

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	

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	✓

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, 8.5.1.6.8	✓
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	

92	19.3	Appendix 3 – Monitoring of Customer Satisfaction	9.1.2	✓
93	19.4	Appendix 4 – Customer Satisfaction Dashboard	9.1.2	
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).