

Annex: Request of automotive industry quality Manatement

1. General documentation to send with this request:

- Organization chart of your company, and if necessary, the organization charts of the different centers object of certification.
- List of documents applicable to the system which you request certification (at least manual and general procedures) with indication of review status, edition and date.
- Situation map of the organization and ways of access.
- Timetable of the organization (office and production).

2. Do you have certificates of quality systems?: Yes No
(If the answer is affirmative please enclose a copy)

	UNE-ISO/TS 16949		QS-9000		VDA 6.1		VDA 6.4	
	Yes	No	Yes	No	Yes	No	Yes	No
Are you design responsible of the product to your clients?								
¿Does the design take place in the locations object of the certification? (To fill up only in case of being responsible for design)								
After sales service is applicable?								
Please mark the main clients for whom the management system object of the certification is applicable(1) Note: if you request for certification UNE-ISO/TS 16949 please mark the square that corresponds if you have identified specific requirements of your clients (2)								
(1)	(2)		(1)		(2)			
<input type="checkbox"/> Audi	Yes	No	<input type="checkbox"/> Mercedes		Yes	No		
<input type="checkbox"/> BMW	Yes	No	<input type="checkbox"/> Opel / GM		Yes	No		
<input type="checkbox"/> Daimler-Chrysler	Yes	No	<input type="checkbox"/> PSA		Yes	No		
<input type="checkbox"/> Ford	Yes	No	<input type="checkbox"/> Renault		Yes	No		
<input type="checkbox"/> Seat	Yes	No	<input type="checkbox"/> VW		Yes	No		
Other clients:					Yes	No		
					Yes	No		
Remark: indicate the supplier code assigned by each one of your clients								

3. Would you like the accomplishment of the pre audit? Yes No

Estimated date for the pre audit:.....

The previous visit to the facilities of the company favors the explanation of doubts respect to the audit method or of any other related aspect; it evaluates the implantation degree of the system as well as its adjustment degree.

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Particular conditions of this certification:

The signature of this contract implies:

- In UNE-ISO/TS 16949 certification :

1. The "readiness evaluation of the company for certification" (includes the analysis of the documentation) shall be realized in the facilities of the company, except in justified exceptions that should be sent with the following documentation:

- Manual of quality, operative procedures and processes defined by the company.
- Flow chart of the process corresponding to the activity (ies), indicating its phases and points of inspection.
- Relation of the regulation applicable to the products/services provided by your organization.
- Tendency of the operational results (quality, productivity, efficiency, effectiveness, costs of no quality...) of the last twelve months.
- Planning of internal audits and revisions of direction and its results of the last twelve months.
- Relation of the described internal auditors.
- Relation of the specific requirements of the identified clients.
- Procedure of management of client claims.

2. It is essential that the organization applicant had implanted the management system of the quality, according to UNE-ISO/TS 16949, a minimum of twelve months before the date of the present request.

3. If the company applicant has received "formation in company", in the matter of quality, environment and/or security and regulation on the part of AENOR, will not be able to carry out this certification until two years after the date in which the formation was distributed.

4. AENOR is authorized to transmit the audit report to IATF (International Automotive Task Force) upon his request.

5. This process of certification entails certification ISO 9001 simultaneously.

6. The applicant commits himself not to use IATF logo except in the certificate emitted by AENOR.

- For certification QS 9000 AENOR is authorized to transmit the audit report to ENAC (National Organization of Accreditation) upon his request.
- The applicant will authorize the access to his premises to AENOR auditors, in order to make watched audits, and in case of being required by IATF/ ENAC to his auditors or representatives, committing themselves to maintain the confidentiality on collected information in the course of the audit.