

**R20.44IATF Process Matrix Audit Tool for IATF 16949:2016**

**If there have been no changes since the last audit event, please resubmit the previous R20.44IATF and initial and date with today’s date.**

**CLIENT INSTRUCTIONS:** In Table 2 below, SRI requests that the management representative or delegate identify all processes needed for the management system as identified under IATF 16949:2016 clause 4.4, in the blank area under “auditee process” along with the appropriate process owner and placing an “X” in the matrix indicating the clause(s) that support the noted process. Customer-specific requirements (**CSR)** are those that are agreed to between the organization and the customer and must also be addressed in your system through an identified process with an assigned owner. SRI requests that this completed matrix be submitted as part of the IATF 16949:2016 Organization Information, R20.102 and/or R20.102S, prior to the audit.

In addition, remote support location (RSL) activities must be identified. If you have more than one RSL, please identify the activities at EACH location. Per Rules for achieving and maintaining IATF recognition, 5th edition (sections 5.5 and 5.13.i.), only IATF titles may be used to identify Remote Support location activities. Refer to Table 1 for approved titles.

**Table 1: IATF Approved Remote Support Location (RSL) Titles**

| AftersalesCalibrationContinuous ImprovementContract ReviewCustomer Service Distribution | EngineeringFacilities ManagementFinance Human ResourcesInformation TechnologiesInternal Audit Management | LaboratoryLogistics MaintenanceManagement ReviewMarketing Packaging | Policy MakingProcess DesignProduct DesignProduction Equipment DevelopmentPurchasingQuality System Management | R & DRepairSalesSequencing ServicingStrategic Planning | Supplier Management TestingTrainingWarehousingWarranty Management |
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There is no guidance available regarding what activities belong under a specific title. Client must decide and has two options:

* **Option one**-use the titles in table 1, above, as a stand-alone description. Under this option, the IATF title will appear on the certificate.
* **Option two**-use the titles in table 1, above, in conjunction with your current titles. For current registrants, this may help avoid confusion within your organization. Note: Under this option, only the IATF title will appear on the certificate.

**Example: Option Two**

**Current Title**

Outside Processing

Quality Investigation Process

Raw Material Purchasing

**New Title = IATF Title (Current title)**

Supplier Management (Outside Processing)

Warranty Management (Quality Investigation Process)

Purchasing (Raw Material Purchasing)

Where more than one IATF Approved Remote Support Location (RSL) Title is rolled into your support process title, identify all the IATF Approved Remote Support Location (RSL) Titles. Example: People Services (Human Resources – Policy Making – Strategic Planning) or Quality (Quality System Management – Internal Audit Management – Continuous Improvement – Testing).

If applicable, single manufacturing site with extended manufacturing site(s) must be identified. If you have more than one, identify EACH location. Eligibility criteria is identified in the Rules for Achieving and Maintaining IATF Recognition (IATF Rules) and SRI Rform R20.27, SRI Application and Review for Single Manufacturing Site with Extended Manufacturing Site(s).

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| **P L E A S E P R I N T** |
| Company Name |  |
| Plant/facility |  |
| Completed by / Date |  |

| **Table 2:** X = Identifies auditee processes, process owner, and corresponding applicable clauses | Applicable Clauses |
| --- | --- |
| 4.1 | 4.2 | 4.3 | 4.4 | 5.1 | 5.2 | 5.3 | 6.1 | 6.2 | 6.3 | 7.1 | 7.2 | 7.3 | 7.4 | 7.5 | 8.1 | 8.2 | 8.3 | 8.4 | 8.5 | 8.6 | 8.7 | 9.1 | 9.2 | 9.3 | 10.1 | 10.2 | 10.3 | CSR |
| **Auditee Process** | **Owner** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Example*** ***Order Entry***  | ***Purchasing Manager*** | ***X*** | ***X*** |  | ***X*** | ***X*** | ***X*** | ***X*** | ***X*** | ***X*** | ***X*** |  |  | ***X*** | ***X*** |  |  | ***X*** |  | ***X*** |  |  |  | ***X*** | **X** |  |  | **X** | **X** | **X** |
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| ***Remote Support*** | ***Location*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Single Mfg. Site w/ Extended Mfg Site(s)** | **Location** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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