbox"/> No 
Applicant is approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Remarks / Comments (e.g. missing or incomplete documentation / requests for additional evidence):	
Date:	Application checked by:
	Signature: