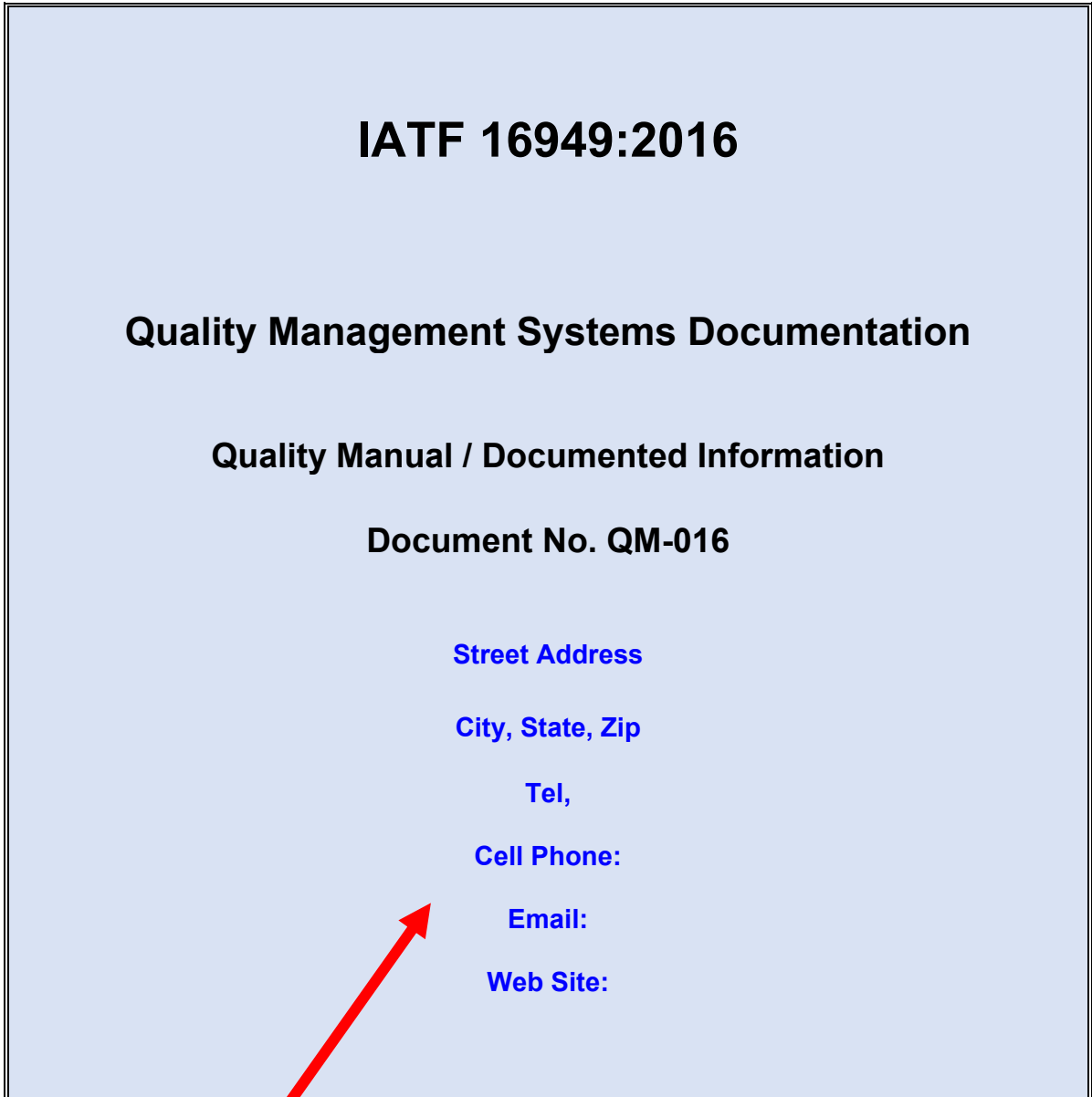


**Documents are in Microsoft Word for ease of editing**



**Blue text throughout the manual highlight areas for customization**

**Instructions:**

This manual is used as a template in developing your IATF 16949:2016 Automotive Quality Management System.

- Methods and systems used in the development and operation of the QMS vary widely from company to company.
- The blue text and suggestions displayed in the manual are intended to offer some options and to highlight the areas that need attention / update / replacement.
- Review the text and suggestions and at a minimum replace or update them to reflect the unique / customized information of your quality system requirements.
- Delete the blue text after each task is completed.
- Use replace function – enter “Your Company” in find space, enter your company name in replace space – system should make changes throughout the entire document.
- Additional details and instructions in the use of the QM-016 manual template are included in a separate file “QMS-Template-Instructions”.

Additional documentation review.

- Similarly, the blue text and suggestions displayed in the QMS documentation (that will follow) for the procedures, instructions, attachments, forms, and flow diagrams are intended to offer some options and to highlight the areas that require update or replacement.

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**Section A**

**Any text may be edited. Blue text provides examples of what you may want to use. Black text is text that describes the QMS developed by Standard-Stores.com**

**General**

To determine and establish the scope of the QMS, **Your Company** determined the boundaries and applicability of the QMS and considered the external and internal issues, the requirements of relevant interested parties, the products, and services of the company, the supporting functions, and any customer specific requirements.

The scope is available and mai **You can search and replace "Your Company" with your own company name.**  
services covered by the QMS.

**Your Company** applies all the requirements of IATF 16949:2016 and recognizes that the only permitted exclusion is clause 8.3, design and development of products and services. As developed with procedure P-400 for Organizational context, include the scope of your QMS here:

For example, if you are a manufacturer of brake systems, the scope of your QMS may be: The scope of the Quality Management System includes the major product and service categories associated with the primary functions of manufacturing automotive power brake systems at the Main Street location and distributing the product for installation to vehicles.

Conformity to IATF 16949:2016 may only be claimed if the 8.3 exclusion does not affect the organization's ability or responsibility to ensure the conformity of its products and services and the enhancement of customer satisfaction.

**Blue text gives guidance for customerization**

In the event that 8.3 is not applicable at **Your Company**, justification for exclusion is documented.

**Your Company** has determined that the following requirement(s) is/are not applicable to the operations at this site:

As determined with procedure P-400, identify the requirement(s) that do not apply and document the justification here:

**Related documents are referenced.**

For example, if you are a manufacturer of tires, a requirement that does not apply may be: Clause 8.3 for design and development where the design responsibility is with the customers and products are manufactured to their specific requirements.

**Section B    References**

a. Normative reference

- ISO 9001:2015 Quality Management Systems – Fundamentals and vocabulary,
- Annex A Control plan
- Annex Bibliography
- ISO 9001:2015 Quality Management Systems - Requirements

b. Terms and Definitions Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.