

IATF 16949 Gap Assessment & Audit-Prep Kit – Quick Start

Norman Quality Tools · Veteran-Owned & Operated

Templates, not regulatory advice. The kit cites clause numbers only and paraphrases topics. Confirm your certification body's rules and every customer-specific requirement; those come first.

Work at your own pace. Do these steps in order:

1. **Open the guide first.** Open **00_Start_Here_README.pdf**. Keep the **Examples** folder open beside your blank files; it shows all three filled in for a fictional supplier.
2. **Fill in the gap tracker.** In **01_IATF16949_Audit_Prep_Workbook.xlsx**, Gap Tracker sheet, give every row evidence (document and revision), an owner, a status and a due date.
3. **Work the overdue rows first.** Flags use today's date. Close each OVERDUE row, or set a new date and write down why.
4. **Plan all three audit types.** On the Audit Program sheet, plan system, manufacturing process and product audits. Cover every shift, including nights and weekends.
5. **Check your auditors.** On Auditor Quals, record core tools and customer-requirements training and requalification dates. Close every GAP before audit day.
6. **Build the readiness plan.** Use **02_IATF_Readiness_Plan**: check prerequisites, list an action, owner and due date for every open gap, and plan audit-day hosts and records.
7. **Respond to every finding.** Use **03_IATF_NC_Response**: containment, root cause (occurrence, non-detection, systemic), corrective action, read-across, then verify effectiveness.
8. **Watch the readiness summary.** You're ready when every row on the Readiness Summary sheet is 100%, with nothing overdue and no gaps.

Stuck? See normanqualitytools.com for support options. Not sure what a customer expects? Check its customer-specific requirements, or ask, and write down the answer.

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