IATF Oversight
Certification Body Communiqué

CB COMMUNIQUE   # 2019-007

ISSUE DATE: July 2019

	YES	NO
CONFIDENTIAL	X	
MANDATORY CONTENT	X	

SUBJECT: Update on the IATF CARA Project ("Common Audit Report Application") – Participation of IATF-recognized CBs

The purpose of this CB Communiqué is to advise all IATF-recognized Certification Bodies that the development of the common audit report application for the IATF standardized Audit Reports, incl. Stage 1 Readiness Review Report, Special Audit Report and Nonconformity Management is currently in full progress.

As communicated previously through CBC 2019-001, the general structure and content of the application is based on the already provided Excel-based templates. Additionally, the application will incorporate the following features:

- Browser-based solution, no installation of software required
- No online connection required
- Data import/export functionality with .xml and/or .json file formats (additional information on how to use these import/export files are to be shared separately at a later point)
- Support of multiple IATF identified languages
- General user-friendly data entry with interactive functions between reports

The IATF would like to ensure that all IATF-recognized Certification Bodies obtain a detailed understanding of the application and its functionalities and are therefore invited to provide feedback during the Beta-Phase of the development.

During the period between 19th of August and 30th of September 2019 the IATF will open up the application for testing and collecting feedback from IATF-recognized CBs. The purpose is to provide feedback on the functionality, terminology used and the accuracy of translations. Change requests after the 30th of September cannot be considered and will not be implemented. CBs will be provided with a link to the application prior to 5th of August. Together with a link to the application will be a link to a ticketing system which is the only mechanism used to provide feedback.

Please be also aware, that the access to the ticketing system will limited to only one dedicated person per CB. Therefore all recognized CBs are requested to name the one representative who will be approved to give consolidated feedback on behalf of each CB.

Please provide your IATF Oversight Office with the following details of the representative until 31st of July 2019:
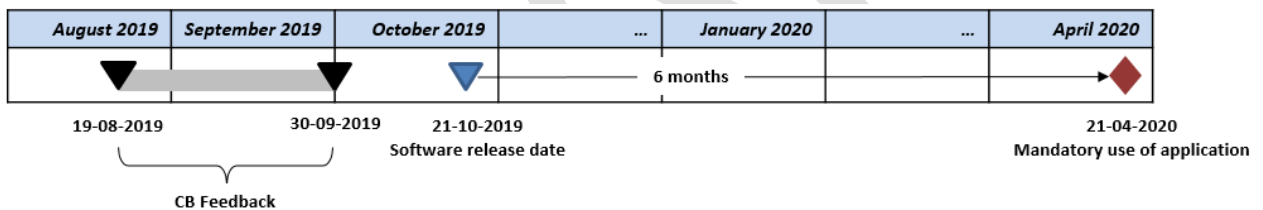
— Full Name
— E-Mail address
— Function within CB

IATF will register the relevant person in the above mentioned ticketing system and confirm this registration accordingly.

The final release and go-live of the application is anticipated for the 21st October 2019. The mandatory use of the application for all IATF-recognized Certification Bodies is scheduled for on or before 21st April 2020.

The period between the release date and the effective mandatory date shall be used to establish a documented process to ensure an effective start of the IATF application. This may include, but is not limited to, establishing interfaces to own IT-solutions and quality management systems, preparing and delivering of training for auditors and communication of the mandatory use of the Nonconformity Management report for clients.

In short, please find below an updated timetable of development and implementation.

Timetable

August 2019	September 2019	October 2019	...	January 2020	...	April 2020

19-08-2019   30-09-2019   21-10-2019   6 months   21-04-2020
Software release date   Mandatory use of application

CB Feedback

If you have any questions, please do not hesitate to contact your relevant IATF Oversight Office.