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| **Prepared By** | **Approved By** | **Date** |
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**IATF 16949:2016**

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**List of Documents**

# IATF 16949:2016 Package - Included Documents

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the IATF 16949:2016 Package. These resources are designed to ensure compliance with automotive quality management system (QMS) standards and facilitate the implementation of an effective QMS.

## Package Features

- Full lifetime access

- Access on a laptop, desktop, and mobile

- Certificate of completion

## Procedures

|  |  |
| --- | --- |
| No. | Procedure Name |
| 1 | Document Control Procedure |
| 2 | Records Control Procedure |
| 3 | Internal Audit Procedure |
| 4 | Corrective Action Procedure |
| 5 | Preventive Action Procedure |
| 6 | Control of Nonconforming Outputs Procedure |
| 7 | Customer-Specific Requirements Procedure |
| 8 | Supplier Selection and Evaluation Procedure |
| 9 | Design and Development Procedure |
| 10 | Production and Service Provision Procedure |
| 11 | Calibration and Measurement Procedure |
| 12 | Risk Management Procedure |
| 13 | Change Management Procedure |
| 14 | Training and Competence Procedure |
| 15 | Monitoring and Measuring Procedure |
| 16 | Equipment Maintenance Procedure |
| 17 | Quality Objectives Procedure |
| 18 | Management Review Procedure |

## Records and Forms

|  |  |
| --- | --- |
| No. | Record/Form Name |
| 1 | Document Change Request Form |
| 2 | Record Retention Schedule |
| 3 | Internal Audit Report Form |
| 4 | Corrective Action Request Form |
| 5 | Preventive Action Request Form |
| 6 | Nonconformity Report Form |
| 7 | Customer Complaint Form |
| 8 | Supplier Evaluation Form |
| 9 | Design and Development Review Form |
| 10 | Process Control Plan |
| 11 | Production Part Approval Process (PPAP) Package |
| 12 | Calibration and Measurement Records |
| 13 | Risk Assessment Matrix |
| 14 | Change Request Form |
| 15 | Training Records |
| 16 | Monitoring and Measuring Results |
| 17 | Maintenance Records |
| 18 | Quality Objectives Tracking |
| 19 | Management Review Meeting Minutes |

## Manual and Quality Policy

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | IATF 16949 Quality Management System Manual |

## Other Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Quality Policy |
| 2 | Organizational Chart |
| 3 | Process Flow Charts |
| 4 | Turtle Diagrams |
| 5 | FMEA (Failure Mode and Effects Analysis) |
| 6 | Control Plan |

## Standard Operating Procedures (SOPs)

|  |  |
| --- | --- |
| No. | SOP Name |
| 1 | SOP for Receiving Inspection |
| 2 | SOP for In-Process Inspection |
| 3 | SOP for Final Inspection |
| 4 | SOP for Material Handling |
| 5 | SOP for Packaging and Labeling |
| 6 | SOP for Storage and Preservation |
| 7 | SOP for Transportation and Delivery |
| 8 | SOP for Traceability and Identification |
| 9 | SOP for Waste Management |
| 10 | SOP for Emergency Preparedness and Response |
| 11 | SOP for Occupational Health and Safety |
| 12 | SOP for Environmental Management |