



IATF 16949 Gap Assessment & Audit-Prep Kit

Clause-by-clause gap assessment, the three internal audit types and a CB audit readiness plan.

What's inside

File	What it is / how to use it
01_IATF16949_Audit_Prep_Workbook.xlsx	Gap tracker by clause, audit program calendar and readiness summary with flags.
02_IATF_Readiness_Plan.docx	Plan from gap assessment to CB audit.
03_IATF_NC_Response.docx	Response form with root cause and systemic fix.
Examples/EXAMPLE_01_IATF16949_Audit_Prep_Workbook.xlsx	Filled gap tracker, audit program, auditor quals and readiness summary (fictional).
Examples/EXAMPLE_02_IATF_Readiness_Plan.docx	Filled readiness plan (fictional).
Examples/EXAMPLE_03_IATF_NC_Response.docx	Filled NC response for a customer complaint (fictional).

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Worked examples

The Examples/ folder holds filled-in copies for a fictional automotive Tier 2 machining supplier, Example Precision Machining LLC. Every file is marked EXAMPLE - fictional data.

About the author

Built by Matt Norman, US Navy veteran and former quality inspector. Norman Quality Tools is Veteran-Owned & Operated. Contains no government or customer proprietary information; all example data is made up (see Examples/).

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Certification Audit Readiness Plan

IATF 16949 Gap Assessment & Audit-Prep Kit - Document 02 - Rev A (2026-10)

Site		Certification body	
Audit type / dates		Coordinator	

1. Prerequisites (check your CB and the IATF rules)

- 12 months of performance data (or as your CB requires) incl. customer scorecards.
- Full internal audit cycle (QMS, process, product) and a management review completed.
- Customer-specific requirements list current and mapped.
- Core tools in use: APQP/PPAP, FMEA, MSA, SPC, control plans.

2. Gap closure plan

Gap (clause)	Action	Owner	Due	Closed

3. Audit-day logistics

Time	Process / shift	Host	Records ready