

**Application for admission to the examination  
for 1<sup>st</sup>/2<sup>nd</sup> party auditors of IATF 16949**

**Requirements for admission to the examination for IATF 16949 1st/2nd party auditors:**

Please submit the following documents for each application:

- this completely filled in application form
- copy of certificate of attendance in the “IATF 16949 - 1st/2nd Party Auditor Qualification” training
- copy of auditor qualification as internal auditor for ISO 9001:2015;
- proof of knowledge of the Automotive Core Tools
- proof of at least three full internal system audits in accordance with ISO 9001 over the last three years;
- proof of at least two years appropriate full-time working experience in an organization in the automotive industry,

**In-house apprenticeship periods are counted toward the candidate's professional experience at a rate of 50%, and only for candidates who have completed a dual course of apprenticeship/study in a technical profession at the production company. Company internships, time as a student trainee, etc. during the course of academic Bachelor's or Master's study programs cannot be counted toward a candidate's professional experience.**

All documents must be submitted in German or in English.

Please send the fully completed application form and the attachments by e-mail to:

**In-house training courses:**

**Open training courses:**

Central Japan Industries Association  
Shirakabe 3-12-13, Higashi-ku, Nagoya,  
Japan 461-8580  
Tel: +81 52 931 9824 Fax: +81 52 931 5198

iso@chusanren.or.jp

Please follow all current provisions and important information with regard to the application communicated to you previously!

As soon as the candidate is admitted to the examination, a confirmation will be sent. Please do not make any travel arrangements before having received this confirmation.

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First name of the applicant (title): \_\_\_\_\_

Last name of the applicant: \_\_\_\_\_

Date of birth (dd.mm.yyyy): \_\_\_\_\_

Applicant's actual company address:

Company name: \_\_\_\_\_

Department: \_\_\_\_\_

Street: \_\_\_\_\_

Zip code, City: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of examination:

Seats for the examination are assigned exclusively and directly after the candidate's application has been successful. You can find information on dates where there are still free spaces on our website at:

<https://www.chusanren.or.jp/sc/sdata/3603.html>

You may indicate your dates of choice when applying. If possible, we will assign your accordingly. However, you are not entitled to it.

**1st choice:**      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**2nd choice:**    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**3rd choice:**    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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(Please cross applicable box, enclose proof, signature: applicant)

**1. Proof of training “IATF 16949 - 1st/2nd Party Auditor Qualification”**

Copy of the certificate of qualification

**2. Proof of auditor qualification as internal auditor for ISO 9001:2015**

Copy of certificate of attendance or certificate

**3. Proof of knowledge of the Automotive Core Tools**

Copy of the certificate of attendance or certificate

The training "Automotive Core Tools for System and Process Auditors" (ID 417) and the VDA qualification "Automotive Core Tools Professional" (ID 415 and 416 and possibly 450) are recognized. Alternatively, evidence of a minimum two-day training about Automotive Core Tools by another training provider as well as the passing of an Automotive Core Tools online quiz is required. If the quiz is not passed, the "Automotive Core Tools for System and Process Auditors" course (ID 417) must be completed.

**4. Proof of auditing experience**

Evidence of at least three full internal system audits to ISO 9001 over the last three years.  
Please enter the conducted audits in the list on page 4.

**5. Proof of professional experience**

Proof\* of at least two years appropriate full-time professional experience in an organisation in the automotive industry

*\* verifiable with a curriculum vitae in table form*

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**Regarding section 4: Proof of auditing experience**

Please enter the conducted ISO 9001 audits in the following table:

Audit date	Duration (days)	Company	Audit standard	Auditor role	Non-audited parts of the organization (if appropriate)

Herewith I confirm that the statements made in this application and in the documents submitted are true:

Date and signature  
of applicant:

\_\_\_\_\_

To be filled in by the training organisation VDA QMC or License Partner:

<b>The applicant is admitted:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
The following missing or incomplete documents must be submitted as quickly as possible:	
Date:	Application checked by:  Signature:

Appendix (添付資料)

Date (作成日) : . . .

Name (ローマ字) : First name  
Family name

Sign (署名) :

**5. Proof of professional experience** (2年以上の自動車業界での業務経験)

From (期間 : 年月)	To	Company (会社名)	Company product (主な製品)	Department/ Position (所属/役職)	Responsibility (業務内容)

We herewith confirm the accuracy of the information given in section 5. (上記 5. が正しいことの証明)

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Date, name and signature managing director or QM manager (日付、QM マネージャーの署名)