

Questionnaire (Re-)Certification IATF 16949 / ISO 9001



IATF 16949/ISO 9001 (再) 认证问卷

This questionnaire is for the representation of your organization.

本问卷用于收集贵组织的信息。

Your information is the basis for creating an offer for IATF 16949 tailored to your current company situation. For any Manufacturing site a separate sheet shall be prepared to ensure availability of all relevant information.

您的信息将作为我们为贵组织量身定制 IATF 16949 报价的基础。请为每个制造场所准备一张单独的表格，以确保所有相关信息的完整性。

1. General Data to the Manufacturing Site

制造场所通用信息

Site name / Company (Legal Entity) 公司名称 (法律实体)			USI Number: USI号:		
Site address 场所地址					
Legal Registration Number 统一社会信用代码					
Management Representative 管理者代表					
Contact person 联系人:					
Contact details 联系方式:	Phone: 电话:		Mail: 邮件:		
Total Number of employees [permanent, part-time, contract, and temporary employees, and the average number of daily workers (average of previous 6 months)] 员工总数[永久、兼职、合同和临时员工，以及日薪工人的平均人数 (前6个月平均日薪工人数)]					
Production (Manufacturing) processes 生产 (制造) 流程					
Shift(s) & time 班次及时间	S1 班次1		S2 班次2		S3 班次3
Language(s) Office / Management incl. percentage to main language if more than 1 办公室使用语言 (多语言填写百分比)			Language(s) of Production incl. percentage, if more than 1; 工厂使用语言 (多语言填写百分比)		
Groupe Name (if applicable) 集团名称 (如适用)			Company Web-Site 公司官网		
Given Supporting activities to other sites 向其他场所提供的支持活动					
Received Supporting activities from other sites 从其他场所获得的支持活动					
Mandatory changes since the last audit 自上次审核以来发生的重大变化	[Structure, Context of organisation, ...] 【组织结构、组织背景等等】				
Relocation activities since the last audit 自上次审核以来的搬迁活动					

If the manufacturing site has a remote location, please add and complete section 2 and/or Annex 1

如果制造场所设有远程支持场所，请提供并填写第2部分和/或附录1

If the manufacturing site has an Extended Manufacturing Site, please add and complete section 3 and Annex 2

如果制造场所设有扩展制造场所，请提供并填写第3部分和附录2

If the manufacturing site is applying for a reduction to audit days for proportioning of automotive from non-automotive production, then complete Annex 3

如果制造场所申请减少因汽车与非汽车生产比例不同而导致的审核天数，请填写附录3

Questionnaire (Re-)Certification IATF 16949 / ISO 9001
IATF 16949/ISO 9001（再）认证问卷



Certification scope for the above manufacturing site 上述制造场所的认证范围				
Certification against which standard is required 认证标准	IATF16949:2016	☐	ISO9001:2015	☐
	IATF16949 LoC	☐		
IATF16949:2016 scope IATF16949:2016认证范围				
ISO9001:2015 scope (If applicable) ISO9001:2015认证范围（如适用）				
Product design responsible within the company 是否有产品设计责任	Yes 是	☐	No 否	☐
If no, who is product design responsible? 如果没有，谁负责产品设计？				
Which products are manufactured for automotive industry? 哪些产品是为汽车行业制造的？				
Which products are manufactured else? 哪些产品是为其他行业制造的？				
Are all information and documents available to confirm the scope and process structure? 所有用于确认范围和流程结构的信息和文档是否都已准备好？	Scope / QM-Handbook 范围/质量手册		Process landscape / descriptions 过程概述/描述	

Confirmation of your current automotive (supplier) status 确认您当前的汽车（供应商）状态			OEM ☐	Tier 1 1级 ☐	Tier 2 2级 ☐	Tier 3 3级 ☐
IATF OEM	Supplier Code 供应商代码	Current applicable CSR 当前适用CSR	IATF OEM	Supplier Code 供应商代码	Current applicable CSR 当前适用CSR	
BMW Group BMW集团			Mercedes Benz 梅赛德斯-奔驰			
Ford Motor Company 福特汽车			Renault 雷诺			
Geely Group 吉利集团			Stellantis (former Groupe PSA and FCA)斯 特兰蒂斯（前 Groupe PSA和 FCA）			
GM 通用汽车			Volkswagen Group 大众汽车集团			
IVECO Group 依维柯集团			Volvo Group 沃尔沃集团			
JLR 捷豹路虎						
Non- IATF-OEM customers 非IATF-OEM客户		Current applicable CSR 当前适用CSR	Supplier Code 供应商代码	Tier 1, 2, ... 1级、2级.....	Remarks 备注	

Questionnaire (Re-)Certification IATF 16949 / ISO 9001



IATF 16949/ISO 9001 (再) 认证问卷

Add more lines, if needed.
如有需要，请添加更多行。

Has your manufacturing site held ISO9001 or IATF16949 in the past? 您的制造场所过去是否持有ISO9001或IATF16949认证?						
ISO9001:2015	No 没有 ☐	Yes 有 ☐	Certification Body 认证机构		Certificate No. 证书编号	
			Which accreditation 认可情况		Expiration date 到期日	
IATF16949:2016	No 没有 ☐	Yes 有 ☐	Certification Body 认证机构		IATF USI Number IATF USI编号	
			IATF Certificate Number IATF证书编号		Expiration date 到期日	
Last IATF16949 Audit 上次IATF16949审核			Type of last audit (Certification, surveillance, ...) 上次审核类型 (认证、监督等)			
Why is the certificate no longer valid? 证书失效原因						

Are you currently certified to IATF16949 and looking to transfer? 您目前是否已获得IATF16949认证并考虑转机构?						
ISO9001:2015	No 没有 ☐	Yes 有 ☐	Certification Body 认证机构		Certificate No. 证书编号	
			Which accreditation 认可情况		Expiration date 到期日	
IATF16949:2016	No 没有 ☐	Yes 有 ☐	Certification Body 认证机构		IATF USI Number IATF USI编号	
			IATF Certificate Number IATF证书编号		Expiration date 到期日	
Last IATF16949 Audit 上次IATF16949审核			Type of last audit (Certification, surveillance, ...) 上次审核类型 (认证、监督等)			

To confirm applicability of a transfer, please provide followed documents:

为确认转机构的适用性，请提供以下文件：

- Last 3 year cycle audit reports of the manufacturing site and if applicable any linked Remote Location
上一个3年周期的审核报告，以及任何远程关联场所的相关报告（如适用）。
- Last 3 year cycle NC-Management reports of the manufacturing site and if applicable any linked Remote Location. All non-conformities shall be closed and not with still open 100% resolved status
上一个3年周期的NC管理报告，以及任何远程关联场所的相关报告（如适用）。所有不符合项应已关闭，并且不应处于“已解决但仍未完全关闭”的状态。
- Current and valid IATF16949:2016 certificate for the manufacturing site, including all additional remote locations, and extended manufacturing sites, if applicable
制造场所当前有效的IATF16949:2016证书，包括所有附加的远程场所和扩展制造场所（如适用）

2. Information to supporting Remote Locations incl. Remote-Remote Support

远程支持场所的信息，包括间接支持场所

Remote Location name Name des Unterstützungsstandortes 远程支持场所名称		USI Number: USI号:	
Remote Location address Adresse des Unterstützungsstandortes 远程支持场所地址			
Number of employees at this site Anzahl der MitarbeiterInnen des Standortes 远程支持场所总员工数		Number of eff. supporting employees Anzahl der effektiv unterstützenden MA 有效支持员工人数	
Supporting activities Unterstützungsfunktionen	Activities can be: After-Sales, Calibration, Continuous Improvement, Contract Review, Customer Service, Distribution, Engineering, Facilities Management, Finance, Human Resource, Information Technologies, Internal Audit Management, Laboratory, Logistics		

Questionnaire (Re-)Certification IATF 16949 / ISO 9001



IATF 16949/ISO 9001（再）认证问卷

支持活动	Maintenance, Management Review, Marketing, Packaging, Policy Making, Process Design, Product Design, Product Equipment Development, Purchasing, Quality System Management, R&D, Repair, Sales, Sequencing, Servicing, Strategic Planning, Supplier Management, Testing, Training, Warehousing, Warranty Management 活动可以包括: 售后服务、校准、持续改进、合同审查、客户服务、分销、工程、设施管理、财务、人力资源、信息技术、内部审计管理、实验室、物流、维修、管理审查、市场营销、包装、政策制定、过程设计、产品设计、产品设备开发、采购、质量管理体系、研发、修理、销售、排序、维修、战略规划、供应商管理、测试、培训、仓储、保修管理		
Will this Remote Location be audited as part of this certification? Wird dieser Unterstützungstandort Teil der Zertifizierung mit auditiert? 远程支持场所此次是否审核	Yes ☐ 有 ☐	No ☐ 没有 ☐	If no, please provide last Remote Location audit and NC-Management report of the other certifying body Wenn nein, bitte senden Sie uns den letzten Audit- und NC-Management Report der anderen Zertifizierungsstelle zu. 如否, 请提供其他认证机构最近一次远程支持场所的审核报告和NC管理报告。
List of other supported manufacturing sites, if applicable (incl. site address) 其他支持的制造场所列表 (如适用, 含场所地址)	USI Number USI编号		Functions and short description of interactions, interfaces and connectivity to be audited 需接受审核的功能以及交互作用、接口和连接性的简要描述。

To confirm applicability of Remote Location, please provide followed documents, if applicable in a case of re-certification or transfer:
为确认远程支持场所的适用性, 请提供以下文件, 适用于再认证或转机构的情况:

- Current and valid IATF16949:2016 certificate for the manufacturing site, including this remote location(s)
- 制造场所当前有效的 IATF16949:2016 证书, 包括远程支持场所 (如有)
- Last 3 year cycle remote location audit reports
- 上一个 3 年周期的远程支持场所审核报告
- Last 3 year cycle NC-Management remote location reports
- 上一个 3 年周期的远程支持场所 NC 管理报告

If more than 1 Remote Location or an additional Remote-to-Remote Location is available and supporting the manufacturing site, please use Annex 1 to list all Remote Locations and information.

如果存在多个远程支持场所或额外的间接支持场所并支持制造场所, 请填写附录1列出所有远程支持场所及信息。

Please use annex 1 also, when the Remote Location is supporting other manufacturing sites too.

如果远程支持场所也支持其他制造场所, 请填写附录1。

3. Information to Extended Manufacturing Site (EMS)

扩展制造场所 (EMS) 的相关信息

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					
Number of employees at this EMS EMS场所的员工人数		Distance to the EMS (way & time) 到EMS的距离 (路线及时间)			
Activities at the EMS EMS场所的活动					
Production (manufacturing) processes EMS EMS场所的生产流程					
Shift(s) & time 班次及时间		S1 班次1	S2 班次2	S3 班次3	
Language(s) Office / Management incl. percentage to main language if more than 1 办公室使用语言 (多语言填写百分比)		Language(s) of Production incl. percentage, if more than 1; 工厂使用语言 (多语言填写百分比)			
IATF OEM	Supplier Code 供应商代码	Current applicable CSR 当前适用CSR		IATF OEM	Supplier Code 供应商代码
BMW Group BMW集团				Mercedes Benz 梅赛德斯-奔驰	
Ford Motor Company福特汽车				Renault 雷诺	

Questionnaire (Re-)Certification IATF 16949 / ISO 9001



IATF 16949/ISO 9001（再）认证问卷

Geely Group 吉利集团			Stellantis(former Group PSA and FCA)斯特兰蒂斯 (前Groupe PSA和FCA)		
GM 通用汽车			Volkswagen Group 大众汽车集团		
IVECO Group 依维柯集团			Volvo Group 沃尔沃集团		
JLR 捷豹路虎					
Non- IATF-OEM customers 非IATF-OEM客户	Current applicable CSR 当前适用CSR		Supplier Code 供应商代码	Tier 1, 2, ... 1级、2级.....	Remarks 备注

Add more lines, if needed.

如有需要，请添加更多行。

Please mark and add all customers where manufacturing and / or delivery is done at the EMS. Please add any supplier code.

请标记并添加所有在EMS进行生产和/或交付的客户。请添加所有供应商代码。

Please prepare and add documents as listed in Annex 2 to confirm the applicability of an Extended Manufacturing Site

请准备并添加附录2中列出的文件，以确认扩展制造场所的适用性。

To confirm applicability of an Extended Manufacturing Site, please provide followed documents, if applicable in a case of re-certification or transfer:
为确认扩展制造场所的适用性，请提供以下文件，如适用于再认证或转机构的情况：

- Current and valid IATF16949:2016 certificate for the manufacturing site, including this EMS
- 制造场所当前有效的 IATF16949:2016 证书，包括该 EMS
- Last audit report of the Manufacturing site, that includes the EMS
- 制造场所的上次审核报告，包括 EMS
- Last NC-Management of the Manufacturing site, that includes the EMS
- 制造场所的上次不合格管理报告，包括 EMS

If more than 1 EMS is available to the manufacturing site, please copy and paste the table above and list all of them.

如果制造场所有多个EMS，请复制并粘贴上述表格，并列出所有EMS。

4. Outsourced processes of the Quality Management System

质量管理体系的外包流程

Sub-Contractor Name 外包商名称	Sub-Contractor Processes / activities 外包商流程/活动

5. Consulting & Training Services

咨询和培训服务

Have you used any Consultants, external providers or training services in assistance of development or implementation of your QMS or related core tools, lean manufacturing, six-sigma etc? 您是否在开发或实施质量管理体系或相关核心工具、精益生产、六西格玛等方面使用了任何咨询、外部提供商或培训服务？		Yes有 ☐	No没有 ☐
If Yes, what is the name of the Provider 如是，请提供服务提供商的名称			
Name of the Consultant(s) 咨询师姓名			
What consulting and / or training was conducted on site? 在现场进行了哪些咨询内容和/或培训内容？			

Questionnaire (Re-)Certification IATF 16949 / ISO 9001

IATF 16949/ISO 9001 (再) 认证问卷



6. Certification / Audit plan of the client

客户认证/审核计划

Certification planning for each certification stage (parts) / audit activity 每个认证阶段（部分）/审核活动的认证计划	Requested date 要求日期 (暂定日期)
Pre-audit, if required 预审（如需）	
Stage 1 Readiness review – Part 1 (evaluation of system & structure) 阶段1准备情况评审 - 第1部分（系统与结构评估）	
Stage 1 Readiness review – Part 2 (evaluation of operational processes) 阶段1准备情况评审 - 第2部分（运营流程评估）	
Stage 2 / Re-Certification / Transfer Audit (min. 20d / max. 90d after Stage 1 Readiness review) 阶段2/再认证/转移审核（阶段1准备情况评审后至少20天/最多90天）	
To obtain IATF16949 certification 获得IATF16949认证	

7. Client confirmation

客户确认

Hereby the client confirms that the above given information is complete and accurate. Failure of the client to disclose information about previous IATF16949:2016 certification, impartiality or any other incomplete or wrong information is considered a breach of the legally enforceable agreement and shall result in the withdrawal of the client's IATF16949:2016 certificate, or, in the case that no certificate has been issued yet, a failure to make a positive certification decision.

TÜV Saarland Certification GmbH will be informed immediately in any case of legal, commercial or organizational changes within the company, mandatory changes in processes or areas of activity as well as in any case of specific IATF-OEM changes of receiving a special status of any customer.

客户需确认上述所提供信息完整且准确。若客户未能披露有关先前 IATF16949:2016 认证、公正性或任何其他不完整或错误的信息，将被视为违反具有法律效力的协议，并且将导致客户的 IATF16949:2016 证书被撤回；或者在尚未颁发证书的情况下，将无法作出积极的认证决定。

如公司内发生任何法律、商业或组织变更、流程或活动领域的强制性变更，以及客户获得任何特殊 IATF - OEM变更的任何情况，TÜV Saarland Certification GmbH 应立即获知。

Applicant Name / Responsible of the organization 申请人/组织负责人			
Position / Function 职位			
Signature 签名		Date 日期	

If anything significantly will change between service offering and realization, which will impact the calculation (e.g. number of employees, new locations, changes in support functions of Remote Locations, ...) our offer shall be adapted to ensure an adequate certification process and time effort. Please complete this questionnaire for any manufacturing site and send it to the following E-Mail address of TÜV Saarland Certification GmbH. Please add all required information and data in electronic way.

如果服务提供和实际实施之间发生任何重大变化，影响到计算（例如员工人数、新地点、远程支持场所的支持功能变更等），我们的报价将进行调整，以确保适当的认证流程和时间投入。

请为每个制造场所填写此问卷，并发送至TÜV Saarland认证有限公司的以下电子邮件地址。请以电子方式添加所有必需的信息和数据。

TÜV Saarland Office & Address TÜV Saarland 办公室和地址	天佑唯萨尔认证（上海）有限公司 TÜV Saarland Certification(Shanghai)Co., Ltd 中国上海市长宁区天山西路1068号F栋310室Room 310, Building F, No. 1068, West Tianshan Road, Changning District, Shanghai, 200335, China		
TÜV Saarland contact Person TÜV Saarland 联系人		E-Mail Address 电子邮箱地址	

Notes:

注:

- Please contact the above mentioned contact person if you will have any questions to complete this questionnaire
- 如在填写此问卷时有任何疑问，请联系上述联系人。
- If any area will not be relevant, please leave it blank, or add N/A
- 如果某个领域不相关，请留空，或填写“N/A”。
- TÜV Saarland will keep the confidential information of clients for use with IATF16949:2016 certification activities only – the information will not be disclosed or transferred to any 3rd party
- TÜV Saarland 将仅在 IATF16949:2016 认证活动中使用客户的保密信息，不会向任何第三方披露或转让。

8. Required documents that shall be sent by the requestor

申请方需提供的必要文件

- Evidence regarding official business license and commercial register or companies register
- 关于营业执照和商业登记或公司登记的证明
- Evidence regarding scope of company and certification (e.g. QM-hand book, scope description, ...)
- 关于公司范围和认证范围的证明（例如质量管理手册，范围描述等）
- Evidence regarding Organisation processes (e.g. Process landscape, organisation chart, ...)
- 关于组织流程的证明（例如流程图，组织结构图等）
- Evidence regarding Organization structure to be certified (single site, site with remote location(s) and/or extended manufacturing sites, corporate scheme), (e.g. site and / or organization structure plan or chart, ...)
- 关于待认证的组织结构的证明（单一场所，带远程支持场所的场所和/或扩展制造场所，企业方案）（例如场所和/或组织结构计划或图表等）
- Evidence regarding exclusion of consideration of “Product design” responsibility
- 关于排除“产品设计”责任考虑的证明

Optional documented information, if applicable and / or relevant:

其他文档化信息（如适用和/或相关）：

In a case of Transfer:

如为转机构：

- 3 years Audit Report incl. Remote Locations and / or support functions (current Certification Body)
- 3 年审核报告，包括远程支持场所和/或支持功能（当前认证机构）
- 3 years NC-Management Reports incl. Remote Locations (current Certification Body)
- 3 年 NC 管理报告，包括远程支持场所（当前认证机构）
- Valid IATF16949:2016 certificate (current Certification Body)
- 有效的 IATF16949:2016 证书（当前认证机构）

In a case of eligibility of a dedicated automotive production area for man-day-reduction:

在专用汽车生产区域符合工时减少资格的情况下：

- Individual evidence for eligibility, see annex 3 to this questionnaire
- 资格证明，见本问卷的附录 3

In a case of available Remote Location support functions audited by another Certification Body:

由其他认证机构审核的远程支持场所的支持功能：

- Last Audit Report of the certifying CB
- 认证机构的上次审核报告
- NC-Management Report of the certifying CB
- 认证机构的 NC 管理报告