INSERT COMPANY NAME/LOGO HERE

IATF 16949:2016 Automotive Quality Management Systems - The Internal Audit Checklist
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This checklist is based on the information provided in the Oct 1, 2016 1st edition of the IATF 16949:2016 international automotive standard. The checklist is best used by trained and practicing auditors to evaluate or assess Quality Management Systems requirements based on the standard. You will see questions on the checklist that refer to the standard and for each clause provisions are made for additional questions.

The auditors are expected to keep in mind that the standard does not require mandatory procedures for the various QMS processes; however, the auditors will expect documented information to be available because in the clauses of the standard, the phrase such as 'documented procedures' is used to specify that a process, a method, a system, a work instruction, or an arrangement, be documented.

The auditors must use a great deal of discretion and therefore must be careful and thoughtful prior to establishing a deficiency against a requirement. Evidence for visible top management leadership, commitment and quality management action must be looked for.

The **bold** numbers and tittles used in the first two columns of the checklist indicate the "Requirements" and may be referred to on nonconformity reports prepared by the auditor.

During the assessment of each requirement, auditors record the status of the evaluation by indicating in the right-hand column a

Yes - for Acceptable Condition or **No -** for Deficient Condition

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4	**CONTEXT OF THE ORGANIZATION**		
4.1	**Understanding the organization and its context**		
	Has your company determined the external and internal issues that are relevant to your purpose and strategic direction? Have you considered the relevant issues that affect your ability to achieve the intended results of the Quality Management System (QMS)? How do you monitor and review the information related to the external and internal issues?		

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	Additional Questions		
4.2	**Understanding the organization and its context**		
	With consideration given to their impact or potential impact on your company's ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements, have you determined: • The interested parties relevant to the QMS? • The requirements of these interested parties that are relevant to the QMS? How do you monitor and review the information about the interested parties and their relevant requirements?		
	Additional Questions		
4.3	**Determining the scope of the quality management system**		
	To establish the scope of the QMS, has your company determined the boundaries and applicability of the QMS? When determining the scope of the QMS, have you considered the: • External and internal issues (per 4.1)? • Requirements of relevant interested parties (per 4.2)?		

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	• Products and services covered by the QMS?		
	When a requirement of ISO 9001:2015 can be applied, has your company applied it (see also clause 4.3.1 below)? When requirements cannot be applied, and to claim conformity to ISO 9001:2015, how do you determine if your ability or responsibility to ensure conformity of products and services are not affected? Has your company provided justification for any instance where a requirement of the standard cannot be applied? Is the scope of the QMS available and maintained as documented information?		
	Additional Questions		
4.3.1	**Determining the scope of the quality management system - supplemental**		
	When determining the scope of the QMS, are the supporting on-site or off-site functions, such as design centers, corporate headquarters, and distribution centers, included in the QMS scope?		
	• In determining the scope of the QMS, have you considered product design and development (per clause 8.3) as the only permitted exclusion? • If applicable, is this exclusion justified and maintained as documented information? • Do you recognize that permitted exclusions do not include manufacturing process design?		

Guide to Internal Auditing

IATF 16949:2016

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Clause 9.2 of the automotive requirements requires that organizations conduct internal audits.

Internal audits are required for:

- QMS audits
- Process audits
- Product audits

Introduction: Why are you here?

- To learn more about IATF 16949.
- To be able to evaluate your own area and make improvements.
- To understand the audit process.
- To be able to participate in the audit process.

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If you have been involved with internal auditing of other management systems such as ISO 9001, you will find this guide to be familiar.

However, you will find that IATF 16949 has requirements above ISO 9001 and the internal audit needs to follow the "Process-Based" approach.

Why participate in internal audits?

- The internal audit program is the most powerful tool available for building, maintaining and improving your quality system.
- You can be a part of it.

Internal Audits are the **"Key to Improvement"**.

Reactions of auditors after their first audit

- "Its great to see other parts of the system, I had no idea there was so much to it."

- "I thought I would hate this but I really liked getting to see what other people are doing. I learned a lot about the rest of the company."

- "I have to go change a few things in my area now."

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The skills acquired via the internal auditor training will make you a more informed and a more effective member of your organization.