

**IATF – International Automotive Task Force**  
**Errata Details for Rules for Achieving and Maintaining**  
**IATF Recognition - 5<sup>th</sup> Edition**  
**25 January 2017**

**1) Annex 2 – Audit Day Calculation Example 2**

Note: Minor change in “Calculated Minimum Audit Days” column.

Single Site Certification - Audit Day Calculation Example 2  
 Upgrade from ISO 9001\*  
 Non-Design Responsible  
 No Remote/Supporting Locations  
 Annual Surveillance audits (2 audits over 3-year audit cycle)

Purchasing Employees: 5	Customer-Specified Remanufacturing Employees: 25
Manufacturing & Office Employees: 200	Contract Review Employees: 5

Total number of employees = 235 (5 + 25 + 200 + 5)

One Physical "Site", housing all employees

\* Note: All upgrade audits are "Initial Audits" under Rules, section 5.4.

**Correct Calculation:**

Site	Year	Type of Audit	Number of Employees	Minimum Audit Days from Rules, Table 5.2	Non-Design Responsible Reduction	Calculated Minimum Audit Days	Maximum Upgrade Reduction	Calculated Minimum Audit Days	Minimum Audit Day Requirement (rounded up to nearest 1/2 day)
1	0	Initial Stage 2	235	8.0	15%	(8 days * 0.85) = 6.8	30%	(6.8 days * 0.7) = 4.76	5.0
1	1, 2	Surveillance	235		15%	Number of initial audit days (6.8) / number of surveillance audits (2) = 3.4			3.5 each audit
1	3	Recertification	235	5.0	15%	(5.0 * 0.85) = 4.25			4.5

Note: Assumes no changes over the 3-year audit cycle to employee headcount, scope, customers, etc.  
 Note: Upgrade discount is only applied to initial audit. **No** upgrade discount is applied to surveillance and recertification.

## 2) Annex 2 – Audit Day Calculation Example 5

Note: Minor change to correct the number of support employees for site 3 to ensure the total number of support employees equals 60. This changed the total number of employees for site 3.

**Multiple Single Site Certificates - Audit Day Calculation Example 5**  
**3 Site Certificates with 1 Remote/Supporting Location that supports all 3 sites**  
**No Upgrade from previous QMS Registration**  
**Design Responsible (no discount)**  
**Annual Surveillance audits (2 audits over the 3-year audit cycle)**

**Correct Method to Apportioned Employees from Support Location:**

Site	Number of Employees at Site	Headcount Percentage (Site Employees / 775)	Number of Employees Apportioned from Support location 4 (Headcount percentage * 60)	Total Number of Employees for Minimum Audit Day Calculation
1	200	26%	16	216
2	100	13%	8	108
3	475	61%	36	511
Total = 775				

Note: It is the responsibility of the certification body to determine how the audit days are distributed between the sites and any remote support function. Significant variation from the minimum number of audit days for each site requires explanation in the audit plan documents.

**Correct Calculation for Site 1:**

Site	Year	Type of Audit	Number of Employees	Audit Day Requirement Rules, Table 5.2	Minimum Audit Day Requirement (rounded up to nearest 1/2 day)
1	0	Initial Stage 2	216	7.5	7.5
1	1, 2	Surveillance	216	Number of initial audit days (7.5) / number of surveillance audits (2) = 3.75	4.0 each audit
1	3	Recertification	216	5.0	5.0

Note: Assumes no changes over the 3-year audit cycle to employee headcount, scope, customers, etc.

**Correct Calculation for Site 2:**

Site	Year	Type of Audit	Number of Employees	Audit Day Requirement Rules, Table 5.2	Minimum Audit Day Requirement (rounded up to nearest 1/2 day)
2	0	Initial Stage 2	108	6.0	6.0
2	1, 2	Surveillance	108	Number of initial audit days (6.0) / number of surveillance audits (2) = 3.0	3.0 each audit
2	3	Recertification	108	4.0	4.0

Note: Assumes no changes over the 3-year audit cycle to employee headcount, scope, customers, etc.

**Correct Calculation for Site 3:**

Site	Year	Type of Audit	Number of Employees	Audit Day Requirement Rules, Table 5.2	Minimum Audit Day Requirement (rounded up to nearest 1/2 day)
3	0	Initial Stage 2	511	10.5	10.5
3	1, 2	Surveillance	511	Number of initial audit days (10.5) / number of surveillance audits (2) = 5.25	5.5 each audit
3	3	Recertification	511	6.5	6.5

Note: Assumes no changes over the 3-year audit cycle to employee headcount, scope, customers, etc.

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### 3) Annex 2 – Audit Day Calculation Example 6

Note: Corrected misspelled words.

**Corporate Scheme Certificate - Audit Day Calculation Example 6**  
**No Upgrade from Previous QMS Certification**  
**3 Production Sites (1, 2, 3)**  
**1 Remote Location (A) supporting all sites**  
**Annual Surveillance audits (2 audits over 3-year audit cycle)**

**Correct Calculation for Initial Stage 2 Audit:**

Site	Number of Employees at Site	Headcount Percentage (Site Employees/850)	Number of Employees Apportioned from Support Location A* (Headcount Percentage * 25)	Total Number of Employees in Audited Entity	Rules Minimum Audit Days from Table 5.2	Corporate Scheme (Number of Sites 2 to 9) % Reduction	New Audit Day Requirement Calculation (Min. Audit Days * 0.8)
1	100	12%	3	103	6.0	20%	4.8
2	250	29%	7	257	8.0	20%	6.4
3	500	59%	15	515	10.5	20%	8.4
Total: 850							19.6

Total Audit Day Requirement (rounded up to nearest 1/2 day) **20.0**

Note: It is the responsibility of the certification body to determine how the total audit days are distributed between the sites and any support function, remote or not. Significant variation from the minimum number of audit days for each site requires explanation in the audit plan documents.

**Correct Calculation for Recertification Audit:**

Site	Number of Employees at Site	Headcount Percentage (Site Employees/850)	Number of Employees Apportioned from Support Location A* (Headcount Percentage * 25)	Total Number of Employees in Audited Entity	Rules Minimum Audit Days from Table 5.2	Corporate Scheme (Number of Sites 2 to 9) % Reduction	New Audit Day Requirement Calculation (Min. Audit Days * 0.8)
1	100	12%	3	103	4.0	20%	3.2
2	250	29%	7	257	5.5	20%	4.4
3	500	59%	15	515	6.5	20%	5.2
Total: 850							12.8

Audit Day Requirement (rounded up to nearest 1/2 day) **13.0**

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#### 4) Annex 2 – Audit Day Calculation Example 7

Note: Corrected the number in the “Minimum Number of Audit Days Requirements” column for Year 3, which impacted the “Calculated Minimum Audit Days” column.

**Single Site with 1 Extended Manufacturing Site Certification - Audit Day Calculation Example 7**  
**Non-Design Responsible**  
**No Remote/Supporting Locations**

Main Manufacturing Site Employees: 550	Extended Mfg. Site A Employees: 40
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Total number of employees = 590 (550 Main site + 40 Extended mfg. site A)

**Correct Calculation (Main site + Extended mfg. site):**

Site	Year	Type of Audit	Number of Employees	Minimum Audit Day Requirement, Table 5.2	Non-Design Responsible Reduction	Calculated Minimum Audit Days	Minimum Audit Day Requirement (rounded up to nearest 1/2 day)
1	0	Initial Stage 2	590	10.5	15%	(10.5 days * 0.85) = 8.925	9.0
1	1,2	Surveillance	590		15%	Number of initial audit days (8.925) / number of surveillance audits (2) = 4.462	4.5 each audit
1	3	Recertification	590	7.0	15%	(7.0 days * 0.85) = 5.95	6.0

Note: Assumes no changes over the 3-year audit cycle to employee headcount, scope, customers, etc.

## 5) Annex 2 – Audit Day Calculation Example 9

Note: Corrected multiple errors in the Initial Stage 2 table and Surveillance Audit table.

**Corporate Scheme Certificate - Audit Day Calculation Example 9**  
**No Upgrade from Previous QMS Certification**  
**3 Production Sites (1, 2, 3)**  
**Site 1 includes an extended manufacturing site**  
**1 Remote Location (A) supporting all sites**  
**Annual Surveillance audits (2 audits over 3-year audit cycle)**

**Correct Calculation for Initial Stage 2 Audit:**

Site	Number of Employees at Site	Headcount Percentage (Site Employees/2240)	Number of Employees Apportioned from Support Location A* (Headcount Percentage * 125)	Total Number of Employees in Audited Entity	Rules Minimum Audit Days from Table 5.2	Non Design Responsible Reduction (15%)	Corporate Scheme (Number of Sites 2 to 9) Reduction (20%)	
1 (main & extended A)	590	26%	32	622	11.0	9.350	7.480	
2	800	36%	45	845	12.0	10.200	8.160	
3	850	38%	48	898	12.0	10.200	8.160	
Total: 2,240				Total 125			23.800	
Total Audit Day Requirement (rounded up to nearest 1/2 day)							24.0	

Note: It is the responsibility of the certification body to determine how the total audit days are distributed between the sites and any support function, remote or not. Significant variation from the minimum number of audit days for each site requires explanation in the audit plan documents.

**Correct Calculation for Surveillance Audit:**

Site	Number of Employees at Site	Minimum Audit Days from Table 5.2	Non Design Responsible Reduction (15%)	Corporate Scheme (Number of Sites 2 to 9) Reduction (20%)
1 (main & extended A)	622	Number of initial audit days (11.0) / number of surveillance audits (2) = 5.5 per audit	4.675	3.740
2	845	Number of initial audit days (12.0) / number of surveillance audits (2) = 6.0 per audit	5.100	4.080
3	898	Number of initial audit days (12.0) / number of surveillance audits (2) = 6.0 per audit	5.100	4.080
Total: 2,365				11.900
Audit Day Requirement (rounded up to nearest 1/2 day)				12.0