# IATF 16949:2016 Documentation Toolkit

https://advisera.com/16949academy/iatf-16949-2016-documentation-toolkit/

Note: The documentation should preferably be implemented in the order in which it is listed here.

| No. | Doc. Code | Name of Document | IATF 16949 requirement | Mandatory document |
|---|---|---|---|---|
| 1 | **00** | **Procedure for Document and Record Control** | 7.5 | ✓ |
| 2 | 00.1 | Appendix 1 – List of Internal Documents | 7.5 | |
| 3 | 00.2 | Appendix 2 – List of External Documents | 7.5 | |
| 4 | 00.3 | Appendix 3 – List of Types of Records | 7.5 | |
| 5 | 00.4 | Appendix 4 – Registry of Records for Detention/ Central Archive | 7.5 | |
| 6 | **01** | **Project Plan** | | |
| 7 | **02** | **Quality Policy** | 5.2 | ✓ |
| 8 | 02.1 | Appendix 1 – Quality Objectives | 6.2 | ✓ |
| 9 | 02.2 | Appendix 2 – Corporate Responsibility Policy | 5.1.1.1 | |
| 10 | **03** | **Quality Manual** | 7.5.1.1 | ✓ |
| 11 | **04** | **Procedure for Determining Context of the Organization and Interested Parties** | 4.1; 4.2 | |
| 12 | 04.1 | Appendix 1 – List of Interested Parties and Customer Specific Requirements | 4.2; 4.3.2 | |
| 13 | 04.2 | Appendix 2 – Conformance Evaluation Record | 4.2 | |
| 14 | 04.3 | Appendix 3 – Scope of the Quality Management System | 4.3 | ✓ |
| 15 | **05** | **Procedure for Competence, Training and Awareness** | 7.1.2; 7.1.3; 7.2; 7.3 | ✓ |
| 16 | 05.1 | Appendix 1 – Training Program | 7.2; 7.2.2 | |
| 17 | 05.2 | Appendix 2 – Training Record | 7.2, 7.3.1 | ✓ |
| 18 | 05.3 | Appendix 3 – Record of Attendance | 7.3 | |
| 19 | 05.4 | Appendix 4 – Operators Job Rotation Matrix | 7.2.2 | |
| 20 | 05.5 | Appendix 5 – Awareness Training Report | 7.3, 7.3.1 | ✓ |
| 21 | **06** | **Procedure for Addressing Risks and Opportunities** | 6.1 | |
| 22 | 06.1 | Appendix 1 – Registry of Key Risks and Opportunities | 6.1 | ✓ |
| 23 | 06.2 | Appendix 2 – Contingency Plan | 6.1.2.3 | ✓ |
| 24 | 06.3 | Appendix 3 – Procedure for FMEA Risk Assessment | 6.1.2.1 | |
| 25 | 06.4 | Appendix 4 – Design & Process FMEA Form | 6.1.2.1 | ✓ |
| 26 | 06.5 | Appendix 5 – Preventive Action Record | 6.1.2.2 | ✓ |
| 27 | **07** | **Product Safety Procedure** | 4.4.1.2 | ✓ |
| 28 | 07.1 | Appendix 1 – Product Safety Testing Record | 4.4.1.2 | |
| 29 | **08** | **Sales Procedure** | 8.2 | |

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| 30 | 08.1 | Appendix 1 – Customer Requirement Review Checklist | 8.2.2; 8.2.3 | ✓ |
| 31 | 08.2 | Appendix 2 – Registry of Customer Complaints | 8.2 | |
| 32 | 08.3 | Appendix 3 – Feasibility Study Report | 8.2.3.1, 8.2.3.1.1 | ✓ |
| 33 | **09** | **Procedure for Design and Development** | 4.4.1.2; 8.3; 8.3.2; | ✓ |
| 34 | 09.1 | Appendix 1 – Project Task | 8.3.2; 8.3.3 | ✓ |
| 35 | 09.2 | Appendix 2 – Project Plan and Review | 8.3.2; 8.3.4; | ✓ |
| 36 | 09.3 | Appendix 3 – Change Review Record | 8.3.6 | ✓ |
| 37 | 09.4 | Appendix 4 – Design Review Minutes | 8.3.5 | ✓ |
| 38 | 09.5 | Appendix 5 – Plant and Lines Layout | 7.1.3.1, 8.3.5.2 | ✓ |
| 39 | 09.6 | Appendix 6 – Validation Plan | 7.1.3.1 | ✓ |
| 40 | 09.7 | Appendix 7 – Control Plan | 8.5.1.1 | ✓ |
| 41 | 09.8 | Appendix 8 – List of Alternate Controls | 8.5.6.1.1 | ✓ |
| 42 | **10** | **Production Part Approval Process Procedure** | 8.3.4.4 | ✓ |
| 43 | 10.1 | Appendix 1 – PPAP Record | 8.3.4.4, 8.3.6 | ✓ |
| 44 | 10.2 | Appendix 2 – Work Instruction Template | 8.5.1.2 | ✓ |
| 45 | 10.3 | Appendix 3 – Rework Instruction Template | 8.7.1.4, 8.7.1.5 | ✓* |
| 46 | 10.4 | Appendix 4 – List of Appearance Items | 8.6.3 | ✓ |
| 47 | **11** | **Procedure for Purchasing and Evaluation of Suppliers** | 4.4.1.2; 8.4 | |
| 48 | 11.1 | Appendix 1 – Checklist for Evaluation of Suppliers | 8.4.1; 8.4.1.1, 8.4.1.2 | ✓ |
| 49 | 11.2 | Appendix 2 – List of Approved Suppliers | 8.4.1 | |
| 50 | 11.3 | Appendix 3 – Registry of Complaints about Suppliers | 8.4 | |
| 51 | 11.4 | Appendix 4 – Request and Order for Purchasing | 8.4.1 | ✓ |
| 52 | 11.5 | Appendix 5 – Incoming Inspection Control Plan and Log | 8.4.2 | ✓** |
| 53 | **12** | **Procedure for Production and Service Provision** | 8.5 | |
| 54 | 12.1 | Appendix 1 – Production Scheduling and Follow Form | 8.5.1.7 | ✓ |
| 55 | 12.2 | Appendix 2 – Production Change Review Record Form | 8.5.6; 8.5.2; 8.6 | ✓ |
| 56 | 12.3 | Appendix 3 – First and Last Part Approval Form | 8.5.1.3 | ✓ |
| 57 | 12.4 | Appendix 4 – Internal Failures Report Form | 8.7.1.1, 8.7.1.2 | |
| 58 | 12.5 | Appendix 5 – Deviation Request and Approval Form | 8.7.1.1 | |
| 59 | 12.6 | Appendix 6 – Production Restart Checklist | 8.5.1.4 | |
| 60 | 12.7 | Appendix 7 – Inventory Form | 8.5.4, 8.5.4.1 | ✓ |

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| 61 | 12.8 | Appendix 8 – Notification to a Customer about Changes on their Property | 8.5.3 | ✓ |
| 62 | 12.9 | Appendix 9 – Quality Plan | 8.5 | |
| 63 | **13** | **Workplace Organization (5S) Procedure** | 7.1.4, 7.1.4.1 | |
| 64 | 13.1 | Appendix 1 – Workplace Organization (5S) Audit Form | 7.1.4, 7.1.4.1 | |
| 65 | **14** | **Warehousing Procedure** | 8.5.4; 8.5.4.1 | |
| 66 | 14.1 | Appendix 1 – Record of Warehousing Parameters Control | 8.5.4 | |
| 67 | **15** | **Procedure for Management of Nonconformities and Corrective Actions** | 8.7; 10.2 | ✓ |
| 68 | 15.1 | Appendix 1 – Nonconformity Record | 8.7; 10.2.2 | ✓ |
| 69 | 15.2 | Appendix 2 – Registry and Status of Nonconformities and Corrective Actions | 10.2.2 | ✓ |
| 70 | 15.3 | Appendix 3 – Problem Solving 8D Template | 10.2.3 | ✓ |
| 71 | 15.4 | Appendix 4 – Lesson Learned Template | 7.1.6 | |
| 72 | 15.5 | Appendix 5 – Report of Warranty Failures | 10.2.5 | ✓ |
| 73 | 15.6 | Appendix 6 – Warranty Incidents Analysis Report | 10.2.5 | ✓ |
| 74 | 15.7 | Appendix 7 – Product User Instruction Template | 10.2.5 | |
| 75 | **16** | **Procedure for Equipment Maintenance and Measuring Equipment** | 7.1.5.2; 8.5.1.5; 8.5.1.6 | |
| 76 | 16.1 | Appendix 1 – List of Equipment | 7.1.5.2.1 | ✓ |
| 77 | 16.2 | Appendix 2 – Plan for Preventive Maintenance of Equipment | 7.1.5 | ✓ |
| 78 | 16.3 | Appendix 3 – MTBF and MTTR Downtime Dashboard | 8.5.1.5, 8.5.1.6 | |
| 79 | 16.4 | Appendix 4 – Maintenance and Calibration Record | 7.1.5.2 | |
| 80 | 16.5 | Appendix 5 – Maintenance Work Instruction Template | 8.5.1.5, 8.5.1.68 | ✓ |
| 81 | **17** | **Procedure for Control of Gauges** | 7.1.5.1.1 | |
| 82 | 17.1 | Appendix 1 – Measurement System Analysis Plan | 7.1.5.1.1 | |
| 83 | 17.2 | Appendix 2 – Measurement System Analysis Form | 7.1.5.1.1 | ✓ |
| 84 | 17.3 | Appendix 3 – Red Rabbits List | 8.5.1.5, 8.5.1.6 | |
| 85 | **18** | **Laboratory Management Procedure** | 7.1.5.3 | |
| 86 | 18.1 | Appendix 1 – Internal Laboratory Scope | 7.1.5.3.1 | ✓ |
| 87 | 18.2 | Appendix 2 – External Laboratory Acceptance Checklist | 7.1.5.3.2 | ✓ |
| 88 | 18.3 | Appendix 3 – Test Schedule Form | 7.1.5.3 | |
| 89 | **19** | **Procedure for Measuring Customer Satisfaction** | 9.1.2 | |
| 90 | 19.1 | Appendix 1 – Customer Satisfaction Questionnaire | 9.1.2 | |
| 91 | 19.2 | Appendix 2 – Report of Customer Satisfaction | 9.1.2 | |

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| 92 | 19.3 | Appendix 3 – Monitoring of Customer Satisfaction | 9.1.2 | ✓ |
| 93 | 19.4 | Appendix 4 – Customer Satisfaction Dashboard | 9.12 | |
| 94 | **20** | **Procedure for Internal Audit** | 9.2 | ✓ |
| 95 | 20.1 | Appendix 1 – Internal Audit Program | 9.2.2.2 | ✓ |
| 96 | 20.2 | Appendix 2 – Internal QMS Audit Checklist | 9.2.2.1 | ✓ |
| 97 | 20.3 | Appendix 3 – Manufacturing Process Audit Checklist | 9.2.2.3 | ✓ |
| 98 | 20.4 | Appendix 4 – Product Audit Checklist | 9.2.2.4 | ✓ |
| 99 | 20.5 | Appendix 5 – Second Party Audit Checklist | 8.4.2.4.1 | |
| 100 | 20.6 | Appendix 6 – Internal Audit Report for QMS Audits | 9.2.2 | ✓ |
| 101 | 20.7 | Appendix 7 – List of Qualified Internal Auditors | 7.2.3 | ✓ |
| 102 | **21** | **Procedure for Continual Improvement** | 10.1 | |
| 103 | 21.1 | Appendix 1 – Statistical Process Control Form | 9.1.1.2 | |
| 104 | 21.2 | Appendix 2 – Capability Form | 9.1.1.2 | ✓ |
| 105 | **22** | **Procedure for Management Review** | 9.3 | ✓ |
| 106 | 22.1 | Appendix 1 – Matrix of Key Performance Indicators | 9.1.3 | ✓ |
| 107 | 22.2 | Appendix 2 – Data Analysis Report | 9.1.3 | ✓ |
| 108 | 22.3 | Appendix 3 – Management Review Minutes | 9.3.3 | ✓ |

* The document is not mandatory if the organization does not perform rework and repair activities.

** The document is not mandatory if incoming inspection is not performed, and alternative methods are applied (e.g. PPAP before serial phase, then JIT deliveries).