IATF 16949:2016 Master Internal Audit Checklist

Assessing for compliance and effectiveness are both essential for determining QMS performance. The internal audit checklist will ensure your audits concisely appraise the management system and processes against the requirements and criteria of IATF 16949:2016.

Answer questions 1 to 791 to determine conformance and effectiveness. The internal audit findings are collated and summarized in the 'Audit Results Summary' worksheet.

Enter one 'x' into Columns F, G or H. Capture OFIs in Column I.

Identify and discuss the potential root-cause. Use the drop down menu to select the most appropriate cause of the nonconformity.

Provide a reference to the procedures, work instructions, observations, statements, etc. to support EVERY audit finding.

Note any opportunities for improvement or record good practices that should be included in the audit report.

Audit Risk Score

Clause	Sub-clause	Clause Title	Q-No	Requirements/Questions	Audit Findings: Conform	Minor NC	Major NC	OFI	Possible Root-cause	Audit Evidence & Notes	Opportunities to Improve	Status %
8.3	8.3.3.3d	Special Characteristics	355	Does your organization use a multidisciplinary approach to establish, document, and implement its process (es) to identify special characteristics, including those determined by the customer and the risk analysis performed by the organization include compliance with customer-specified definitions and symbols or the organization's equivalent symbols or notations, as defined in a symbol conversion table. The symbol conversion table shall be submitted to the customer, if required?	x							100
8.3	8.3.4a	Controls	356	Does your organization apply controls to the design and development process to ensure that the results to be achieved are defined?	x							100
8.3	8.3.4b	Controls	357	Does your organization apply controls to the design and development process to ensure that reviews are conducted to evaluate the ability of the results of design and development to meet requirements?	x			x				100
8.3	8.3.4c	Controls	358	Does your organization apply controls to the design and development process to ensure that verification activities are conducted to ensure that the design and development outputs meet the input requirements?	x							100
8.3	8.3.4d	Controls	359	Does your organization apply controls to the design and development process to ensure that validation activities are conducted to ensure that the resulting products and services meet the requirements for the specified application or intended use?	x							100
8.3	8.3.4e	Controls	360	Does your organization apply controls to the design and development process to ensure that any necessary actions are taken on problems determined during the reviews, or verification and validation activities?	x							100
8.3	8.3.4f	Controls	361	Does your organization apply controls to the design and development process to ensure that documented information of these activities is retained? (See 7.5.1b)	x							100
8.3	8.3.4.1	Monitoring	362	Does your organization ensure that measurements taken at specified stages during the design and development of products and processes are defined, analyzed, and reported with summary results as an input to management review (see Section 9.3.2.1)? (When appropriate, these measurements may include quality risks, costs, lead-times, critical paths, and other measurements).	x							100
8.3	8.3.4.1	Monitoring	363	Does your organization ensure that when required by the customer, measurements of the product and process development activity are reported to the customer at stages specified, or agreed to, by the customer?	x							100
8.3	8.3.4.2	Design & Development Validation	364	Does your organization perform design and development validation in accordance with customer requirements, including any applicable industry and governmental agency-issued regulatory standards?	x							100
8.3	8.3.4.2	Design & Development Validation	365	Does your organization ensure that the timing of design and development validation planned in alignment with customer-specified timing, as applicable?	x							100
8.3	8.3.4.2	Design & Development Validation	366	Where contractually agreed with the customer, does this include evaluation of the interaction of your organization's product, including embedded software, within the system of the final customer's product?	x							100
8.3	8.3.4.3	Prototype Programme	367	When required by the customer, does your organization have a prototype program and control plan?	x							100
8.3	8.3.4.3	Prototype Programme	368	Does your organization ensure that it uses, whenever possible, the same suppliers, tooling, and manufacturing processes as will be used in production?	x			x				100
8.3	8.3.4.3	Prototype Programme	369	Does your organization ensure that all performance-testing activities are monitored for timely completion and conformity to requirements?	x							100
8.3	8.3.4.3	Prototype Programme	370	When services are outsourced, does your organization include the type and extent of control in the scope of its quality management system to ensure that outsourced services conform to requirements? (see ISO 9001 Section 8.4)	x							100
8.3	8.3.4.4	Product Approval Process	371	Has your organization established, implemented, and maintained a product and manufacturing approval process conforming to requirements defined by the customer?		x			Process - Document or instruction gap, revision needed			75
8.3	8.3.4.4	Product Approval Process	372	Does your organization approve externally provided products and services per ISO 9001, Section 8.4.3, prior to submission of their part approval to the customer?		x			Process - Procedure obsolete or did not address the need			75
8.3	8.3.4.4	Product Approval Process	373	Does your organization obtain documented product approval prior to shipment, if required by the customer?	x							100
8.3	8.3.4.4	Product Approval Process	374	Does your organization retain records of such approvals?	x							100
8.3	8.3.5a	Outputs	375	Does your organization ensure that design and development outputs meet the input requirements?		x			Human - Inadequate management involvement			75
8.3	8.3.5b	Outputs	376	Does your organization ensure that design and development outputs are adequate for the subsequent processes for the provision of products and services?	x							100
8.3	8.3.5c	Outputs	377	Does your organization ensure that design and development outputs include or reference monitoring and measuring requirements, as appropriate, and acceptance criteria?	x							100
8.3	8.3.5d	Outputs	378	Does your organization ensure that design and development outputs specify the characteristics of the products and services that are essential for their intended purpose and their safe and proper provision?	x							100