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February 5, 2024

Dear IAOB Contracted Certification Bodies (CBs),

After reviewing the results of a recent survey conducted by the IAOB, entitled *IATF 16949 Auditor Candidate(s) Work Experience Validation*, the IAOB would like to ensure that all CBs contracted with our office follow best practices for work history verifications when bringing on new IATF 16949 Auditor candidates.

These requirements apply whether the candidate will be full-time salaried, part-time salaried, or a contractor with your CB and this is necessary regardless of country or region where the auditor candidate(s) will be working once qualified as an IATF 16949 auditor.

All auditor candidates entering the IATF 16949 auditor qualification process shall have proper verification of prior work experience by the sponsoring CB. This can be done either through your internal CB's Human Resources department or through an external third-party firm.

All IAOB contracted CBs will need to retain records of these work experience verification activities, demonstrating compliance during Office Assessments.

If you have any questions, please reach out to me or Ms. Michelle Maxwell.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Bruin', with a stylized flourish at the end.

James S. Bruin

IAOB Executive Director, IATF Strategic Development
International Automotive Oversight Bureau (IAOB)
Chairman – IATF Meetings & Communication
Chief Representative of IATF Beijing Administrative Office
IATF Liaison A Representative – ISO/TC 176/SC 2
IATF Representative to the IAF