IATF Oversight
Certification Body Communiqué

CB COMMUNIQUE   # 2020-004

	YES	NO
CONFIDENTIAL	X	
MANDATORY CONTENT	X	

ISSUE DATE: March 2020

SUBJECT: IATF OEM Supplier code update process

The purpose of this Communiqué is to advise all IATF-recognized Certification Bodies about the process to update IATF OEM supplier codes in the IATF database.

The IATF OEM supplier codes enable current and accurate IATF 16949 certification status reporting to the IATF OEMs. Accurate IATF OEM supplier codes also ensure effective audit planning for coverage of applicable IATF OEM Customer Specific Requirements (CSR) at each certified organization's site.

In support of improving the IATF certification scheme, the IATF OEMs are making greater use of the certification status data available in the IATF database. As a result, IATF OEM supplier code inaccuracies or omissions that are being identified must be corrected in the IATF database, with input from the client, as applicable.

There are two types of IATF OEM supplier code error states in the IATF database:

1. The relevant IATF OEM supplier code(s) exist(s) but is/are incorrect (i.e. supplier code(s) recorded in the IATF database do not match any of the supplier code(s) assigned by the OEM to the certified site).
2. The relevant IATF OEM supplier code(s) assigned to the certified site is/are missing.

A single organization site can have more than one supplier code for the same IATF OEM. Certification Bodies have the responsibility and authority to update the "primary" IATF OEM supplier code in the IATF database. See Figure 3 below for a graphical representation of the different supplier codes in the IATF database.

The term "primary" IATF OEM supplier code is used for those supplier codes that are entered/administered by the Certification Bodies in the IATF database. The existence of the relevant "primary" IATF OEM supplier code in the IATF database confirms both:

- that an active supplier relationship exists with the relevant OEM which was verified during a previous on-site audit, and
- that the relevant OEM customer specific requirements (CSRs) and scorecards for the OEM have been audited during a previous on-site audit.

IATF OEMs have the authority and responsibility to update or add "additional" OEM supplier codes in the IATF database. The existence of "additional" IATF OEM supplier code(s) without any primary OEM supplier code indicates that the specific OEM is a customer to that organization but that the relevant IATF OEM customer specific requirements and/or scorecards have yet to be audited (please refer to the details of the relevant process steps described below and Figure 3 at the end of this Communiqué showing examples of primary and additional IATF OEM suppliers codes and where they appear in the IATF database).

The following IATF OEM supplier code update process steps were developed and approved by the IATF:

Primary IATF OEM supplier code administration

1. Primary IATF OEM supplier code correction

If a primary IATF OEM supplier code exists but is incorrect, the IATF OEM supplier code shall be corrected by the CB in the IATF database within ten (10) calendar days of receiving the request. The supplier code update request from the IATF OEM is authorization to make that code change in the IATF database.
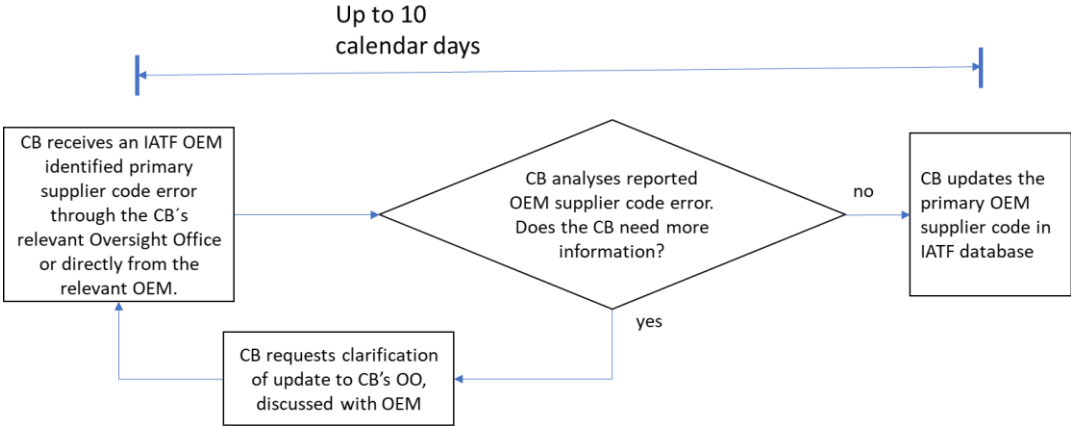
See the process in Figure 1.

Figure 1 Process Flow, Primary IATF OEM Supplier Code Correction

2. New entry of a primary IATF OEM Supplier Code

As described above, the primary IATF OEM supplier code is not entered into the IATF database by the CB until the relevant CSRs and scorecard(s) (as applicable) have been audited. The identification of a new primary IATF OEM Supplier Code may occur in the following situations:

- where the client advises the CB of a new IATF OEM customer prior to or during an audit of the organization or,
- the CB recognizes the existence of an "additional" IATF OEM supplier code entered in the IATF database between audits

The CB then includes this information in the audit planning process.
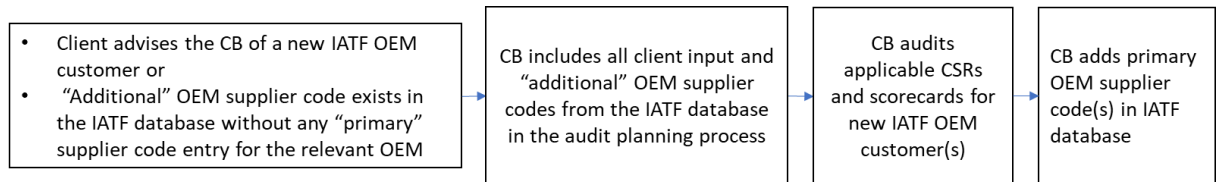
See the process in Figure 2.

Figure 2 Process Flow, New Entry of a Primary IATF OEM Supplier Code

Note: If a new primary IATF OEM supplier code is entered into the IATF Database and is identical to the additional supplier code (which was previously entered by the IATF OEM – see Figure 4 below), then the Certification Body shall notify their relevant Oversight office who will work with the relevant OEM to remove the identical additional supplier code.

Additional IATF OEM supplier code administration

> *Note 1: The IATF OEMs have the capability of entering or updating more than 1 additional supplier code (i.e. "additional code(s)") in the IATF Database. These additional code(s) will be shown under the primary code box (see Figure 3 below for an example of additional codes displayed in the IATF database).*

> *Note 2: Where a primary code exists, the additional code(s) represent(s) the existence of multiple valid IATF OEM supplier codes assigned to the single organization manufacturing location. These multiple codes may represent currencies, commodities or other aspects of business at the supplier site, not necessarily represented by the primary OEM supplier code.*

Certification Bodies are required as part of their audit planning process to review the OEM supplier code entries for the relevant client site in the IATF database and check for "additional" IATF OEM supplier codes. In case of an existing "additional" IATF OEM supplier code and relevant empty "primary" supplier code field, the Certification Body is required to include the relevant OEM CSRs and scorecard(s) (as applicable) in the audit plan of the next subsequent audit.

Figure 3 Example of Primary and Additional OEM Supplier Codes in the IATF Database

Figure 4 Example of Identical Primary and Additional OEM Supplier Codes in the IATF Database

If you have any questions, please contact your Oversight Office representative.