

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



附录IATF 16949/ISO 9001（再）认证问卷

This annex3 to the questionnaire is for data collection and evaluation of Application for Audit Day Reduction in the case of a dedicated automotive manufacturing area.

本附录3用于收集和评估专用汽车制造区域的情况下审核天数减少的申请。

Note: The eligibility requires a waiver approval by VDA-QMC against IATF 5th Rules 5.2h (until 31.12.2024)

Note: The eligibility requires a CB internal approval against IATF 6th Rules 5.2h (off 01.01.2025) + forwarding to VDA-QMC incl. adequate evidences.

注：资格要求 VDA-QMC 根据 IATF 第五版规则5.2h（截至2024年12月31日）获得豁免批准。

注：资格要求 CB 根据 IATF 第六版规则5.2h（自2025年1月1日起）进行内部批准，并提交至 VDA-QMC，包括相关证据。

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 | | | |
| Management Representative 管理者代表 | | | |
| Contact details 联系方式 | Phone: 电话: | Mail: 邮件: | |
| IATF Cert.No, if applicable IATF认证编号（如适用） | Expiration date: 到期日: | | |
| Groupe Name (if applicable) 集团名称（如适用） | Company Web-Site 公司官网 | | |
| Single site certification? 单一场所认证? If part of a corp. scheme please tick the box "no": 如果是公司方案的一部分，请勾选“否”: | Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> | If "no" please name the corporate scheme and the no. of sites: 如果选择“否”，请列出公司方案名称和场所数量: | |
| Total Number of employees (permanent, part time, subcontract (current number) & temporary workers (average of last 6 months) 员工总数（长期、兼职、分包（当前人数）和临时工（过去6个月的平均值） | | | |

2. Manufacturing specific information for evaluation
用于评估的制造相关特定信息。

| | |
|---|--|
| 1) Please list all products produced at the requested site. 1) 请列出在所要求的场所生产的所有产品。 | |
| Automotive products 汽车产品 | |
| Non-Automotive products 非汽车产品 | |
| 2) Check applicable conditions below that apply for all process steps from incoming products to final packaging including all manufacturing processes for all automotive products: 2) 检查以下适用于从进厂产品到最终包装的所有工艺步骤的适用条件，包括所有汽车产品的所有制造过程: | |
| <input type="checkbox"/> Separate building 独立建筑 <input type="checkbox"/> Separate level (floor) of the site场所内独立的楼层 <input type="checkbox"/> Separated on the manufacturing floor by a permanent barrier (e.g. walls), separate machines / tool setups 在制造车间通过永久性屏障（例如墙壁）隔开，拥有独立的机器/工装设置。 <input type="checkbox"/> no shared equipment/tooling/production lines无共用的设备 / 工装 / 生产线 <input type="checkbox"/> Personnel working on the automotive manufacturing shop floor are trained for and primarily dedicated to working on the automotive shop floor, non-automotive personnel do not work on the automotive manufacturing shop floor 在汽车制造车间工作的人员经过相关培训，并专门从事汽车车间的工作，非汽车人员不在汽车制造车间工作 | |
| At a minimum, the same employee ratio (automotive manufacturing personnel divided by all manufacturing personnel) shall be applied to the support activity employee count. 至少应将相同的员工比例（汽车制造人员除以所有制造人员得出的比例）应用于支持性活动的员工数量统计中。 | |
| Total number of manufacturing employees dedicated to automotive production (excl. Management) 专门从事汽车生产的制造部门员工总数（不包括管理人员） | |
| Total number of manufacturing employees, whole production (excl. Management) 制造部门员工总数，整个生产环节（不包括管理人员） | |

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|---|--|
| Percentage automotive production employees / all production employees 汽车生产员工占有所有生产员工的百分比 | |
| Total number of non-manufacturing employees, whole site 整个场所内非制造部门员工的总数。 | |
| Effective minimum number of non-manufacturing employees related to the automotive manufacturing (non-manufacturing employees x percentage of related production employees) 与汽车制造相关的非制造部门员工的有效最低数量（非制造部门员工数量 × 相关生产员工所占百分比） | |
| 3) Attach a process flow chart/description (written or illustrated) for the mentioned process steps. 3) 附上所述工艺步骤的工艺流程图 / 工艺描述（文字形式或图示形式均可） | |
| <input type="checkbox"/> File attached in the ZIP container 文件已附在ZIP压缩包中 | |

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| 4) Attach evidence of physical separation (photos, Layouts, floor / site grounds, ...): 4) 附上物理隔离的证据（照片、布局图、楼层/场所平面图等）： | |
| <input type="checkbox"/> Separate building Please attach a picture of the site grounds (if needed also supported by a map or layout) and identify what activities occur in each building. 独立建筑（单独的建筑物） 请附上场地平面图的图片（如有需要，可辅以地图或布局图），并指明每栋建筑内开展的活动内容。 | |
| <input type="checkbox"/> Separate level (floor) of the site 场所内独立的楼层 If located on a separate floor in the same building as non-automotive production, attach a picture / map / layout of each floor of the location (owned by the organization) and identify what activities occur on each floor. 如果位于与非汽车生产处于同一建筑物内的独立楼层上，请附上该场所（属于相关组织所有）各楼层的图片 / 地图 / 布局图，并指明各楼层开展的是什么活动。 | |
| <input type="checkbox"/> Separated on the manufacturing floor by a permanent barrier (e.g. walls), separate machines / tool setups 在制造车间通过永久性屏障（例如墙壁）隔开，配备独立的机器 / 工具设置。 If co-located on the manufacturing floor with non-automotive production, attach a plant floor layout diagram and actual pictures of the physical separation. Note: The evidence shall be cross referenced to the manufacturing process flowchart. 如果与非汽车生产共处制造车间内，需附上车间布局图以及体现物理分隔情况的实际图片。注：这些证据应当与制造工艺流程图相互参照。 | |
| <input type="checkbox"/> File attached in the ZIP container 文件已附在ZIP压缩包中 | |

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| 5) Conducted a competent person of the certification body a site visit? If yes, please provide the date and the name of the person who visited the site 5) 认证机构的合格人员是否进行过现场考察？如果是，请提供考察日期和考察人员的姓名。 | |
| Yes 是 <input type="checkbox"/> | If yes如是: |
| No 否 <input type="checkbox"/> | Name姓名 _____, Date of visit访问日期 _____ |

Note:
Application for Audit Day Reduction to be reviewed & approved by Global IATF Product Manager or VETO.
In addition, a VDA-QMC waiver approval is required until 31.12.2024 or by 01.01.2025 required internal approval including adequate evidences shall be forwarded to the responsible IATF oversight office.
注：
审核天数减少申请需由全球IATF产品经理或VETO审查并批准。
此外，需要在2024年12月31日前获得VDA-QMC豁免批准，或在2025年1月1日前获得内部批准，包括充分的证据，并将其转发至负责的IATF监督办公室。

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| Is the classification as “Application for Audit Day Reduction” eligible? Yes <input type="checkbox"/> / No <input type="checkbox"/> “审核天数减少申请”是否符合条件? 是 <input type="checkbox"/> / 否 <input type="checkbox"/> | | |
| Comments for justification of decision 决策理由及说明 | | |
| Reviewed by: 评审: | Signature 签名 | Date 日期 |
| | | |

In accordance to (IATF 5th Rules), relevant until 31.12.2024:
To maintain approval for the above mentioned condition at this client’s site please submit the relevant report to the VDA QMC after conducting the audit to confirm that the conditions for the automotive separation are met as described above
根据（IATF第五版规则），相关规定有效期至2024年12月31日：
为了确保上述条件在该客户场所的有效性，请在审核完成后，将相关报告提交给VDA QMC，以确认是否符合如上所述的汽车隔离条件。

In accordance to (IATF 6th Rules), relevant off 01.01.2025:
The certification body-approved "Application for Audit Day Reduction" shall be entered into the IATF Database and forwarded to the relevant oversight office with supporting evidence **before** the start of the audit.
根据（IATF第六版规则），自2025年1月1日起生效：
认证机构批准的“审核天数减少申请”应录入IATF数据库，并在审核开始前将其及相关证据转发至相关监督办公室。