

Changes to ISO/TS 16949 Rules 4th Edition What They Mean for Your Organization

The Rules for Achieving and Maintaining IATF Recognition 4th Edition were released on October 1, 2013 and requires full implementation by April 1, 2014. This article highlights some of the most significant changes that affect registrants within the scheme. NSF-ISR does wish to qualify that this summary is being provided to assist organizations with understanding some of the changes, but organizations should obtain the official document from the Automotive Industry Action Group (AIAG) and fully read it to understand the entire impact.



At the time of release, the IATF also published Certification Body Communiqué #2013-006 (available from the IATF website) which describes the removal of manufacturing site extensions from the ISO/TS 16949 certification scheme. Existing site extensions will need to transition into single certified sites between April 1, 2014 and April 1, 2015 according to the process described in the memo.

In summary, it appears the changes to the Rules align with the IATF strategy of “raising the bar” as coverage and detail of audits appear to have increased from a requirement perspective and the consequences for not performing to expectation have been made more severe. The interpretation of these requirements is subject to change as future meetings are planned with IATF members to better understand intent and application. The remainder of this article discusses selected clauses and changes to the requirements and scheme.

Clause 1.0 Eligibility *Change Summary*

Fables sites are not eligible for TS certification. Fables is defined as an organization which outsources all fabrication activity. Sites manufacturing only aftermarket parts are not eligible for TS certification.

2.9 Appeals and complaints *Change Summary*

The appeals process shall not impact timings related to nonconformity management (NC) or the certificate decertification process.

3.1 Certification agreement with client *Change Summary*

The certification body (CB) shall have a legally enforceable agreement with the client which includes that consultants to the client cannot be physically present at the client’s site during audits or participate in audits in any way. The audit team shall be knowledgeable in the legally enforceable agreement with the client.

3.2 Notice of changes by a client *Change Summary*

Client failure to inform the CB of changes is considered a breach of the legally enforceable agreement and may result in certificate withdrawal.



5.2 Audit day determination *Change Summary*

Longer days (over eight hours) are now allowable when covering a third shift. Time shall be spent on that shift and shall not exceed a total of four hours (0.5 days). Multiple shift patterns are to be audited at each shift. Minimum audit time in manufacturing sites is to be a third of the total audit days. On-site verification of past corrective action reports (CARs) is required and that effort is in addition to the specified man days and is not entered into the IATF database. Ring-fencing- allowable criteria are now defined and IAOB approval is required prior to implementation. Justifications for additional timing due to scope expansion shall be maintained in audit planning documents. Regarding headcount changes, if the minimum number of days increases or decreases, the change shall be applied to the current audit. Records shall be maintained.

5.6 Establishing the audit team *Change Summary*

For the initial certification audit, the CB shall appoint an audit team that has not previously audited the client in the past three years for TS. The CB may appoint one auditor from a previous cycle to participate in the recertification audit, but this auditor is not allowed for subsequent surveillances.

5.7 Audit planning *Change Summary*

5.7.1 Client info for audit planning CB shall require the client to provide pre-planning information as an input for developing an audit plan. The list of information to provide has been slightly revised.

5.7.2 Audit plan The summary of analysis of pre-planning information is to be maintained as part of the audit record (see Annex 3 of the Rules). When complete information is not received prior to plan issuance, the audit plan shall include additional time to collect and review information on-site prior to the opening meeting. The audit plan shall include a minimum of one hour on site, prior to the opening meeting, for verification of changes, performance and scorecard reviews. The plan can be adjusted as needed and the extra hour is in addition to the specified days (the extra hour is not entered in the IATF database). The audit plan shall identify when interactions with remote support functions will be audited. It also needs to identify when on-site reviews of corrective actions from previous audits are verified. Further, the audit plan shall contain record of the total number of hours audited per day and the total days per team member.

5.8 Conducting on-site audit activities *Change Summary*

Each audit shall include implementation of requirements for new customers since the last audit. The on-site audit shall cover manufacturing on all shifts where it occurs, including sample of shift changeover. During stage 2, recertification and transfer audits, all manufacturing processes shall be audited on each shift. The surveillance cycle shall include auditing of all manufacturing processes during each shift.



5.9 Audit findings *Change Summary*

If the surveillance audit is terminated, the certificate is suspended and a full repeat audit shall occur within 90 days of the closing meeting date (CMD). If a recertification audit is terminated, the audit shall be repeated. If the 90-day timing is exceeded, the client shall require stage 1 & 2 audits. If a transfer audit is terminated, the client shall start over with stage 1 & 2.

5.10 Writing the audit report *Change Summary*

The final audit report shall be acknowledged by a client representative. The list of required report contents has increased significantly. Added detail includes items such as employment headcount specifics, customer specific requirements (CSR) latest dates, scorecard summaries and actions, summary of manufacturing process coverage, remote support location (RSL) specifics and coverage, summary of condition validation for ring fencing, etc. These changes shall require additional off-site reporting time.

5.11 Nonconformity management *Change Summary*

5.11.1 The CB shall require client response to nonconformities within 60 days, including evidence of correction; root cause methodology, analysis and results; systemic corrective action; and verification of effectiveness.

5.11.2 If a nonconformance is not closed in 90 days, the audit result is deemed failed and the IATF database is updated. This means that new clients are not certified (and existing clients have their certificate immediately withdrawn) and shall start over with stage 1 & 2. In exceptional cases where implementation of corrective actions cannot be completed within 90 days from the end of the audit, the CB shall consider the nonconformity “open but 100% resolved” if the issue has been contained, an acceptable action plan with implementation evidence has been submitted, an on-site follow-up visit prior to next audit has been scheduled, and records for the justification of the situation are maintained by the CB.

All nonconformances shall be reviewed at the subsequent visit. If not effectively implemented, the CB shall issue a major nonconformance against the corrective action process and reissue a major nonconformance against the repeat issue.

5.11.3 On-site verification *Change Summary*

Major nonconformances shall require an on-site verification within 90 days. If the CB finds an accepted corrective action plan for a major nonconformance has not been effectively implemented, the audit result is failed, the IATF database is updated, and the client certificate is withdrawn. If the client does not effectively implement a corrective action for a minor nonconformance, the auditor issues a major nonconformance against the corrective action process and reissues a major nonconformance against the repeat issue.



6.0 Audits *Change Summary*

6.5.1 Stage 1 planning CB shall require the client to provide necessary documentation for review, including a description of remote locations and the support they provide or receive, etc.

6.8 Recertification audit activities *Change Summary*

For a major nonconformance, the client shall identify root cause and implement the correction within 20 days.

7.1 Transfer audit *Change Summary*

A new CB shall not transfer a client in any IATF OEM special status condition until after the current CB has conducted at least one on-site visit. The client shall provide a new CB with audit reports from the prior three years including evidence of corrective action report (CAR) closure for the site and any remote support locations (RSLs). The new CB shall contact the IAOB regarding transfer approval and verification of information.

8.3 Certificate suspension decision *Change Summary*

If the initiation of the decertification process is related to a major nonconformance or surveillance not conducted on time, the certificate shall be suspended. The CB shall request the client to provide a corrective action plan within a maximum of 20 calendar days of the notice to suspend. When suspension is related to surveillance audit timing missed, the CB shall reschedule and conduct a surveillance audit within 90 days of the suspension date.

8.4 Verification *Change Summary*

Major nonconformances require on-site verification and these visits are considered special audits and shall be entered by the CB in the IATF database. Where corrective actions are not effectively implemented, the audit team shall recommend withdrawal of the certificate.

8.5 Reinstatement/withdrawal decision *Change Summary*

The CB can decide to reinstate or withdraw the certificate independent of the client's customer special status condition. Records of the decision shall be maintained by the CB. For recertification audits, the decertification process shall be completed prior to the recertification decision.

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