ISO/TS 16949:2009 into IATF 16949:2016 - QMS Transition Checklist

This instruction / checklist is intended for use in upgrading your Quality Management System for the transition from the ISO/TS 16949:2009 version to the IATF 16949:2016 revision for Quality management systems used in the automotive production and service parts industries.

The above Quality Management Systems are compatible with each other and have common requirements.

In the Automotive Standard IATF 16949:2016, the requirements are described in:

- Clause 4 Context of the organization
- Clause 5 Leadership
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

Previously in ISO/TS 16949:2009, the requirements were described in:

- Clause 4 Quality management system
- Clause 5 Management responsibility
- Clause 6 Resource management
- Clause 7 Product realization
- Clause 8 Measurement, analysis, and improvement

You have the 2009 version in place and now have the objective of upgrading the system to the 2016 revision. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One condensed Manual to introduce the documented information required for IATF 16946:2016.
- A group of procedure/system documents in your QMS with updates to reflect a document numbering system related to the new clause numbers and to incorporate the upgrades for the IATF 16949:2016 requirements,
- A group of forms and attachments needed for the documented information and systems.

The documentation will need to be reviewed, upgraded, and implemented. The first step is to assign a person responsible for the QMS, such as with a Management Representative to become familiar with the changes for the 2016 version of the IATF standard. Visit the 16949store.com for training materials, resources, and information on quality management systems requirements.

The following table with detailed instructions focuses on the areas of the documentation required for the IATF 16946:2016 quality management system. As you undertake the task of upgrading your quality management system from the 2009 version to the 2016 version, note that the intent of the main clauses is shown in blue font, and in the 2nd left hand column of the instructions, the text in *italics* indicates where requirements were included in previous ISO/TS 16949:2009.

The new IATF standard incorporates the requirements of ISO 9001:2015, and in the first left hand column of the instructions, the clause numbers highlighted in green indicates where specific IATF 16949 additions are made to ISO 9001:2015.

You will need copies of the IATF, the ISO and ISO/TS standards along with this instruction to pinpoint for your organization the areas that need attention. You may want to make notes and add comments in the space available to the right and the left of the column for reference documentation. Use the upgrade checklist section on the right side of the table to assign the responsibility for the upgrade and to follow up on its completion.

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IATF 16949:2016 Clause	Changes to the existing ISO/TS 16949:2009 Quality System	Reference document	Changes in existing documentation	Upgrade Checklist	
				Assigned to:	Date Completed
All	The International Automotive Standard IATF 16949:2016 is restructured and contains 10 sections or clauses numbered 1 through 10. It is important to note that the standard is revised to incorporate the new clause structure and content of ISO 9001:2015. Also, new automotive industry requirements, definitions, and notes are included.	IATF 16949:2016	The requirement clauses of the new standard are the Clause 4 through Clause 10. Your company needs to become familiar with the new structure and the changes and subsequently upgrade the Quality Management System (QMS).		
All	While the specific requirement for a quality manual is not in ISO 9001:2015, the new standard requires a Quality Manual as part of the Documented Information be maintained for the QMS.	Manual	Replace / rework your existing Quality Manual with a condensed version that will introduce the quality system. The format and structure of the quality manual is at your discretion and will depend on the size, culture, and complexity of your company, see also clause 7.5.1.1.		
---	*In ISO/TS 16949, the requirement for a Quality Manual was in clause 4.2.2.*	Manual	In the condensed manual include sections for: • Scope of the Quality Management System (QMS) • Distribution Control List, • Revision Status, • Quality Policy and Objective, Strategic Direction, Corporate Policies • Organization Chart, • Company Background - Products and Services, • Process Flow Diagram, • List of Documented Information, • Records Documentation Matrix.		
---	The specific requirement for documented procedures is not in IATF 16949; however documented information is required to plan, establish, implement, and maintain the QMS processes. *In ISO/TS 16949, the requirement for control of documents was included in 4.2.3, and the requirement for control of records was in 4.2.4.*	Documented information	The QMS documented information may be presented in any suitable format such as in a method, an instruction, a system, a process, a procedure, etc. You will need to add / replace / rework your QMS procedures to incorporate the IATF 16949:2016 requirements. An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a		

			procedure, (such as P-750) for Documented Information and include it in section 7.5.		
4	**For ISO 9001:2015**, this clause introduces two sub-clauses relating to the context of the organization, (1) understanding the organization and its context and (2) understanding the needs and expectations of interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the QMS. In addition, the scope of the QMS and the QMS processes along with their applicability and interactions need to be determined. **For IATF 16949:2016**, sections are introduced to supplement requirements for the scope of the QMS, customer specific requirements, conformance of products and processes, and product safety.				
4	Clause 4, Context of the Organization is a new requirement in IATF 16949:2016.	Documented information	Your company must determine the issues and requirements that can impact on the planning of the QMS and that can affect the ability to achieve the intended results of the QMS. For typical guidance, see procedure P-400 for Organizational context and worksheet, F-440-002 to identify issues and requirements.		
4.1	Documented information for the QMS sets the stage for an understanding of the requirements and of the international standard.	Procedure	Document the information (in a document P-400, Organizational Context) to outline the process to understand and determine the internal and external issues that are relevant to the QMS.		
4.2	A stakeholder approach provides for an understanding of the requirements of interested parties.		Include (in a document P-400) the process to understand and determine the needs and expectations of interested parties.		
4.3	Clause 4.3 covers the requirement for the scope of the QMS. *In ISO/TS 16949, the scope of the QMS was required to be included in a quality manual per par 4.2.2 a.*		Include P-400, the process to determine the scope of the QMS. Refer to 4.3 a) thru c) and consider the internal and external issues, the requirements of interested parties, and your products and services.		
4.3.1	For IATF 16949, the requirements for determining the scope of the QMS are supplemented.		Include in the scope of the QMS, the supporting on-site or off-site functions, such as design centers, corporate headquarters, and distribution centers.		
4.3.1	For IATF 16949, an exclusion is only permitted for clause 8.3, design and development of products. *In ISO/TS 16949, the application and exclusion of requirements were included in par 1.2 and the only exclusion permitted is clause 7.3, design and development of products and services.*		If your company does not design and develop products or services, include justification for the exclusion of clause 8.3. Note that conformity to IATF 16949 can only be claimed if the exclusion does not affect your ability or responsibility to meet product and service requirements and enhance customer satisfaction.		