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# White Paper

## New IATF 16949 Documented Policies (3) & Documented Processes (21)

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IATF has changed in a major way as it responds to the ambiguity of ISO 9001:2015. The requirements for policies have been expanded and the 7 required “documented procedures” has been replaced with 21 “documented processes” with the 2016 release. There are no documented procedure or documented processes required in ISO 9001:2015, which is a major change.

### 3 Documented Policies required by IATF 16949:2016

#	Clause	Requirement
1	5.1.1.1	Corporate Responsibilities policies, including (minimum) <ul style="list-style-type: none"> <li>a. Anti-bribery Policy</li> <li>b. Employee Code of Conduct Policy</li> <li>c. Ethics Escalation (“whistle-blowing”) Policy</li> </ul>
2	5.2.1	Quality policy
3	7.5.3.2.1	Record Retention policy

We have created a tool called the *ISO 9001 & IATF 16949 Doc Info Maturity Audit Checklist* that is helpful in analyzing the current “maturity level” of the policies required above. Learn more about this document and blog by clicking on the image below.

Section 2 - 3 Documented Policies & 1 Quality Manual required by IATF 16949:2016				Yes	No	N/A	Ranking	Reference Name/#	Notes	Recommended Action
1	Auto	5.1.1.1 - Corporate Responsibilities policies, including (minimum)								
		a. Anti-bribery Policy								
		b. Employee Code of Conduct Policy								
		c. Ethics Escalation (“whistle-blowing”) Policy								
2	QMS	5.2.1 - Quality policy								
3	Auto	7.5.1.1 - QMS documentation (Quality manual)								
4	Auto	7.5.3.2.1 - Record Retention policy								

### 21 Documented Processes required by IATF 16949:2016

#	Clause	Requirement
1	4.4.1.2	Product safety
2	7.1.5.2.1	Calibration/verification records
3	7.2.1	Competence - supplemental
4	7.2.3	Internal auditor competency
5	7.3.2	Employee motivation and empowerment
6	7.5.3.2.2	Engineering specifications
7	8.3.1.1	Design and development of products and services – supplemental
8	8.3.3.3	Special characteristics



- 9 8.4.1.2 Supplier selection process
- 10 8.4.2.1 Type and extent of control - supplemental (outsourced processes)
- 11 8.4.2.2 Statutory & regulatory requirements
- 12 8.4.2.4 Supplier monitoring
- 13 8.5.6.1 Control of changes - supplemental
- 14 8.5.6.1.1 Temporary change of process controls
- 15 8.7.1.4 Control of reworked product
- 16 8.7.1.5 Control of repaired product
- 17 8.7.1.7 Nonconforming product disposition
- 18 9.2.2.1 Internal audit program
- 19 10.2.3 Problem solving
- 20 10.2.4 Error-proofing
- 21 10.3.1 Continual improvement – supplemental

We have created a tool called the *ISO 9001 & IATF 16949 Doc Info Maturity Audit Checklist* that is helpful in analyzing the current “maturity level” of the documented processes required above. Learn more about this document and blog by clicking on the image below.

Section 3 - 3 Required Documents + 21 Documented Processes		Yes	No	N/A	Ranking	Reference Name/#	Notes	Recommended Action
#	Tool/Document							
A	QMS QMS Scope							
B	QMS Policy							
C	QMS Objectives							
1	Auto 4.4.1.2 - Product safety							
2	Auto 7.1.5.2.1 - Calibration/verification records							
3	Auto 7.2.1 - Competence - supplemental							
4	Auto 7.2.3 - Internal auditor competency							
5	Auto 7.3.2 - Employee motivation and empowerment							
6	Auto 7.5.3.2.2 - Engineering specifications							
7	Auto 8.3.1.1 - Design & development of products & services - supplemental							
8	Auto 8.3.3.3 - Special characteristics							
9	Auto 8.4.1.2 - Supplier selection process							
10	Auto 8.4.2.1 - Type and extent of control - supplemental (outsourced processes)							
11	Auto 8.4.2.2 - Statutory & regulatory requirements							
12	Auto 8.4.2.4 - Supplier monitoring							
13	Auto 8.5.6.1 - Control of changes - supplemental							
14	Auto 8.5.6.1.1 - Temporary change of process controls							
15	Auto 8.7.1.4 - Control of reworked product							
16	Auto 8.7.1.5 - Control of repaired product							
17	Auto 8.7.1.7 - Nonconforming product disposition							
18	Auto 9.2.2.1 - Internal audit program							
19	Auto 10.2.3 - Problem solving							
20	Auto 10.2.4 - Error-proofing							
21	Auto 10.3.1 - Continual improvement - supplemental							

Additional guidance is made available in this blog for the tracking of records that are required by ISO 9001:2015 and IATF 16949:2016. Read more on our [blog](#). For more information, questions or guidance on the deployment of your QMS or Automotive QMS, reach out to me at [james@concentricglobal.co](mailto:james@concentricglobal.co).

Best regards,

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QMS Auditor Series