

# Guideline for the Personal Certification Program **IATF 16949 - Auditor (TÜV®)** - 1st /2nd Party Auditor -

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Rev. 05

Status: released, 23-01-06, BM

# Guideline for the Personal Certification Program IATF 16949 - Auditor (TÜV®)

- 1st /2nd party auditor -

## 1. General information

IATF 16949 combines existing worldwide requirements of the automotive industry for the quality management systems of its suppliers. The process-oriented approach to company processes dealt with in ISO 9001 is prioritized. This process-oriented approach is intended to increase the understanding that it is not a process considered in isolation, but the totality of all interacting company processes that influences the quality performance of a company. The goal is to effectively improve system and process quality in order to increase customer satisfaction, identify defects and risks in the production process and supply chain, eliminate their causes, and test the effectiveness of corrective and preventive actions taken. The IATF 16949 - Auditor (TÜV®) has to plan, conduct, and evaluate internal process-oriented system, process, and product audits. He / She can accompany customer audits and conduct supplier audits.

## 2. Scope

This guideline applies to all certification procedures for obtaining the personal certificate IATF 16949 - 20201105 - Auditor (TÜV®) within the scope of recognized training courses.

## 3. Entry requirements for participation in the examination and granting of the certificate

	Training / alternatively work experience in lieu of missing education	Work experience	Prior experience:	Training in certification area	practical experience or audit experience
<b>IATF 16949 - Auditor</b>	completed professional training <input type="checkbox"/> / equivalent <input type="checkbox"/> alternatively <input type="checkbox"/> 5 years of work experience	2 years in a company in the automotive industry	Understanding of the process-oriented approach, a risk-based way of thinking, the requirements of ISO 9001 and IATF 16949, the quality techniques (core tools), technical understanding of process FMEA and PLP, QM qualification, e.g. QB representative training or VDA 6.3 - Process Auditor (TÜV)	Subject-related training course with at least 26 TU* and successful completion	At least two internal and/or external audits according to IATF 16949, VDA 6.x or DIN EN ISO 9001 as auditor or co-auditor with a total of two days on-site auditing. The preparation and post-processing time of an audit is not taken into account.

Notes on the table:

- 1 TU corresponds to a teaching unit of 45 minutes.
- "Successful completion" means passing the final examination associated with the course or certification in accordance with this personal qualification program.
- The fulfilment of the requirements must be confirmed by objective evidence.

#### 4. Subject of examination and examination aids

The face-to-face examinations following fact-to-face courses usually take place on the last day of the course or on the day after the last day of the course at the location of the course.

Accordingly, individual dates are offered for live on-line examinations.

Current technical requirements can be found under the following link:

<https://www.tuev-nord.de/de/unternehmen/bildung/personenzertifizierung/pruefungsinformationen-1/>

A few days before the exam, candidates receive an e-mail with access requirements, links, installation instructions, the applicable exam regulations for live on-line exams, and specific information about the respective exam. In addition, the mail includes the necessary passwords for the exam for the candidates.

Course materials, textbooks, the relevant normative documents, and the candidate's own notes in paper form are permitted as aids during the written examination. The use of digital documents is not permitted. If required, calculators are permitted; other electronic aids are not allowed.

Only the relevant normative documents in paper form are permitted as aids in the oral examination. The use of digital documents is not permitted.

If required, calculators are permitted; other electronic aids are not allowed.

#### 5. Exam overview

Examination for IATF 16949 - Auditor	Written:	Oral:
Duration:	75 min.	30 min.
Total number of examination questions:	33	
MC questions:	30	
Open questions:	3	
Maximum score:	45	10
Minimum score:	27 (60 %)	6 (60 %)

Details see attachment

#### 6. Written face-to-face examination

The examination questions are presented in a separate question booklet. The candidate enters the solutions to each examination question on the pages of the individual report. Only the answers on the individual report will be scored.

As for the MC questions, each correct solution is selected from several given solutions by ticking the appropriate box. One point is awarded for each correctly answered MC question. A question is solved correctly if the crosses are placed in the right places in the table. Questions that are not solved at all or not solved completely receive zero points. There are no fractional points.

As for the open questions, the candidate formulates the answers in a free, concise form and writes them in the respective field in the individual report. Five points are awarded for each question that is answered completely and correctly. A partially correct solution receives partial points in proportion to the correct overall solution. A point division of half ( $\frac{1}{2}$ ) points is possible here.

## **7. Written live on-line examination**

The examination questions appear individually on the screen. The candidate enters solutions to each examination question directly in the question.

For MC questions, each correct solution is marked by clicking on it among several provided solutions. One point is awarded for each correctly answered MC question. A question is solved correctly if the marks are placed in the correct positions. Questions that are not solved completely or at all receive zero points. There are no fractional points. The questions are scored automatically.

For the open questions, the candidate formulates the answers in a free, concise form and writes them in the respective field below the question. Two points are awarded for each complete and correct answer. A partially correct solution receives partial points in proportion to the correct overall solution. A point division of half ( $\frac{1}{2}$ ) points is possible here. The questions are evaluated by an examiner after the examination.

## **8. Oral examination**

In the oral examination, the candidate presents his solution to a specific, individual problem in the form of a short presentation. This is followed by questioning by the examination board. The oral examination is evaluated by the examination board on the basis of fixed criteria with points. Points are awarded for each evaluation criterion up to a predetermined maximum number of points.

## **9. Overall evaluation**

The examination IATF 16949 - Auditor (TÜV®) is passed when both the written and oral examinations have been passed.

There will be no notification of individual or point results.

## **10. Certificate granting**

The candidate will be issued a personal certificate by TÜV NORD CERT when the examination is passed and the other requirements are met.

The personal certificate contains the following information:

- a) Personal information of the candidate (title, first name, last name, date of birth, place of birth, if necessary with country specification)
- b) Designation of the qualification
- c) Contents of the examination
- d) Training provider
- e) Signature of the person in charge of personal certification
- f) Date of issue
- g) Validity
- h) Year of initial certification (in case of re-certification)

Each personal certificate is assigned a unique number:

**44-01-20201105-dd.mm.yyyy- DE02-32157** (example)

The number is composed as follows:

44	TÜV NORD CERT GmbH-Personal certification
01	Personal certificate
20201105	Product number
dd.mm.yyyy	Expiration date
DE02	Code of the examination center
32157	Specific examination center candidate identification number

The personal certificate may only be used in the form issued. It may not be used only in part or in extracts. Changes to the personal certificate may not be made. The personal certificate may not be used in a misleading manner.

## 11. Re-certification for personal certificates

### Validity of the personal certificates

The respective personal certificate is valid for 3 years.

## 12. Requirements for re-certification

When a personal certificate expires, it can be re-certificated upon request of the certificate holder.

For this purpose, the certificate holder must prove the following to the personal certification body:

	Proof of practical activity	Training in the certification area	Audit experience
<b>IATF 16949 auditor</b>	In the past period at least 1 year in the certified area	At least one 1-day training with 8 TU on innovations in the field of quality management (e.g. DIN EN ISO 9001, IATF 16949, VDA 6.3)	In the past period at least two internal and/or external audits according to IATF 16949, VDA 6.x or DIN EN ISO 9001 as auditor or co-auditor with a total of two days of audit execution on site. The preparation and post-processing time of an audit is not taken into account.

The fulfilment of the requirements must be confirmed by objective evidence.

For example, the employer or audit client must confirm internal or external audits in writing with regard to time, duration, type of audit, function of the applicant in the audit, and name of the audited organization.

In case of ambiguities, the personal certification body for is entitled to request further evidence and/or to invite the certificate holder to an interview.

## 13. Applicable documents

General examination regulations for face-to-face examinations (TÜV®)

General examination regulations for live on-line examinations (TÜV®)

Fee schedule for examinations (TÜV®)

Certification application

Re-certification application

**14. Annex 1: Topics of the course and examination modalities of the written examination  
IATF 16949 - Auditor (TÜV®)**

Subject area and content	Number of TU*	Number of questions MC*/o*
<b>1. General principles of IATF 16949</b> <ul style="list-style-type: none"> <li>▪ Structure of IATF 16949</li> <li>▪ Contents of IATF 16949</li> </ul>	<b>10 TU</b>	<b>10 MC/1 o</b>
<b>2. Audit basics and preparation</b> <ul style="list-style-type: none"> <li>▪ Audit basics (audit objectives, audit types)</li> <li>▪ Process map for audit planning</li> <li>▪ Process matrices (internal customer-supplier principle)</li> <li>▪ Process-oriented question list (system audit)</li> </ul>	<b>8 TU</b>	<b>10 MC/1 o</b>
<b>3. The process audit in IATF 16949</b> <ul style="list-style-type: none"> <li>▪ Process audit</li> <li>▪ Audit preparation (facts and documents)</li> <li>▪ Audit execution/audit findings</li> <li>▪ Audit evaluation/measure tracking</li> </ul>	<b>8 TU</b>	<b>10 MC/1 o</b>
<b>4. Final exam</b>		<b>30 MC/3 o</b>
<b>Written</b>	<b>75 min.</b>	
<b>Oral</b>	<b>30 min.</b>	

\*  
TU: Teaching unit of 45 minutes  
MC: multiple choice questions  
o: open questions

**15. Annex 2: Topics of the course and examination modalities of the oral examination  
IATF 16949 - Auditor (TÜV®)**

In the oral examination, the candidate is given a description of an audit situation. It is evaluated by him/her from the auditor's point of view. This evaluation has to be justified and the further procedure has to be outlined.

This question is evaluated by the examination board according to the following criteria:

- Technical solution
- Reference to standards / technical terms
- Further approach of the auditor.

A maximum of ten points will be awarded for these evaluation criteria.

Six points (60 %) are required to pass the oral examination.