



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2020-008

REVISION 03

	YES	NO
CONFIDENTIAL	X	
MANDATORY CONTENT	X	

ISSUE DATE: June 2020

Re-ISSUED: July 2020

Re-ISSUED: November 2020

Re-ISSUED: June 2021

SUBJECT: Coronavirus COVID-19 – IATF approved global waivers, CPD requirements and entering of IATF 16949 audits conducted remotely in the IATF database

The purpose of this Certification Body Communiqué is to advise all IATF-recognized certification bodies that:

- A. The IATF has approved global waivers in response to the coronavirus COVID-19 pandemic and the impact it may have on CB's internal system audits, internal witness audits and 3rd party auditors meeting certain IATF requirements,
- B. The minimum Continued Personal Development (CPD) hours have been updated to account for the COVID-19 pandemic restrictions upon face to face training availability, and
- C. The IATF database has been updated to allow reporting of IATF 16949 Monitoring events, with an overview of the functionality (no longer applicable or available)
- D. The IATF database has been updated to allow the identification of IATF 16949 audits that were conducted remotely
- E. The IATF has approved CBs to conduct internal witness audits remotely in cases where the auditor is unable to be witnessed during an on-site audit.

To simplify the "IATF GLOBAL WAIVERS AND MEASURES IN RESPONSE TO THE CORONAVIRUS PANDEMIC (COVID-19)" document, the IATF moved those above-mentioned sections into this CB Communiqué.

The IATF-recognized certification bodies will not need to request a waiver from their relevant IATF Oversight Office for any of the affected activities listed below; however, the certification

body is required to document the justification and all related information. The only exception is for ADP proctored examinations where individual waivers are required.

Affected activities:

1. Certification Body internal system audit

In cases where a required onsite CB internal system audit is not possible per the IATF Rules, 5th Edition section 2.8, due to reasons that are directly linked to the global COVID-19 pandemic, the certification body can conduct the audit remotely following the guidance in IAF ID 12 (Principles on Remote Assessment) and MD 4 (Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes).

Note 1: IATF reserves the right to witness any of the remote CB internal system audits. The CB cannot refuse the witnessing of a remote CB internal system audit by an IATF witness auditor.

2. Certification Body internal witness audit

In cases where the relevant client audit must be postponed (which was planned as part of a CB internal witness audit) due to reasons that are directly linked to the global COVID-19 pandemic, the IATF is granting an extension to the required timing for conducting an internal witness audit. It is recognized that the planning of a new internal witness audit might take additional time, therefore an additional extension of one hundred and eighty (180) days is granted to the internal witness audit timing per IATF Rules, 5th Edition section 4.4.

While the preference is to internally witness an auditor on-site, the IATF is allowing this internal witness audit to be conducted remotely in cases where the relevant client audit is conducted as a remote audit due to reasons directly related to COVID-19 pandemic.

3. IATF 16949 3rd Party Auditor waivers

Minimum Audits and Audit Days:

In cases where auditors are unable to meet the current requirements of the IATF Rules, 5th Edition section 4.5.1 (a minimum of one (1) IATF 16949 audit per quarter which might also be resulting in fewer than ten (10) audit days per year) due to reasons that are directly linked to the global COVID-19 pandemic, the IATF will not deactivate the auditor's credentials. The above-mentioned requirements **were** globally waived for the year 2020.

ADP Proctored Events:

The IATF cancelled several ADP proctored sessions due to the outbreak of the virus and will continue to do so whenever needed. In cases where auditors are affected by such a cancellation, the IATF-recognized certification body shall submit a waiver to the relevant IATF Oversight Office for approval to extend the auditor's credentials.

Initial qualifications:

The IATF cancelled several initial qualification events due to the outbreak of the virus and will continue to do so whenever needed. In situations where the auditor candidates are unable to meet the full qualification within the required 12 months due to cancellations of

events, the IATF Training Organizations will apply an appropriate extension to this timing requirement.

Minimum Continued Personal Development (CPD) hours:

In cases where auditors are unable to meet the current requirements of the IATF Rules, 5th Edition section 4.5.2 (the annual minimum twenty (20) hours subject-matter-related CPD are achieved) due to reasons that are directly linked to the global COVID-19 pandemic, the IATF will not deactivate the auditor's credentials as long as ten (10) CPD hours are achieved in calendar year 2020. Ten (10) CPD hours can be a combination of unstructured and structured, but the requirement for unstructured hours to constitute no more than 25% of the minimum ten (10) hours is waived.

The CPD hours tracker in the ADP will not be updated to reflect this modified requirement.

Update of the IATF database to allow the identification of IATF 16949 audits that were conducted remotely

As specified in Revision 6 of the IATF Global Waivers and Measures in Response to the Coronavirus Pandemic (Covid-19) document, IATF CBs are required to identify in the IATF database those IATF 16949 audits that were conducted remotely, [including blended audits](#) (please refer to page 14, section "CONDUCTING THE REMOTE AUDIT" [and FAQ 10](#)).

To identify a manufacturing site audit as being conducted remotely, please select the relevant method from the drop-down list of the new/additional field called "Audit Method" ("on-site" or "remote") when creating a new audit record.

NOTE 1: the default selection of the audit method is "on-site" which means that in the case of a normal on-site audit, no additional selection is required.

Once "remote" is selected from the Audit Method drop-down list, the additional text box "Details" appears. Please enter the specific reasons directly related to the COVID-19 pandemic for conducting the audit as a remote audit (e.g. national / local governmental travel restrictions, quarantine requirements, corporate client COVID-19 restrictions etc. – specific identification of the document stating the restriction preventing an on-site audit is required).

NOTE 2: it is also required to select the audit method "remote" if only portions of the [manufacturing site audit \(including extended manufacturing locations\)](#) were conducted remotely. [This is referred to as a blended audit](#). In this case, it is required to record in the "Details" text box which portion of the audit (i.e., amount of audit time delivered remotely, which process(es)) [were audited remotely and the name\(s\) of the auditor\(s\) who were conducting the audit remotely](#).

Any audits conducted remotely before the publication of this update to the IATF database shall be identified as being conducted remotely by editing the relevant audit entry in the IATF database.

Screenshot of the "Create Audit | Edit Audit" entry mask:

Create Audit | Edit Audit

Standard: IATF 16949:2016

Audit Date closing meeting: [Date Picker]

Audit Type: initial

Audit Method: remote

Details

Audit Result: acceptable

Please select...
on-site
remote

When the audit method "remote" is selected, the text "-REM" will be added automatically to the audit type within the certificate map and the affected reports:

Example for a client audit record at the certificate map (extract):

CB ▶ **CB Name (CB Acronym)**

- Corporate Scheme (Location) (No. of sites)
 - Client A (Location) (No. of audits, No. of certificates)
 - Client B (Location) (No. of audits, No. of certificates)
 - Support Functions
 - Support Function Location 1 (Location) (Support Function A | Support Function B | ...)
 - Extended Manufacturing Sites
 - Extended Manufacturing Site Name (Location)
 - Audits
 - initial audit DD/MM/YY (audit days: X.YY | audit result: acceptable)**
 - CB-Cert Number (IATF Number) issued DD/MM/YY expires DD/MM/YY status : superseded
 - [Download Certificate](#)
 - Auditors
 - Lead auditor name (audit days: X.YY)
 - Auditor name (audit days: X.YY)
 - surveillance audit DD/MM/YY (audit days: X.YY | audit result: acceptable) -w-**
 - Auditors
 - Auditor

Actions: Add Corp. Scheme, Add Single Site, Add Site, Add Monitoring Event, Add Supp. Function, Add Ext. Manuf. Site, Add Audit, Add Auditor, Certificate History, Add Auditor

Example(s) for the indication in a report (extract):

CB	Corp. Scheme	Organisation	Organisation Country	Audit Date	Audit Type
CB One		Client A	Mexico	23/07/20	surveillance-REM
CB Two		Client B	Brazil	29/10/20	re-certification-REM
CB Two		Client C	Brazil	21/08/20	surveillance

audit was conducted as remote audit
audit was conducted as remote audit
audit was conducted on-site

This additional indication will be available in the following reports:

- My Audit Reports
- My Audits and Certificates
- My Audit Non-conformities
- My Audits and Monitoring Events
- My Entries of Data

Entering an audit conducted remotely for a stand-alone remote supporting location

Audits of stand-alone remote supporting locations shall continue to be entered following Rules 5th Edition, Sanctioned Interpretation (SI) #5. SI #5 requires information about each audited support function to be entered in the comment field under a manufacturing site's audit.

In the comment field, please also enter the specific reason directly related to the COVID-19 pandemic for conducting the audit as a remote audit (e.g. national / local governmental travel restrictions, quarantine requirements, corporate client COVID-19 restrictions, etc. – specific identification of the document stating the restriction preventing an on-site audit is required) and include the term “REM” at the beginning of the entry (to identify the audit was conducted remotely).

An example entry is shown on the next page for a manufacturing site audit that was conducted remotely incl. an audit conducted remotely at a linked stand-alone remote supporting location (as per IATF Rules SI #5).

If the manufacturing site audit was performed on-site and the stand-alone remote support location audit was performed remotely, the “Audit Method” field remains as “on-site”, and the comment field shall be filled out for the remote audit of the stand-alone remote support location as described above.

NOTE 3: If an initial stage 2 audit conducted as per the above described approach (the manufacturing site audit was conducted on-site and the stand-alone remote support location was conducted remotely), the subsequent certificate validity will be 3 years (-1 day).

Example of the Create Audit mask for manufacturing site audit incl. example comments:

Create Audit

Standard IATF 16949:2016 ▼

Audit Date
closing meeting 17/11/20

Audit Type surveillance ▼

Audit Method remote ▼

Details

Reason for the remote audit: due to national government requirements and the related travel ban (refer to the details in the internal CB approval for conducting a remote audit), the auditors were unable to travel to this site for conducting an on-site audit.

Audit Result acceptable ▼

No. of Major Nonconformities

No. of Minor Nonconformities

No. of Nonconformities open but 100% resolved

Nonconforming Clauses

Clause	Major	Minor	100% resolved
4			
4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment
NOTES FOR CHANGES

-REM- Head office (city/country) conducted on 16 November 2020 by R. Smith (1 day) and J. Parker (0.5 days). Reason for the remote audit: Due to local government requirements, all personnel were working remotely.

Witness Auditor --not witnessed-- ▼

Number of Employees

Required fields are in BOLD

Specific reason for conducting the audit as a remote audit, together with the details defined in NOTE 2 on page 3 of this Communique.

Specific reason for conducting the audit of a stand-alone remote supporting location (linked to this manufacturing site as per IATF Rules SI #5) incl. the use of the term -REM- at the beginning of this note

Update of the IATF database to allow reporting of IATF 16949 Monitoring events

From 1-Jan-2021 IATF Monitoring events are no longer permitted. As such, the portion of this CB Communique describing the entering of IATF Monitoring events in the IATF database has been removed.

Reporting of IATF 16949 Monitoring Events

Please use for this the new report "My Audits and Monitoring Events".

Oversight Office	Certification Body	Audit/Monitoring Event Date	Type	Result	Number of Major NCs	Number of Minor NCs	Number of NCs 100% resolved	Lead Auditor	Audit Team	Audit/Monitoring Event Days	Organization	Organization City	Organization Country	Region	Witnessed	IATF Cert No.	Certificate Status	OEM	Supplier Code	Monitoring Event Recommendation	Number of Employees
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If you have any questions or concerns, please contact your Certification Body's relevant IATF Oversight Office.