



IATF 16949区域办公室清单及职能活动

List of IATF 16949 Certification Regional Offices and Functional Activities

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北京中安质环认证公司有限公司/ZA-FCAV

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目录/CONTENTS

1 北京中安质环认证中心有限公司区域办公室2

2 区域办公室职能活动2

2.1 FCAV AMERICAS CERTIFICACOES LTDA/FCAV 美洲认证有限公司（ZA-FCAV 巴西子公司）职能活动2

2.2 北京中安国际认证有限公司（ZA-FCAV 子公司）职能活动3

2.3 其他区域办公室职能活动.....3

1 Regional Office of Beijing Zhong An Zhi Huan Certification Center Co., Ltd1

2 Regional Office Functional Activities.....1

2.1 FUNCTIONAL ACTIVITIES OF FCAV AMERICAS CERTIFICACOES LTDA/FCAV AMERICAS CERTIFICATION S.R.L. (ZA-FCAV BRAZIL SUBSIDIARY).....1

2.2 Functional activities of Beijing Zhong An International Certification Co., Ltd. (a subsidiary of ZA-FCAV).2

2.3 Other regional office functional activities.....3

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1	1	2025.5.23	版本号 Version	更换为 B 版 Chage to Version B/0	包艳梅 Bao Yanmei
2	2	2025.9.2	全文翻译， 2.1 Translate the whole document, and revise 2.1	更换为中英版本 Change to Chinese-English version 修改巴西办公室职责 Revise the responsibilities of the Brazil office.	包艳梅 Bao Yanmei



IATF 16949 认证区域办公室清单及职能活动

1 北京中安质环认证中心有限公司区域办公室

北京中安质环认证中心有限公司（ZA-FCAV）是 IATF 批准的指定的签约办公室，针对区域办公室的设立，依据 IATF 规则要求，在 ZA-FCAV 签约办公室的参与下，设立区域办公室，这些区域办公室包括就影响 IATF 16949 认证活动的事宜从 ZA-FCAV 签约办公室获得权限和职责范围。区域办公室类型可包括 ZA-FCAV 的分公司或 ZA-FCAV 直接投资成立的子公司或者 ZA-FCAV 授权的其他类型的单位。

ZA-FCAV 区域办公室的运行遵循《认证机构管理办法》（CNCA）、《代表已获得认可管理体系认证机构运作的实体的控制》（IAF MD 23）、《IATF 16949 汽车认证方案 获得并保持 IATF 认可规则》等法规及认证认可规范的要求。

截至 2025 年 5 月，ZA-FCAV 分别设立了 8 个区域办公室：

- FCAV Americas (ZA-FCAV 巴西子公司)
- 北京中安国际认证有限公司 (ZA-FCAV 子公司)
- 北京中安国际认证有限公司广州分公司
- 北京中安国际认证有限公司杭州分公司
- 北京中安国际认证有限公司上海浦东分公司
- 北京中安国际认证有限公司上海松江区分公司
- 北京中安国际认证有限公司东莞分公司
- 北京中安国际认证有限公司济南分公司

2 区域办公室职能活动

2.1 FCAV AMERICAS CERTIFICACOES LTDA/FCAV 美洲认证有限公司 (ZA-FCAV 巴西子公司) 职能活动

授权 FCAV Americas 为总部提供支持的活动包括：

- 1) 合同审批；
- 2) 签发具有法律效力的商业协议；
- 3) 客户管理；
- 4) 管理专职审核员；
- 5) 与审核员进行培训活动(如经验交流)
- 6) 监督审核员的表现(批准/拒绝)
- 7) 策划内部见证审核
- 8) 由技术评审人员作出认证决定
- 9) 创建证书
- 10) 处理申诉和投诉
- 11) IATF 数据库录入
- 12) 实施内审
- 13) 客户审核案卷存储

未授权活动包括：

- 1) 向客户发出具有法律效力的协议(“技术合同”)



- 2) 为公共或内部培训开发培训内容
- 3) 为所有类型的培训提供市场和销售
- 4) 提供汽车相关培训
- 5) 在组织内提供内部培训
- 6) 提供虚拟培训
- 7) 提供预审核

其他 IATF 16949 认证活动均授权巴西子公司负责开展。

2.2 北京中安国际认证有限公司（ZA-FCAV 子公司）职能活动

除以下为总部提供支持的活动或不允许独立开展或提供支持的活动外，其他 IATF 16949 认证活动均授权北京中安国际认证有限公司开展：

为总部提供支持的活动：

- 1) 策划内部见证审核；
- 2) 实施内部见证审核；
- 3) 本地合规和/或内部审核(质量管理体系审核除外)；
- 4) 实施内审

不允许独立开展或提供支持的活动：

- 1) 审核文件或证书内容的翻译；
- 2) 由技术评审人员作出认证决定；
- 3) 创建证书；
- 4) 为公共或内部培训开发培训内容；
- 5) 提供汽车相关培训、公众培训，在组织内提供内部培训，提供虚拟培训；
- 6) 处理申诉和投诉；
- 7) IATF 数据库录入；
- 8) 客户审核案卷存储

2.3 其他区域办公室职能活动

- 北京中安国际认证有限公司广州分公司
- 北京中安国际认证有限公司杭州分公司
- 北京中安国际认证有限公司上海浦东分公司
- 北京中安国际认证有限公司上海松江区分公司
- 北京中安国际认证有限公司东莞分公司
- 北京中安国际认证有限公司济南分公司

以上 6 个分公司由北京中安国际认证有限公司 100%所有，已经获得 ZA-FCAV 在各自区域开展 ZA-FCAV 的 IATF 16949 认证业务。

6 个分公司的职能活动：



- 1) 制定本地市场和销售策略
- 2) 为 IATF 16949 进行本地或区域的市场和销售活动

注：区域办公室不承担 ISO 9001 质量管理体系认证的关键活动。



List of IATF 16949 Certification Regional Offices and Functional Activities

1 Regional Office of Beijing Zhong An Zhi Huan Certification Center Co., Ltd

Beijing Zhong An Zhi Huan Certification Center Co., Ltd. (ZA-FCAV) is an IATF approved designated contracting office, for the establishment of regional offices, in accordance with the requirements of the IATF rules, with the participation of the ZA-FCAV contracting office, the establishment of regional offices, including the acquisition of authority and terms of reference from the ZA-FCAV contracting office on matters affecting IATF 16949 certification activities. The type of regional office may include a branch of ZA-FCAV or a subsidiary established by direct investment of ZA-FCAV or other types of units authorized by ZA-FCAV.

The ZA-FCAV Regional Office operates in accordance with regulations and certification accreditation specifications such as the Measures for the Administration of Certification Bodies (CNCA), the Control on Behalf of Entities Operating on Behalf of Certified Bodies for Accredited Management Systems (IAF MD 23), the IATF 16949 Automotive Certification Scheme Rules for Obtaining and Maintaining IATF Accreditation.

As of May 2025, ZA-FCAV has 8 regional offices each:

- FCAV Americas (ZA-FCAV Brazil subsidiary)
- Beijing Zhong An International Certification Co., Ltd. (a subsidiary of ZA-FCAV)
- Beijing Zhong An International Certification Co., Ltd. Guangzhou Branch
- Beijing Zhong An International Certification Co., Ltd. Hangzhou Branch
- Beijing Zhong An International Certification Co., Ltd. Shanghai Pudong Branch
- Beijing Zhong An International Certification Co., Ltd., Shanghai Songjiang District Company
- Beijing Zhong An International Certification Co., Ltd. Dongguan Branch
- Beijing Zhong An International Certification Co., Ltd. Jinan Branch

2 Regional Office Functional Activities

2.1 FUNCTIONAL ACTIVITIES OF FCAV AMERICAS CERTIFICACOES LTDA/FCAV AMERICAS CERTIFICATION S.R.L. (ZA-FCAV BRAZIL SUBSIDIARY).

The activities for which FCAV Americas is authorized to provide support to the headquarters include:

- 1) Contract approval;
- 2) Issuance of legally binding business agreements;
- 3) Customer management;
- 4) Management of dedicated auditors;
- 5) Training activities with auditors (such as experience sharing);
- 6) Supervision of auditors' performance (approval/rejection);



- 7) Planning of internal witnessing audits;
- 8) Certification decisions made by technical reviewers;
- 9) Creation of certificates;
- 10) Handling of appeals and complaints;
- 11) Entry into IATF database;
- 12) Implementation of internal audits;
- 13) Storage of customer audit files.

Unauthorized activities include:

- 1) Issuing legally binding agreements to customers ("technical contracts")
- 2) Developing training content for public or internal training
- 3) Providing marketing and sales for all types of training
- 4) Offering automotive-related training
- 5) Conducting internal training within the organization
- 6) Providing virtual training
- 7) Offering pre-audit services

All other IATF 16949 certification activities are entrusted to the Brazilian subsidiary for implementation.

2.2 Functional activities of Beijing Zhong An International Certification Co., Ltd. (a subsidiary of ZA-FCAV).

With the exception of the following activities that provide support to the headquarters or are not allowed to be carried out or supported independently, all other IATF 16949 certification activities are authorized to be carried out by Beijing Zhong An International Certification Co., Ltd.:

Activities in support of Headquarters:

- 1) planning internal witness audits;
- 2) Conduct internal witness audits;
- 3) local compliance and/or internal audits (other than QMS audits);
- 4) Implement internal audits

Activities that are not allowed to be carried out independently or provide support:

- 1) Review the translation of the content of documents or certificates;
- 2) The certification decision is made by the technical reviewer;
- 3) create certificates;
- 4) develop training content for public or internal training;



- 5) Provide automotive-related training, public training, internal training within the organization, and provide virtual training;
- 6) handling grievances and complaints;
- 7) IATF database entry;
- 8) Customer audit file storage

2.3 Other regional office functional activities

- Beijing Zhong An International Certification Co., Ltd. Guangzhou Branch
- Beijing Zhong An International Certification Co., Ltd. Hangzhou Branch
- Beijing Zhong An International Certification Co., Ltd. Shanghai Pudong Branch
- Beijing Zhong An International Certification Co., Ltd., Shanghai Songjiang District Company
- Beijing Zhong An International Certification Co., Ltd. Dongguan Branch
- Beijing Zhong An International Certification Co., Ltd. Jinan Branch

The above 6 branches are 100% owned by Beijing Zhong An International Certification Co., Ltd., which has obtained the IATF 16949 certification of ZA-FCAV in their respective regions.

Functional activities of the 6 branches:

- 1) Develop a local market and sales strategy
- 2) Conduct local or regional marketing and sales activities for IATF 16949

Note: The Regional Office is not responsible for the key activities of ISO 9001 Quality Management System Certification.