

APPLICATION FOR CHANGE IN REGISTERED CONTENTS (IATF 16949)



When there are any changes in the contents of your registration, please apply to the relevant local JQA office by using this form. Please also refer to the explanations in next page.

Date of Application: Month Day Year

Certificate Number: JQA-AU

Name of Organization: _____

Person to contact: (Section) _____ (Name) _____

(E-mail) _____ (TEL) _____ (FAX) _____

Description of the Changes: (Please enter your statements for relevant items only.)

Items of the Change (Please check the relevant box(s).)	Type of change (Please check the relevant box(s).)	Date of change	Before Change	After Change	Reason of change (Describe specifically)
<input type="checkbox"/> (1) Site	<input type="checkbox"/> ① Site Relocation (Check bellow boxes if applicable) <input type="checkbox"/> Y / <input type="checkbox"/> N: Production of automotive parts at the original certified site will be completely discontinued. <input type="checkbox"/> Y / <input type="checkbox"/> N: Some of automotive parts production will be remained at the original certified site (= partial site move). <input type="checkbox"/> Others: (Please describe about the details of Site Relocation on the right entry field.)	Month _____ Day _____ Year _____			
	<input type="checkbox"/> ② Name changed <input type="checkbox"/> ③ Added * Audit application is also required. (See back side.) <input type="checkbox"/> ④ Deleted * Cancellation application is also required. <input type="checkbox"/> ⑤ Address description changed due to governmental reason <input type="checkbox"/> ⑥ Certification scope changed * In the case of addition of new product, please describe the expected starting date of mass production and/or delivery in the "After Change" entry field.				
<input type="checkbox"/> (2) Extended manufacturing site	<input type="checkbox"/> ① Added * Extended manufacturing site Checklist is also required. <input type="checkbox"/> ② Deleted	Month _____ Day _____ Year _____			
<input type="checkbox"/> (3) Remote Supporting Function	<input type="checkbox"/> ① Moved (Check bellow boxes if applicable) <input type="checkbox"/> Y / <input type="checkbox"/> N: Experiment, prototype and laboratory equipment moved. <input type="checkbox"/> Y / <input type="checkbox"/> N: Warehouse of products moved <input type="checkbox"/> Y / <input type="checkbox"/> N: New employees hired (_____ persons)	Month _____ Day _____ Year _____			
	<input type="checkbox"/> ② Name changed <input type="checkbox"/> ③ Added / Deleted <input type="checkbox"/> ④ Address description changed due to government <input type="checkbox"/> ⑤ Supporting function changed				
<input type="checkbox"/> (4) Organization *1	<input type="checkbox"/> ① Organization changed <input type="checkbox"/> ② Top management changed (incl. site representative) <input type="checkbox"/> ③ A person whose position is equivalent to the management representative changed <input type="checkbox"/> ④ Title of Top management changed (incl. site representative)	Month _____ Day _____ Year _____			* Attach the previous and new organization chart when changed.
<input type="checkbox"/> (5) Process map	<input type="checkbox"/> ① Function of process changed <input type="checkbox"/> ② Process owner changed <input type="checkbox"/> ③ Process added or deleted <input type="checkbox"/> ④ Sequence or interaction of processes changed <input type="checkbox"/> ⑤ Others	Month _____ Day _____ Year _____			* Attach the previous and new process maps.
<input type="checkbox"/> (6) Others	<input type="checkbox"/> ① Unification of registration <input type="checkbox"/> ② Division of registration		Certificate No. to be unified with: _____ Organization to be divided: _____		
<input type="checkbox"/> (7) Language of the certificate			<input type="checkbox"/> Japanese and English <input type="checkbox"/> English only	<input type="checkbox"/> Japanese and English <input type="checkbox"/> English only	

* 1 Application is not required for the following cases:

- 1) Periodical personnel rotation except top management (incl. site representative) and a person whose position is equivalent to the management representative change.
- 2) Change of organization name, unification/divide/establishment/removal with no certificate.

Application for Change in Registered Contents (IATF 16949)

Please submit this form when your organization falls under any of the following.

- When there is a change in any of contents written in the registration certificate or its appendix (Scope of Registration, Organization Name, Location, etc.).
- When there is an organization change, except for regular personnel transfers or an organization change which do not have any impact to the description of registration certificate and its appendix.
- When there is a change of top management (incl. site representative) or a person whose position is equivalent to the management representative, or changes in position of the top management (incl. site representative).
- When there is a change of contents in your process map (changes in process function, its contents, department in charge, addition/elimination of process, and changes of its sequence and interaction).
- When there is a significant change in the operation details or in the number of personnel.

1. How to fill out this form

- In the "Person to Contact" field, please fill in the name of person who is in charge of the change.
- Please fill in the details of the change in the right column, or attach a document describing its details instead.
- Please note that JQA may require more detailed information when the change is significant.

2. About the Change Audit

- When JQA judges that the applied change may affect the integrity of your management system, and your next audit is not scheduled within six (6) months, JQA may conduct the Special Audit.
- When changes are only in the name of organization, location address description due to governmental reasons, etc., confirmation by Document Deliberation may be substituted for Change Audit, at the discretion of JQA.
- For conducting Change Audit, the readiness shall be reviewed beforehand in order to confirm whether or not the Change Audit can be conducted. When the change in your management system is significant and where JQA judges it necessary, First-stage audit (in the same way as initial audit) may be conducted prior to the Change Audit. (For more details, please refer to the latest version of the "[Management System Certification/ Registration Rules](#)".)
- A Change Audit may be conducted together with Surveillance/Renewal audit. When JQA Certification Committee judges that the contents of the registration can be changed after the Document Deliberation or Change Audit, a certificate and its appendix reflecting the change will be newly issued.
- Audit days for the Change Audit shall be determined in accordance with the rule considering the detail of the change. For more detailed information, please contact your local JQA office.
- When you need a quotation for the change, please contact your local JQA office.
- Please note that the submission of "Application Form for JQA Management System Certification/Registration (IATF 16949)" and conclusion of certification/registration contract is required, when you add manufacturing site(s) to your certification scope.
- When you add new manufacturing site(s) or customers to your certification scope, the supplier codes for IATF OEM members and its affiliates (companies including its subsidiaries, affiliated brands and joint ventures) shall be filled out together with the evidence documents (copy). For your reference, please see the following OEM members and its affiliates for which the report to IATF is mandatory.

OEM	Subsidiaries, affiliated brands and joint ventures	OEM Code Format
BMW	BMW, MINI, Rolls Royce, BMW Motorrad, BMW Brilliance Automotive (China)	6 digits, 2 digits
Mercedes-Benz Group AG		8 digits (mandatory), 1 character (optional capital letter or digits)
Ford Motor Company	FORD, Lincoln, AutoAlliance Thailand (AAT) (Rayong, Thailand), Jiangling Motor (JMC) (China), Sollers (Russia), Otosan (Turkey), ChangAn Ford (CAF) (China)	5 characters, alphanumeric
Geely Group		6 characters, alphanumeric
General Motors	GM, SGM (China), GMW (China), Duramax, GMCH	2 digits, 3 digits, 4 digits. All fields must be filled, include leading zeroes if in DUNS number.
Jaguar Land Rover Limited		5 characters, alphanumeric
Renault Group	Renault, Dacia, Alpine, Renault Samsung Motors, Lada	6 digits, 2 digits
FCA US LLC		5 digits which could be followed by 1 or 2 capital letters
FCA Italy Spa	FCA (Fiat, Alfa Romeo, Lancia, Jeep), TOFAS (JV Turkey), GAC (JV China), FAP (Fiat Auto Poland), FAS (Fiat Auto Serbia)	4 digits (defaulted with zeros), 3 digits, 3 digits
Stellantis (ex PSA)	Peugeot Citroen, DS, Opel, Vauxhall	6 characters, 2 characters. Characters are capital letters or digits
Volkswagen AG	VW, Audi, Porsche, SEAT, Skoda, other brands, JV or subsidiaries of VW AG	2 digits, 3 digits, 4 digits. All fields must be filled, include leading zeroes if in DUNS number.
IVECO Group		5 characters, alphanumeric

3. Fees for Issuing Changed Certificates

- Please ask your local JQA office for the fees to issue registration certificates after the change.

4. When Involving Contact Person Change

- If there is a change in the contact person information (name, address, department, TEL, etc.), please apply that to JQA as well by using the form "[Contact Information Change Request](#)."