

Annex Questionnaire (Re-)Certification IATF 16949 / ISO 9001



附录IATF 16949/ISO 9001（再）认证问卷

This annex2 to the questionnaire is for data collection and evaluation of an Extended Manufacturing Site is applicable. 本问卷的附件2用于数据收集以及扩展制造场所的评估（如适用）。

1. General Data to the Manufacturing Site (Copy from main questionnaire)

制造场所的基本信息（摘自主问卷）

Site name / Company (Legal Entity) 公司名称（法律实体）	USI Number: USI号：
Site address 场所地址	

2. Information to Extended Manufacturing Site (EMS)

扩展制造场所（EMS）相关信息

Extended Manufacturing Site name 扩展制造场所名称	USI Number: USI号：
Extended Manufacturing Site address 扩展制造场所地址	

If needed, please copy and paste the table for any Extended Manufacturing Site

如有需要，请复制并粘贴此表格用于任何扩展制造场所。

Eligibility criteria for certificate structure 证书结构的资格标准	Objective Evidence to support your application is available 为您的申请提供的客观证据	Guidance notes 指导说明	Approved Y or N 批准：是或否
Single Manufacturing site with EMS: Shall be a single manufacturing site (also known as the main manufacturing site) whose manufacturing processes expand into one or more other locations (the extended manufacturing site[s]) with different addresses managed together as one manufacturing site that is part of the same legal entity. 带有EMS的单一制造场所： 应是一个单一制造场所（也称作主制造场所），其制造流程延伸至一个或多个其他地点（扩展制造场所），这些地点虽地址不同，但作为同一个制造场所统一管理，且它们属于同一法律实体。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	<ul style="list-style-type: none"> It is not allowed, that the EMS will have totally different customers and or operational procedures / products that are not linked to or from the main manufacturing site. 不允许出现这样的情况：EMS 场所所面向的客户以及所涉及的操作流程 / 产品与主制造场所完全不同，且彼此之间毫无关联。 	Yes 是 <input type="checkbox"/> No 否 <input checked="" type="checkbox"/>
An extended manufacturing site (EMS) shall only receive support from or provide support to the main manufacturing site. 扩展制造场所（EMS）应仅从主制造场所获得支持或向主制造场所提供支持。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	<ul style="list-style-type: none"> “Support only from the main manufacturing site” can include activities such as (but not limited to) HR, internal audits, engineering, calibration, maintenance, shipping etc “仅从主制造场所获得支持”可包括（但不限于）人力资源、内部审核、工程、校准、维护、运输等活动。 “Support only through the main manufacturing site” means if a remote support location exists, the interactions have to go directly into the main manufacturing site since the main manufacturing site provides direction to the extended site. If the remote support activity interacts directly with the extended manufacturing site, then the criteria in Annex 4 is not met and each site has to be certified separately. “仅通过主制造场所提供支持”意味着如果存在远程支持场所，由于主制造场所要为扩展制造场所提供指导，那么相互之间的交互必须直接与主制造场所进行。如果远程支持活动直接与扩展制造场所进行交互，那么就不符合附件 4 中的标准，并且每个场所都必须单独进行认证。 	Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>
An EMS shall be managed and controlled together, as one manufacturing site, with the main manufacturing site by the main manufacturing site's management personnel. Therefore, the EMS shall not be controlled and managed autonomously from the main manufacturing site. In this regard, management responsibilities and authorities shall not be delegated to front-line management (see section 10.0) or the non-management personnel located at the EMS. EMS应作为一个制造场所，由主制造场所的管理人员与主制造场所一起进行管理和控制。因此，EMS不得与主制造场所分开独立管理。在这方面，管理职责和权限不应下放给一线管理人员（参见第10.0节）或EMS的非管理人员。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	<ul style="list-style-type: none"> The extended manufacturing site does not have any independent decision-making capability 扩展制造场所不具有独立的决策能力 An EMS may 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 EMS 可以拥有专门的一线管理人员，负责对 EMS 的运营和日常决策进行有限的决策管理，包括制造过程相关事务。 Management personnel may be 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. 管理人员可以驻扎在 EMS，但前提是他们负责主制造场所和 EMS 相关领域的控制和管理，而不仅限于 EMS。 	Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>
The main site and EMS shall operate under a single quality management system (see IATF 16949, 4.4.1).	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？	One quality manual, process map, set of procedures, quality policy, objectives etc	Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>

Annex Questionnaire (Re-)Certification IATF 16949 / ISO 9001



附录IATF 16949/ISO 9001（再）认证问卷

主制造场所和EMS应在一个统一的质量管理体系下运行（参见IATF 16949，第4.4.1节）。	Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	统一的质量手册、流程图、程序集、质量方针、目标等 - One Management Review process conducted by the main manufacturing site covering both the main site and any extended manufacturing site(s) - 由主制造场所开展的统一管理评审过程，涵盖主制造场所和所有扩展制造场所。		
Management personnel's active involvement in the control and management of the EMS together with the main manufacturing site shall be demonstrated with evidence. (see ISO9001:2015 4.4.1 c), 4.4.1 g) 5.1, 5.2, 6.2 and IATF16949 6.2.2.1) 必须提供相关证据，证明管理人员积极参与主制造场所和EMS的控制和管理。 (参见ISO9001:2015 4.4.1 c)、4.4.1 g) 5.1、5.2、6.2和IATF16949 6.2.2.1)	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	- Managers at the extended site report to the next level of management at the main site. - 扩展制造场所的管理人员向主制造场所的下一管理层汇报。 - Extended site managers only serve as information channels and operational management. - 扩展制造场所的管理人员仅负责信息传递和日常运营管理。	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>
Types of decisions directly ant the EMS 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. 直接影响EMS的决策类型可以包括但不限于：发生质量问题时停止生产，或在EMS内部调配相关人员，确保足够的人员配置和支持以及制造过程的顺利执行。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	- Optional criteria that will not prohibit the applicability of an EMS - 可选标准，这些标准不会影响 EMS 的适用性。	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>
An EMS may 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. EMS可以安排非管理人员（例如生产调度员、制造工程师、设施维护人员等）驻场，为EMS和/或主制造场所提供支持，但不得支持其他制造场所。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	- Optional criteria that will not prohibit the applicability of an EMS - 可选标准，这些标准不会影响 EMS 的适用性。	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>
Top management at the main manufacturing site is responsible for conducting a single management review and reviewing customer performance for all products and / or services performed within the scope of certification at each extended manufacturing site(s) (see IATF16949, 9.3). 主制造场所的高层管理负责进行统一的管理评审，并审查其在认证范围内所有产品和/或服务所取得的客户绩效（参见IATF16949，9.3）。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	- Analysis of data is communicated to the main site, and Top Management at the main site reviews, evaluates and directs action.This data includes effectiveness as well as efficiency monitoring and measures - 数据分析结果将传达给主制造场所，而主制造场所的高层管理人员负责审查、评估并指示行动。这些数据包括有效性和效率的监控与衡量 - Management Reviews are conducted at the main site with decisions and assignments passed to the extended site - 管理评审在主制造场所进行，评审决策和任务分配则传达至扩展制造场所。	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>
An EMS shall be located within ten (10) miles (sixteen [16] kilometers) and no more than sixty (60) minutes of driving distance from the main manufacturing site. EMS应位于主制造场所十（10）英里（十六（16）公里）以内，且车程不超过六十（60）分钟。	File(s) in a ZIP container? 文件是否在 ZIP 压缩包内？ Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>	- Street miles / km shall be used and normal driving criteria - 应使用街道里程/公里数并遵循正常驾驶标准。	Yes 是 <input type="checkbox"/>	No 否 <input type="checkbox"/>

Note: If the answer to any of the specific questions above is “no,” then this would indicate that the extended manufacturing site should be considered a separate “manufacturing site” for IATF certification (possible corporate scheme option).

注：如果上述任何特定问题的答案为“否”，则表明扩展制造场所应视为独立的“制造场所”进行IATF认证（可能需要采用企业方案选项）。

Note: Site extension application to be reviewed & approved by Global IATF Product Manager or VETO

注：场所扩展申请需经全球IATF产品经理或VETO审查和批准。

Is the classification as “Extended Manufacturing Site” eligible? Yes <input type="checkbox"/> / No <input type="checkbox"/> 该制造场所是否符合“扩展制造场所”的分类标准？ 是 <input type="checkbox"/> / 否 <input type="checkbox"/>		
Comments for justification of decision 决策理由说明		
Reviewed by: 评审:	Signature 签名	Date 日期