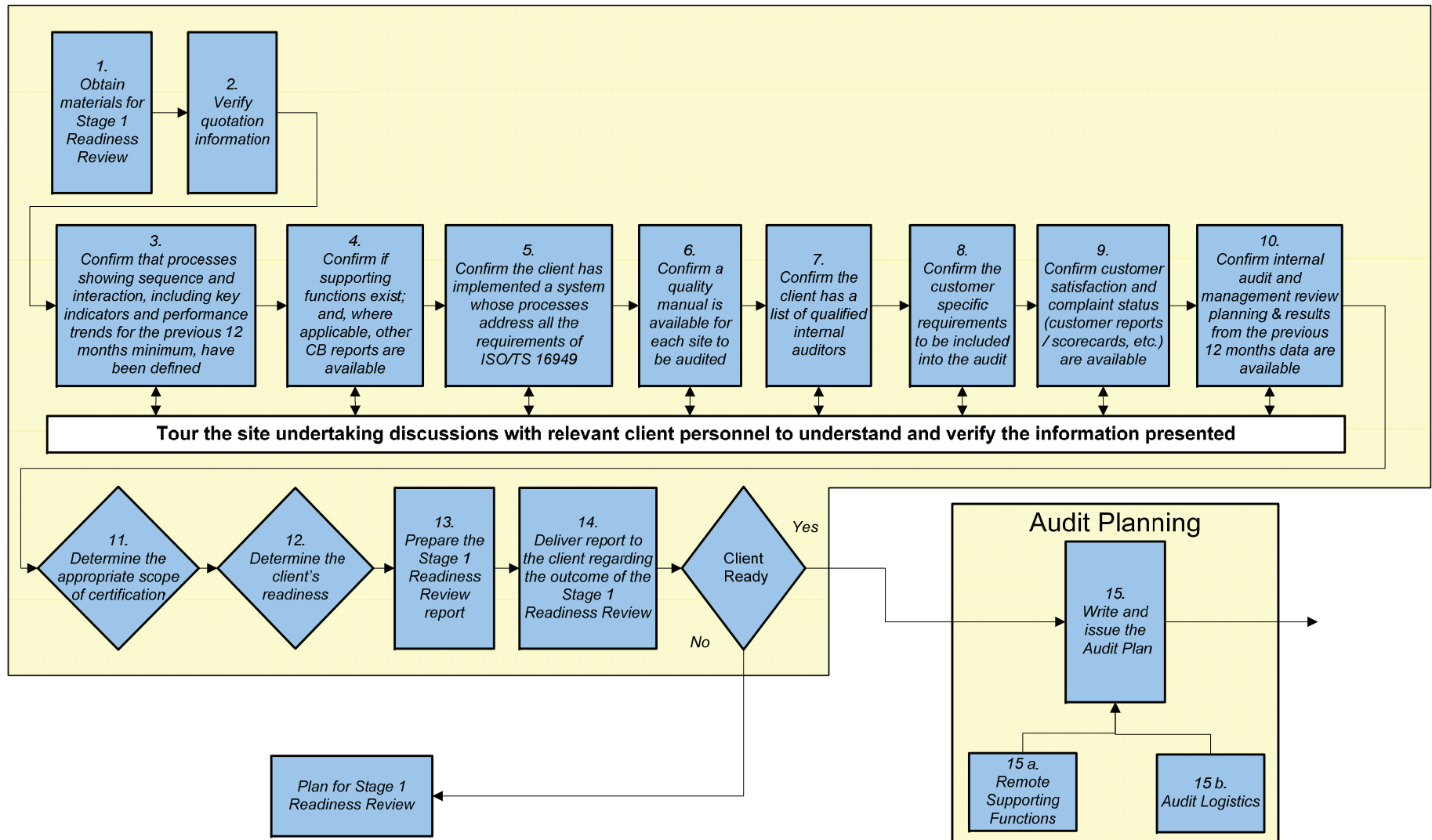


Section 1 - Stage 1 Readiness Review and Audit Planning



		Competency is the demonstrated ability to apply knowledge and skills	
Activity No	Activity Undertaken	Knowledge (able to ...)	Skills (able to ...)
6.	Confirm a quality manual is available for each site to be audited	<ul style="list-style-type: none"> • Describe the minimum content of a quality manual as defined within ISO/TS 16949. • Describe the <i>Rules</i> Stage 1 Readiness Review requirements for the client to have a quality manual. 	<ul style="list-style-type: none"> • Verify that each of the client's sites has a quality manual. • Verify that interactions with support functions on-site and remote are addressed in the quality manual. • Verify that the scope defined in the quality manual accurately matches the client's automotive business activities and proposed scope of certification. • Verify that any exclusion identified for certification is stated in the quality manual.
7.	Confirm the client has a list of qualified internal auditors	<ul style="list-style-type: none"> • Describe the requirements for internal auditor qualification as defined within ISO/TS 16949 and any applicable customer specific requirements. 	<ul style="list-style-type: none"> • Verify the list of internal auditors. • Verify the client's process for internal auditor qualification addresses quality system, manufacturing process and product audits. • Verify that the process based internal audits are undertaken by qualified internal auditors.
8.	Confirm the customer specific requirements to be included in the audit	<ul style="list-style-type: none"> • Describe what a customer specific requirement is. • Describe how the client locates current customer specific requirements. • Describe how the auditor locates current customer specific requirements. 	<ul style="list-style-type: none"> • Verify the client has a defined process for the identification of customer specific requirements. • Determine from the list of customers which customers have customer specific requirements. • Verify the client has the current required revision level of customer specific requirements. • Captures IATF OEM Supplier codes of the client manufacturing site where applicable.