IATF 16949认证程序

IATF 16949 Certification Procedures

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北京中安质环认证公司有限公司/ZA-FCAV

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修改记录/Revision Records

序号 No.	修改次数 Revision Times	修改日期 Revision Date	修改条款 Clauses Revised	修改内容简述 Content Revised	修改人 Revised By
1	1	2025.5.23	2~6	按新版 IATF 规则修改，主要是职责和实施流程图 Modified according to the new IATF regulations, mainly regarding responsibilities and implementation flowcharts	包艳梅 Bao Yanmei
2	2	2025.9.02	4	修改流程图，换成中英文 Modify the flowchart and change it to Chinese and English.	Bao Yanmei

IATF 16949 认证程序

1 目的

为保证北京中安质环认证中心有限公司（以下简称 ZA-FCAV）汽车行业质量管理体系（简称 IATF 16949 质量体系）认证过程符合汽车认证方案要求，特制定本程序。

2 适用范围

本程序适用于认证申请、合同评审及合同签订、认证审核、不符合纠正措施验证、认证决定、颁发证书等全面管理流程。

3 职责

3.1 市场部负责申请资料收集整理、合同评审及合同签订、证书邮寄等；

3.2 计划排程人员负责审核方案策划和审核安排；

3.3 审核员负责审核的实施和不符合纠正措施验证；

3.4 技术评审员负责技术评审和认证决定；

3.5 汽车认证部总经理负责认证批准。

4 工作程序

实施流程见附件。

5 相关文件

《IATF 16949 汽车认证方案 获得并保持 IATF 认可的规则》（第六版）

《IATF 16949 认证申请及评审控制程序》

《认证审核程序》

《认证决定程序》

《不符合和纠正措施管理程序》

6 相关记录

《认证申请书》

《认证合同》

《审核文件包》

《认证审核 CARA 报告》

《不符合项管理报告》

《认证决定通知书》

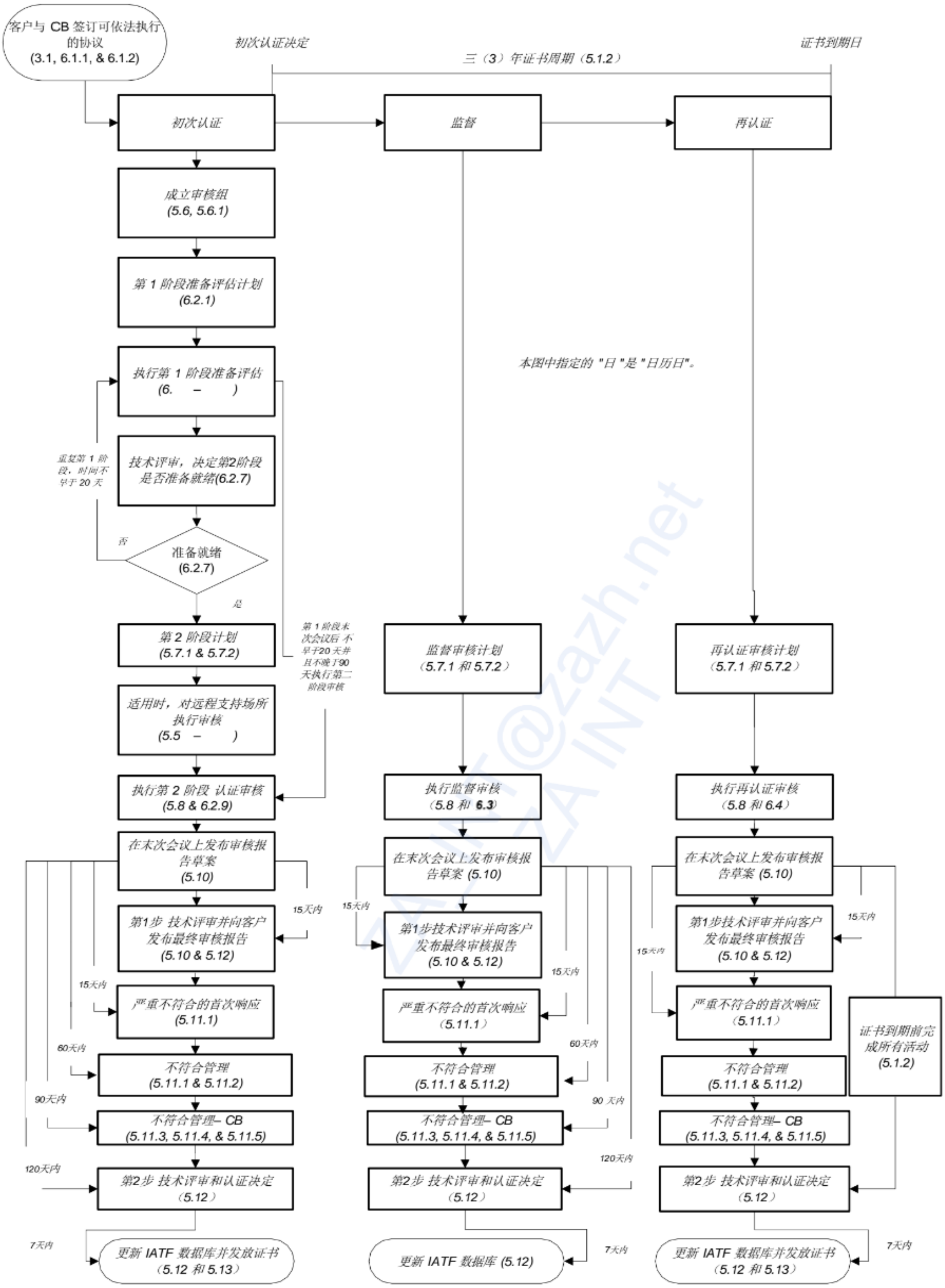
《不符合项及纠正措施表》

7 附件

认证流程图

附件 认证流程图

第一个 3 年 IATF 16949 认证周期全球概览



IATF 16949 Certification Procedures

1 Objective

In order to ensure that the certification process of the automotive industry quality management system (hereinafter referred to as IATF 16949 quality system) of Beijing Zhong An Zhi Huan Certification Center Co., Ltd. (hereinafter referred to as ZA-FCAV) meets the requirements of the automotive certification program, this procedure is specially formulated.

2 Scope of application

This procedure is applicable to the comprehensive management process of certification application, contract review and contract signing, certification audit, verification of non-conformity corrective action, certification decision, and issuance of certificate.

3 Duty

3.1 The marketing department is responsible for the collection and sorting of application materials, contract review and contract signing, certificate mailing, etc.;

3.2 The planning and scheduling personnel are responsible for reviewing the program planning and review arrangements;

3.3 The auditor is responsible for the implementation of the audit and verification of non-conformance corrective actions;

3.4 The technical reviewer is responsible for technical review and certification decisions;

3.5 The General Manager of the Automotive Certification Department is responsible for the certification approval.

4 Working procedures

See annex for Implementation Process.

5 Related documents

IATF 16949 Automotive Certification Scheme – Rules for Obtaining and Maintaining IATF Accreditation (6th Edition)

IATF 16949 Accreditation Application and Review Control Procedures

《Certification Audit Procedure》

Certification Decision Procedure

Non-Conformance and Corrective Action Management Procedures

6 Related Records

Application for Certification

Certification Contract

Audit Toolkit

Certification Audit CARA Report

Non-Conformance Management Report

Notification of Certification Decision

Non-Conformities and Corrective Action Form

7 Annex

Certification Flow Chart

GLOBAL OVERVIEW OF THE FIRST 3-YEAR IATF 16949 CERTIFICATION CYCLE