

1 Certification body contract requirements with the client

认证机构与客户的合同要求

This document defines supplementary IATF scheme specific rule requirements forming part of the legally enforceable agreement for the provision of certification services between BSI and its client/s.

本文件规定了 IATF 认证特殊规则的补充要求，这些要求构成 BSI 与客户之间提供认证服务的具有法律效力的协议的一部分。

- a) The client shall provide BSI information related to previous and/or existing certification to IATF 16949 before contract signature.
客户应在合同签署前向 BSI 提供与以前和/或现有 IATF 16949 认证相关的信息。
- b) The client shall notify BSI of significant changes.
客户应将重大变更通知 BSI。
- c) The client shall not refuse an IATF witness audit of BSI.
客户不得拒绝 BSI 的 IATF 见证审核。
- d) The client shall not refuse a BSI internal witness audit as part of our sampling process.
客户不得拒绝作为抽样过程一部分的 BSI 内部见证审核。
- e) The client shall not refuse the presence of IATF observers.
客户不得拒绝 IATF 观察员在场。
- f) The client shall not refuse the request of BSI to provide the final audit and nonconformity reports to the IATF.
客户不得拒绝 BSI 向 IATF 提供最终审核和不符合项报告的要求。
- g) The only use of the IATF logo is as displayed on the certificate or the letter of conformance issued by BSI. Any other use of the IATF logo by the client is prohibited.*
IATF 标志的唯一用途是显示在 BSI 签发的证书或合格证书上。禁止客户以任何其他方式使用 IATF 标志*。
- h) Quality management system consultants to the client shall not be present at the client's site during an audit and shall not participate in the audit in any way either directly or indirectly. The client's failure to meet this contractual requirement shall result in audit termination by BSI.
审核期间，客户的质量管理体系咨询师不得出现在客户现场，也不得以任何方式直接或间接参与审核。如果客户未能满足此合同要求，BSI 将终止审核。
- i) The client shall provide pre-audit planning information to BSI as required.
客户应按要求向 BSI 提供审核前的计划信息。
- j) The client shall notify BSI of its intent to transfer once a legal contract is signed with a new certification body.**
一旦与新的认证机构签订了法律合同，客户应将其转移意向通知 BSI**。

- k) The client shall work with BSI to resolve open issues related to its transfer to or from another IATF-recognized certification body.
客户应与 BSI 合作，解决与转入或转出另一家 IATF 认可的认证机构有关的未决问题。
- l) The client shall remove all references to IATF 16949 certification from all internal and external marketing channels including, but not limited to, websites and printed and electronic media when its certification is cancelled, withdrawn, or expired.
客户应在其认证被取消、撤销或过期时，从所有内部和外部营销渠道（包括但不限于网站、印刷和电子媒体）中删除所有提及 IATF 16949 认证的内容。
- m) BSI shall notify its clients within ten (10) calendar days of any changes in the certification body's ownership status or loss of IATF recognition.
BSI 应在认证机构所有权状态发生任何变化或失去 IATF 认可的十（10）个日历日内通知其客户。
- n) BSI shall work with the client to resolve open issues related to the client's transfer to or from another IATF-recognized certification body.
BSI 应与客户合作，解决与客户转入或转出另一家 IATF 认可的认证机构有关的未决问题。
- o) BSI, including all of its sponsored IATF 16949 auditors, shall comply with all relevant data protection laws for the respective client jurisdictions and provide sufficient transparency regarding the use of relevant personally identifiable information (PII).
BSI（包括其赞助的所有 IATF 16949 审核员）应遵守各客户辖区的所有相关数据保护法律，并在使用相关个人身份信息 (PII) 方面提供足够的透明度。

Any violation of provisions above shall be considered a material breach of contract and shall lead to appropriate from BSI, including, but not limited to, audit termination, audit cancellation, contract cancellation, or certification withdrawal.

任何违反上述规定的行为都将被视为严重违约，并将导致 BSI 采取适当措施，包括但不限于终止审核、取消审核、取消合同或撤销认证。

*Note: The client may duplicate the IATF 16949 certificate bearing the IATF logo for marketing and advertising purposes.

*注：客户可复制印有 IATF 标志的 IATF 16949 证书，用于营销和广告目的。

**Note: This notification may allow the contract to be extended until all transfer activities are complete with the new certification body, which allows the IATF 16949 certificate to remain valid for a maximum of one-hundred-and-twenty (120) calendar days after the recertification audit due date or until the certificate expiration date, whichever comes first. In cases where a transfer occurs at a surveillance audit, the IATF 16949 certificate would be allowed to remain valid for a maximum of two-hundred-and-ten (210) calendar days after the surveillance audit due date.

****注：**此通知可允许合同延期，直至新认证机构完成所有转移活动，从而允许 IATF 16949 证书在重新认证审核到期日后最多一百二十 (120) 个日历日内或证书到期日前（以先到者为准）保持有效。如果在监督审核时发生转移，则 IATF 16949 证书的有效期限最长为监督审核到期日之后的二百一十 (210) 个日历日。

2 Notice of Changes by a client 客户变更通知

Agreement to IATF contractual certification means the client shall notify BSI of imminent changes that may affect the capability of the quality management system to continue to fulfil the requirements of the IATF 16949 certification. These include, for example, changes relating to:

同意 IATF 认证协议意味着客户应将可能影响质量管理体系继续满足 IATF 16949 认证要求的能力的即将发生的变更通知 BSI。这些变化包括，例如，与以下方面有关的变化

- a) legal status
法律地位
- b) ownership status (e.g., mergers, acquisitions, alliances, joint ventures, etc.)
所有权状况（如合并、收购、联盟、合资等）
- c) management structure (e.g., top management, key decision-making staff, etc.)
管理结构（如最高管理层、主要决策人员等）
- d) contact address or location
联系地址或地点
- e) relocation of the manufacturing process(es) or support activities
生产工序或支持活动的搬迁
- f) closure or relocation of a manufacturing site, extended manufacturing site, or a standalone remote support location
关闭或搬迁制造现场、扩展制造现场或独立的远程支持现场
- g) scope of operations under the quality management system, including any new locations and/or support relationships to be covered in the certification scope
质量管理体系的业务范围，包括认证范围内涵盖的任何新地点和/或支持关系
- h) outsourcing of quality management system processes to other organizations
将质量管理体系流程外包给其他组织
- i) customer dissatisfaction scenarios that require certification body notification as described in IATF OEM customer-specific requirements (e.g., special status conditions, etc.)
需要按照 IATF OEM 客户特定要求（如特殊状态条件等）通知认证机构的客户不满意情况
- j) a signed contract with another IATF-recognized certification body
与另一家 IATF 认可的认证机构签订的合同

BSI reserve the right to conduct a special audit in response to any of changes listed above, subject to discretion of the regional IATF technical and compliance team. Failure by the client to inform

BSI of a change is considered a breach of the legally enforceable agreement and could potentially result in the issuance of a major nonconformity.

BSI 保留针对上述任何变更进行特殊审核的权利，由地区 IATF 技术和合规团队酌情决定。客户若未将变更通知 BSI，则被视为违反可依法强制执行的协议，并可能导致重大不符合项的发布。

Records of the notification of significant changes and the actions taken shall be maintained as a part of the certification records.

重大变更通知和所采取的行动的记录应作为认证记录的一部分予以保存。

Acknowledgement of receipt and acceptance of contractual agreement terms for IATF certification.

确认收到并接受 IATF 认证的合同协议条款。

Name 姓名	
Signature 签字	
Company name and Address 公司名称和地址	
Date 日期	