



IATF16949 APPLICATION AND REVIEW –
Annexe 3 for Audit Day Reduction

Client Name:

Rule 5.2.h

If a portion of the site is dedicated to manufacturing automotive products and completely separated from non-automotive, then that portion of the headcount can be used to determine the audit man days for quoting purposes.

The following criteria must be met:

- The audit scope must include all automotive products produced by the organization
- The automotive production area(s) must be physically separated from the non-automotive area(s). “Physically separated” means separate building, permanent barrier, etc
- Personnel working in the automotive manufacturing process areas are completely dedicated
- All employees that support the site (on-site or remote e.g. purchasing, engineering, management, supplier development, quality, part time, temporary, contract employees, etc) must be included in the headcount.

Note: If automotive manufacturing processes are integrated on the manufacturing floor with non-automotive manufacturing processes, then this requirement cannot be applied.

List all Automotive products produced at this site:
List all Non-Automotive products produced at this site:

Check applicable conditions below that apply for all process steps from incoming products to final packaging including all manufacturing processes for all automotive products	
<input type="checkbox"/>	Separate building
<input type="checkbox"/>	Separate level (floor) of the site
<input type="checkbox"/>	Separated on the manufacturing floor by a permanent barrier (e.g. walls)
<input type="checkbox"/>	Dedicated employees for automotive only
<input type="checkbox"/>	Any exceptions? Explanation is required

Attach a process flow chart / description (written or illustrated) for the above-mentioned process steps.

Attach evidence of physical separation:

- a) If located in a separate building, attach a picture / map of the site grounds and identify what activities occur in each building
- b) If located on a separate floor in the same building as non-automotive production, attach a picture / map / layout of each floor of the location (owned by the organization) and identify what activities occur on each floor
- c) If co-located on the manufacturing floor with non-automotive production, attach a plant floor layout diagram and actual pictures of the physical separation

Note: The evidence shall be cross referenced to the manufacturing process flowchart

Total employee headcount at the site. Please include all full time, part time, contract and temporary employees	
Total number of employees dedicated to automotive production (without management and/or support headcount)	
Total number of support and/or management employees at the site	