

**To be completed by TÜV Saarland Office Only (Sales, Back-Office, VETO, Global IATF product manage)**  
**仅限TÜV Saarland办公室填写 (销售、办公室支持人员、VETO、Global IATF产品经理)**

Offer/contract 报价/合同编号No:	Registration Standard 申请注册的标准: <input type="checkbox"/> IATF16949:2016 <input type="checkbox"/> IATF16949:2016&ISO9001:2015	
Company Name 公司名称 (中/英文):	<input type="checkbox"/> Registration 新项目 <input type="checkbox"/> Transfer 转机构新项目 <input type="checkbox"/> Transfer Reassessment 转机构再认证 <input type="checkbox"/> Loc 符合性声明 <input type="checkbox"/> Upgrade Loc 升级 <input type="checkbox"/> Reassessment 再认证 <input type="checkbox"/> Relocation 搬迁	
Employee 体系人数:	Product design responsibility 设计责任:	
Review of existing quotation and supplementary information for certification requirements 审核现有报价及补充信息, 确保符合认证要求		
Is the information about the applicant and its management system sufficient for the identified certification profile, calculation, planning the audit and are the requirements for certification defined and accurate? 申请人及其管理体系的信息是否足以满足确定的认证档、计算、规划审核, 且认证要求是否已明确且准确?	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Are any differences in understanding between the Client and TÜV Saarland resolved? 客户与TÜV Saarland之间理解上的差异是否已解决?	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Does TÜV Saarland have the competence and ability to perform the certification activity? E.g. technical area qualification codes, auditor resources, technical experts, ... TÜV Saarland是否具备执行认证活动的能力和资格? 例如, 技术领域资质代码、审核员资源、技术专家等。	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Has the client's location, operations, audit timing, language, safety considerations, threats to impartiality, and any other points, which could influence the certification activity been taken into account? 是否已考虑客户的地点、运营情况、审核时间、语言、安全注意事项、公正性威胁以及任何可能影响认证活动的其他因素?	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Has the Client had a "withdrawn" certificate? If Yes, then this needs further investigation. Make sure time is built into the proposal for a special audit to be performed prior to the initial audit. If the certificate was withdrawn due to ineffective implementation of corrective actions from a special audit or initiated by a special status, performance complaint or a Major non-conformity, then the client shall complete another special audit before an initial audit is conducted in order to verify the effective implementation of actions that led to the withdrawal. 客户是否曾有证书被“撤销”过? 如是, 则需要进一步调查。确保在初次审核之前, 提案中为进行特别审核预留时间。如果证书因未能有效实施纠正措施 (因特殊审核、特殊状态、绩效投诉或重大不合规项导致) 而被撤销, 则客户须在初次审核前完成另一项特殊审核, 以验证纠正措施是否已有效落实。	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
For a Transfer audit, have you reviewed the client's audit reports and NC-Management reports from the previous 3 year cycle? Be sure to check the auditor's name(s), if they are freelance auditors for TÜV Saarland they must be excluded from current the certification cycle. 对于转移审核, 是否已审核客户过去三年的周期审核报告和NC管理报告? 务必核实审核员的姓名, 如果审核员为TÜV Saarland的外聘审核员, 则必须将他们排除在当前认证周期之外。	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Is the Client applying for a Letter Of Conformance? Check that the client has adequate bid list activity for a customer requiring IATF 16949 certification or compliance. 客户是否正在申请符合性声明? 检查客户是否开展足够多的竞标活动, 以满足需要IATF 16949认证或合规性的客户要求。	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Have you checked how long this site has been in operation and how long they have been supplying the automotive industry? (Customer KPI shall be available at a minimum of 12 months) 您是否已检查该场所的运营时间, 以及他们为汽车行业提供服务的时长? (客户KPI应至少达到12个月)	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Which category does this client fit into? 该客户属于哪一类别? <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Client with no certification at all or client with ISO9001:2015 with other CB</li> <li>- <input type="checkbox"/> 无认证的客户或持有其他认证机构颁发的 ISO9001:2015 认证的客户</li> <li>- <input type="checkbox"/> Client with ISO9001:2015 with TÜV Saarland Certification GmbH</li> <li>- <input type="checkbox"/> 持有 TÜV Saarland Certification GmbH 颁发的 ISO9001:2015 认证的客户</li> <li>- <input type="checkbox"/> Client with IATF16949:2016 with TÜV Saarland Certification GmbH</li> <li>- <input type="checkbox"/> 持有 TÜV Saarland Certification GmbH 颁发的 IATF16949:2016 认证的客户</li> <li>- <input type="checkbox"/> Client with IATF16949:2016 with other CB looking to transfer to TÜV Saarland</li> </ul>		

<ul style="list-style-type: none"> <li><input type="checkbox"/> 持有其他认证机构颁发的 IATF16949:2016 认证并希望转至 TÜV Saarland 进行认证的客户</li> <li><input type="checkbox"/> Client with IATF16949:2016 with TÜV Saarland but applying for an extension to scope</li> <li><input type="checkbox"/> 持有 TÜV Saarland Certification GmbH 颁发的 IATF16949:2016 认证并正在申请扩大认证范围的客户</li> <li><input type="checkbox"/> Client with IATF16949:2016 with other CB or with TÜV Saarland but with a gap in certification</li> <li><input type="checkbox"/> 持有其他 <input type="checkbox"/> 机构或 TÜV Saarland <input type="checkbox"/> 的 IATF16949:2016 <input type="checkbox"/> 但存在 <input type="checkbox"/> 空档期的客 <input type="checkbox"/></li> </ul>		
Is Annex 2 for an extended manufacturing site included? 附录2中的扩展制造场所是否包含在内? Do you agree that the client meets the eligibility and have you considered requires additional time? Is the Annex 2 reviewed and approved by a VTLO or representative? 您是否认同客户符合资格要求, 并考虑过是否需要额外的时间? 附录2是否已由VTLO或代表审核和批准?	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Is the information in Section 2 / Annex 1 (Remote Locations and/or Remote-to-Remote) clear in respect of the interactions and have you considered the impact on the men-day calculation? Are they valide? 第2部分/附录1 (远程支持场所和/或间接支持场所) 的信息是否清晰反映了相关互动, 且是否考虑到对工时计算的影响? 它们是否有效?	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
Is the responsibility of Product design correctly defined? 产品设计的责任是否已正确定义? <ol style="list-style-type: none"> <li>Product design responsibility is within the client, incl. outsourced product design activities 1. 产品设计责任由客户承担, 包括外包产品设计活动</li> <li>Product design responsibility is owned by the clients' customers 2. 产品设计责任由客户方的客户负责</li> </ol>	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>
The requested certification structure is align to IATF requirements 请求的认证结构是否符合IATF要求? <ol style="list-style-type: none"> <li><input type="checkbox"/> Single Manufacturing Site 1. <input type="checkbox"/> 单一制造场所</li> <li><input type="checkbox"/> Single Manufacturing Site with receiving or preparing Remote (location) Support functions 2. <input type="checkbox"/> 单一制造场所, 接收或准备远程(场所)支持功能</li> <li><input type="checkbox"/> Single Manufacturing Site with Extended Manufacturing Site(s) with or without receiving or preparing Remote (location) Support functions (requirements for EMS are verified and applicable) 3. <input type="checkbox"/> 单一制造场所, 拥有一个或多个扩展制造场所, 具有或不具有接收或准备远程(位置)支持功能 (EMS 要求已验证且适用)</li> <li><input type="checkbox"/> Corporate Scheme with at minimum 2 manufacturing sites (for any manufacturing site a separate questionnaire is available and covered) 4. <input type="checkbox"/> 企业方案, 至少包含 2 个制造场所 (为每个制造场所提供独立的问卷)</li> </ol>		
Is the prepared offer and calculation of required audit men-days align to the questionnaire and are the received evidences correct to confirm any considered reduction? 准备的报价和审核所需工时计算是否与问卷一致? 所接收的证据是否充分, 并且所收到的用以确认任何已考虑的减少的证据是否正确	Yes 是 <input type="checkbox"/>	N 否 <input type="checkbox"/>

Is the questionnaire eligible to offer the requested IATF certification to the client? Yes <input type="checkbox"/> / No <input type="checkbox"/> 问卷是否符合要求, 能够为客户提供所申请的IATF认证? 是 <input type="checkbox"/> / 否 <input type="checkbox"/>		
Comments for justification of decision 决策理由及说明		
Reviewed by: 预评审:	Signature 签名	Date 日期
Comments for justification of decision 决策理由及说明		
Reviewed by: 技术评审:	Signature 签名	Date 日期

Comments for justification of decision 决策理由及说明		
Reviewed by: 商务评审:	Signature 签名	Date 日期
Conclusion:结论: 1) Accept, sign the contract受理, 签定合同 <input type="checkbox"/> 2) Accept, sign the contract, But further evidence is needed受理,可签定合同, 但需要进一步证据, <input type="checkbox"/> 3) Not accepted, not sign the contract不受理, 不签合同 <input type="checkbox"/> The certificate structure is determined as证书结构确定为: <input type="checkbox"/> Single site单一现场; <input type="checkbox"/> Single site with support location 带支持场所的单一现场; <input type="checkbox"/> Single site with extension manufacturing site带延伸场地的单一现场; <input type="checkbox"/> Single site with extension manufacturing site and support location带延伸场地和支持场所的单一现场; <input type="checkbox"/> Corporate scheme集团方案; <input type="checkbox"/> Corporate scheme with extension manufacturing site of some manufacturing sites集团方案中某些制造场地带延伸场地		

Note to Reviewer:

给评审的备注:

- If required, please seek advice or clarification from Global IATF product manager and / or VETO, before approving this application.
- 如有需要, 请在批准此申请前, 向全球 IATF 产品经理和/或 VETO 寻求建议或获得明确意见。

General note:

一般说明:

- The client shall not receive any offer for certification before this request questionnaire and resulting calculation of men-days and draft of offer is reviewed and approved by an authorized person.
- 在授权人员审核并批准此申请问卷、工时计算和报价草案之前, 客户将不会收到任何认证报价。
- The decision of reviewer shall be documented and recorded in an adequate way.If the request of a client is refused, the client shall be informed about the decision.
- 审核员的决定应以适当的方式记录和存档。如果客户的申请被拒绝, 应将决定告知客户。