

## Client IATF Audit Planning

In accordance with IATF Rules, all clients are required to provide any applicable planning information included on this form no later than 60 calendar days from the planned audit start date. This information pertains to Main Manufacturing, Extended Manufacturing (Ext. Mfg.), and Remote Support Locations (RSLs), as applicable.

### SECTION 1 – Site Information

Company Name:			
Site / Division:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
City: (or equivalent)		State: (or equivalent)	
Postal Code: (or equivalent)		Country:	

<b>Registration Approach:</b>	<input type="checkbox"/>	Single Manufacturing Site
	<input type="checkbox"/>	Single Manufacturing Site w/ Ext. Mfg. Site(s) <b>(Must provide completed R20.27 form)</b>
	<input type="checkbox"/>	Corporate Scheme
	<input type="checkbox"/>	Remote Support Location Only

On-Site Employees:		Change since previous audit:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> None
Ext. Mfg. Employees:			<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> None
Apportioned from RSL(s):			<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> None

**NOTE: Employee Counts to include Full Time, Part Time, Temp, and Contract Employees**

# of Shifts:		Shift Times:	
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Planned Primary Language of the Audit:			
Are any other languages spoken on site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If YES, list below including % of employees per language</b>

List all legal, statutory, and/or regulatory requirements:	
List all product safety requirements by regulation / standard:	

Are there Non-Automotive (ISO Only) processes that occur at this site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If <b>YES</b> , please list:		
Are there any raw materials or parts manufactured on-site that are not audited to IATF requirements but that are used in Automotive Product shipped to your customers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If <b>YES</b> , please list:		

Is this site owned by a larger organization?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>If YES, answer questions 1 - 3 below.</b>
1.	Does any part of the larger organization have a direct impact on the management of your site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2.	Does any part of the larger organization provide any RSF, component, or product to your site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
3.	If <b>YES</b> to 1 or 2, which option best describes how the relationship with the larger organization is treated:			
	<input type="checkbox"/> Supplier / External Provider	<input type="checkbox"/> Support Activity	<input type="checkbox"/> Extended Manufacturing Site	

### SECTION 2 – Required Readiness Materials

Select either YES or N/A for all items listed in this section as applicable.

- YES = requested material is applicable and is being submitted to PRI along with this form.
- N/A = requested material is not applicable & no submission is required for this item.

	YES	N/A	For any materials submitted, please label in a way that clearly indicates what item # below it corresponds with.
1	<input type="checkbox"/>	<input type="checkbox"/>	Quality Management System (QMS) Documentation such as: (see IATF 16949 Section 7.5.1.1) <ul style="list-style-type: none"> <li>• Quality Manual (QM)</li> <li>• Process Maps / Turtle Diagrams (Process definitions must match QM)</li> <li>• Matrix listing where in the QMS Customer Specific Requirements (CSRs) are addressed</li> </ul>
2	<input type="checkbox"/>	<input type="checkbox"/>	Internal Audit Results since the previous audit including: <ul style="list-style-type: none"> <li>• Summary of internal systems – manufacturing processes – product audit results</li> <li>• Any NC information</li> </ul>
3	<input type="checkbox"/>	<input type="checkbox"/>	Management Review Results since the previous audit including outputs / action item list.
4	<input type="checkbox"/>	<input type="checkbox"/>	QMS performance and trends in relation to established performance targets since the previous audit
5	<input type="checkbox"/>	<input type="checkbox"/>	List of Outsourced Processes including linkages / interfaces.
6	<input type="checkbox"/>	<input type="checkbox"/>	List of Remote Support Functions (RSFs) provided to / received from other locations. <ul style="list-style-type: none"> <li>• List should identify RSFs provided to / received from other sites as they pertain to this site only. This may be in addition to any overarching / corporation wide process flow map provided.</li> <li>• For a list of IATF approved RSF Titles see Table 1 at the end of this form</li> <li>• Any changes to RSFs related to this site since the previous audit, will be recorded in Section 3 below.</li> </ul>
7	<input type="checkbox"/>	<input type="checkbox"/>	If any Remote Support is received from a site audited by a CB other than PRI, provide the following: <ul style="list-style-type: none"> <li>• Proof CB is recognized by IATF</li> <li>• Latest version of audit plan &amp; report submit by CB for RSL(s) audited</li> <li>• NCs and NC management records (in the agreed upon language of the audit)</li> </ul>
8	<input type="checkbox"/>	<input type="checkbox"/>	Current list of all IATF OEM (including Supplier Codes), Non-IATF OEM, and Automotive customers. Indicate where the CSR Matrix can be found in QM. <b>NOTE: If you have more than 15 Automotive Clients (not including IATF / Non-IATF OEMs), please specify which are your 15 largest customers.</b>
9	<input type="checkbox"/>	<input type="checkbox"/>	Customer Satisfaction data since the previous audit.
10	<input type="checkbox"/>	<input type="checkbox"/>	Customer Complaint Summary since the previous audit, including repeat problems.
11	<input type="checkbox"/>	<input type="checkbox"/>	R20.27 Form – <b>required for Ext Mfg. Site(s) only</b>
<b>Renewal / Recertification Audits Only</b>			Any applicable information listed above must be provided for the last 3 years, covering the current certificate cycle.

**SECTION 3 – Changes to Remote Support**

Use the table below to list any changes to RSFs received at this site and/or that this site provides to other locations. See Table 1 at the end of this form for a list of IATF approved RSF Titles. Site Information must contain an address as well as site name for any newly added sites or any existing sites having a change of address.

<u>RSF TITLES</u>	<u>RECEIVED / PROVIDED</u>	<u>SITE INFORMATION</u>
	<input type="checkbox"/> Received From	
	<input type="checkbox"/> Provided To	
Describe the change:		
	<input type="checkbox"/> Received From	
	<input type="checkbox"/> Provided To	
Describe the change:		
	<input type="checkbox"/> Received From	
	<input type="checkbox"/> Provided To	
Describe the change:		
	<input type="checkbox"/> Received From	
	<input type="checkbox"/> Provided To	
Describe the change:		
<b>If you need additional space, please contact your Audit Support Specialist.</b>		

**SECTION 4 – Changes since the previous audit event**

Have there been any changes in the following since the previous audit event: <b>If YES, please provide explanation in the section provided.</b>			
<u>Organization</u>	<u>YES</u>	<u>NO</u>	<u>Description</u>
Legal Status?	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial Status?	<input type="checkbox"/>	<input type="checkbox"/>	
Ownership?	<input type="checkbox"/>	<input type="checkbox"/>	
Organization / Management?	<input type="checkbox"/>	<input type="checkbox"/>	
Site Name or Address as it appears on the certificate?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Scope of Operation</u>	<u>YES</u>	<u>NO</u>	<u>Description</u>
Scope Statement as it appears on the certificate?	<input type="checkbox"/>	<input type="checkbox"/>	
Approach (Certificate Structure)?	<input type="checkbox"/>	<input type="checkbox"/>	
Processes / Activities such that scope of the audit will be affected?	<input type="checkbox"/>	<input type="checkbox"/>	
Any new equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Customers</u>	<u>YES</u>	<u>NO</u>	<u>Description</u>
New Customers and/or New CSRs for existing customers?	<input type="checkbox"/>	<input type="checkbox"/>	
IATF OEM Customer Special Status?	<input type="checkbox"/>	<input type="checkbox"/>	

Have you used any QMS – related consultancy services since the previous audit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If <b>YES</b> , please describe below (include any qualifications / accreditations / certifications):		

**SECTION 5 – CQIs**

Do any of these Special Processes apply per the CQIs listed below:		YES	N/A
CQI-8	Layered Process Audits Guideline	<input type="checkbox"/>	<input type="checkbox"/>
CQI-9	Heat Treat System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-11	Plating System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-12	Coating System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-14	Customer Centric Warranty Management	<input type="checkbox"/>	<input type="checkbox"/>
CQI-15	Welding System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-17	Soldering System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-19	Sub-tier Supplier Management Process Guideline	<input type="checkbox"/>	<input type="checkbox"/>
CQI-23	Molding System Assessment	<input type="checkbox"/>	<input type="checkbox"/>
CQI-27	Casting (Foundry) System Assessment	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other applicable CQI(s) and associated Special Processes:	

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(Client Signature)

\_\_\_\_\_

(Date)

<b>TABLE 1 – IATF Approved Remote Support Function (RSF) Titles</b>	
<b><u>RSF TITLE</u></b>	<b><u>Remote Audit Permitted at SA-RSL</u></b>
Aftersales	Yes
Calibration	No
Continuous Improvement	Yes
Contract Review	Yes
Customer Service	Yes
Distribution	No
Engineering	No
Facilities Management	Yes
Finance	Yes
Human Resources	Yes
Information Technology	Yes
Internal Audit Management	Yes
Laboratory	No
Logistics	No
Maintenance	No
Management Review	Yes
Marketing	Yes
Packaging	No
Policy Making	Yes
Process Design	Yes
Product Design	Yes
Production Equipment Development	Yes
Purchasing	Yes
Quality System Management	Yes
Research and Development	No
Repair	No
Sales	Yes
Sequencing	No
Servicing	No
Strategic Planning	Yes
Supplier Management	No
Testing	No
Training	Yes
Warehousing	No
Warranty Management	No
<b>The remote auditing allowances in this table are to be considered as guidance. The CB has the ultimate responsibility to apply the criteria &amp; meet the requirements of IATF Rules Section 7.3.</b>	