



IATF16949 APPLICATION AND REVIEW – Annexe 1 for Manufacturing Site Extensions

These are the IATF annexe 4 questions from the IATF rules.

Note: If your site has Manufacturing Site Extensions then please complete below annexe 1 – Annexe for each Manufacturing Site Extension, failure to provide supporting evidence will result in delay of application approval & issue of proposal.

<b>Eligibility criteria for certificate structure</b> <b>Client Name:</b>  <b>Site Address:</b>	<b>Insert Objective Evidence to support your application</b>	<b>Guidance notes</b>	<b>SGS VETO</b> <b>Approved</b> <b>Y or N</b>
Is there one single quality management system which is used by all manufacturing sites (see IATF16949, 4.4.1). No localization.		<ul style="list-style-type: none"> <li>• One quality manual, process map, set of procedures, quality policy, objectives etc.</li> <li>• One Management Review process conducted by the main manufacturing site covering both the main site and any extended manufacturing site(s)</li> </ul>	
Extended manufacturing site(s) should have no autonomous decision-making authority. The extended manufacturing site should be dependent on the main manufacturing site.		<ul style="list-style-type: none"> <li>• The extended manufacturing site does not have any independent decision-making capability</li> </ul>	
Extended manufacturing site(s) receives support only from or through the main manufacturing site (considered on-site support).		<ul style="list-style-type: none"> <li>• “Support only from the main manufacturing site” can include activities such as (but not limited to) HR, internal audits, engineering, calibration, maintenance, shipping etc.</li> <li>• “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. <u>If the remote support activity interacts directly with the extended manufacturing site, then</u></li> </ul>	



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		<p><u>the criteria in Annex 4 is not met and each site has to be certified separately.</u></p> <ul style="list-style-type: none"> <li>Extended site only provides data to the main site</li> </ul>	
<p>Top management at the main manufacturing site has authority and responsibility for the quality management system activities at each extended manufacturing site and has the ability to initiate organizational changes at the extended manufacturing site(s).</p>		<ul style="list-style-type: none"> <li>Managers at the extended site report to the next level of management at the main site.</li> <li>Extended site managers only serve as information channels and operational management.</li> </ul>	
<p>Please confirm that top management at the main manufacturing site has responsibility for defining, implementing and continually improving the quality management system at the main site and each extended manufacturing site(s) (see ISO9001:2015 4.4.1 c), 4.4.1 g) 5.1, 5.2, 6.2 and IATF16949 6.2.2.1)</p>		<ul style="list-style-type: none"> <li>Top management is at the main site</li> <li>Continual improvement is planned, implemented, reviewed and directed from the main site</li> </ul>	
<p>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).</p>		<ul style="list-style-type: none"> <li>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</li> <li>Management Reviews are conducted at the main site with decisions and assignments passed to the extended site</li> </ul>	
<p>Top management at the main manufacturing site is responsible for corrective action and preventive action for all products and/or services performed within the scope of certification at the main site and all extended site(s) (see IATF16949 10.2).</p>		<ul style="list-style-type: none"> <li>Nonconformities are reported to Top Management at the main site.</li> <li>Corrective and preventative actions are directed by Top Management at the main site.</li> </ul>	



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		<ul style="list-style-type: none"> <li>• Top Management directs and follows up on actions assigned to personnel at the extended site.</li> <li>• Closure of the actions is made by Top Management at the main site.</li> </ul>	
<p>Extended manufacturing site(s) are located within a reasonable proximity to the main manufacturing site.</p>		<ul style="list-style-type: none"> <li>• “Reasonable” is evaluated by the CB with interviews and reviews of documentation from the client.</li> <li>• IATF will <u>not define or quantify</u> “reasonable” as limited to driving time or a distance (i.e. miles or kilometers) between sites.</li> <li>• “Reasonable” has to be determined based on how the extended site is managed by the main site.</li> <li>• The distance could be relatively greater than normally expected if the client was managing the distance well from the main site and all support was provided from the main manufacturing site, such that the extended manufacturing site did not need to make independent decisions and did not take independent actions.</li> </ul>	

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

**Note: Site extension application to be reviewed & approved by SGS VTLO.**

**Eligible for classification as “extended manufacturing site”? Yes  No**



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VTLO comments for justification of decision					
Approved by VTLO		Date		Signature	