



IATF16949 application and review

Annexe A for Manufacturing Site Extensions

These are the IATF questions from the IATF16949 rules 6th.

Note: if your site has manufacturing site extensions then please complete below annexe A – note, an annexe is required for each manufacturing site extension, failure to provide supporting evidence will result in delay of application approval & issue of proposal.

Organisation name (site extension)	
Address	
Distance from main site	
Activity	Ex.: machining, injection, assembly, QC, maintenance, warehouse. etc.
Shift pattern	Shift 1: from to Shift 2: from to Shift 3: from to
No of employees	

ELIGIBILITY CRITERIA FOR CERTIFICATE STRUCTURE	INSERT OBJECTIVE EVIDENCE TO SUPPORT YOUR APPLICATION	GUIDANCE NOTES	SGS TECH REVIEWER APPROVED Y OR N
Single manufacturing site (main mfg site) with one or more other locations with differing addresses but managed together as part of the same legal entity.		<ul style="list-style-type: none"> Main manufacturing site whose processes extend to one or more other locations with different addresses 	
One single quality management system which is used by all manufacturing sites. No localization.		<ul style="list-style-type: none"> One quality manual, process map, set of procedures, quality policy, objectives etc One Management Review process conducted by the main manufacturing site covering both the main site and any extended manufacturing site(s) 	
EMS(s) shall have no autonomous decision-making authority. The extended manufacturing site should be dependent on the main manufacturing site. Management responsibilities and authorities shall not be delegated to front line management or non-management personnel located at the EMS.		<ul style="list-style-type: none"> The extended manufacturing site does not have any independent decision-making capability 	

Extended manufacturing site(s) receives or gives support only from or to the main manufacturing site.		<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 • "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 is not met, and each site has to be certified separately. 	
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). Involvement in the control and management of the EMS alongside the main site shall be demonstrated with evidence.		<ul style="list-style-type: none"> • Front line Managers at the extended site report to the next level of management at the main site. • Extended site managers only serve as information channels and operational management. 	
Management personnel may be located at an EMS, provided they are responsible for controlling and managing their relevant responsibilities at both the main site and the EMS, not just at the EMS.		<ul style="list-style-type: none"> • Control of both sites may be carried out from the EMS 	
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 only.		<ul style="list-style-type: none"> • Decisions may include, but not limited to, stopping production in the event of a quality issue or allocating staff at the EMS to ensure adequate coverage to support the processes. 	
EMS may have non-management personnel located onsite who support the EMS and/or the main manufacturing site but no other manufacturing site.		<ul style="list-style-type: none"> • Non-management personnel e.g., production schedulers, manufacturing engineers, facilities maintenance etc. 	
Extended manufacturing site(s) are located within 10 miles (16km) and no more than sixty minutes of driving distance from the main manufacturing site.		<ul style="list-style-type: none"> • If the distance is exceeded, then the site(s) shall have their own certification. 	

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 IATF certification (possible corporate scheme option).

Eligible for classification as "extended manufacturing site"? Yes No				
Technical Reviewer comments for justification of decision				
Application reviewer		Transfer approval date		Signature

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