IATF Oversight
Certification Body Communiqué

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

SUBJECT: **IATF 16949 3rd party Auditor Registration with CCAA**
主题：   **IATF 16949 三方审核员 CCAA 注册确认**

The purpose of this CB Communiqué is to advise all affected IATF-recognized certification bodies about the updated process to register IATF 16949 3rd party auditors with the China Certification & Accreditation Association (CCAA). This registration process applies to all auditors who are conducting IATF 16949 3rd party audits in mainland China. The original CB Communiqué 2020-002 will be superseded after June 1, 2025.

本认证机构公告旨在通告所有受影响的 IATF 认可的认证机构，关于中国认证认可协会（CCAA）注册确认 IATF 16949 第三方审核员的最新流程。此注册确认流程适用于所有在中国大陆开展 IATF 16949 第三方审核的审核员。原始认证机构公告 2020-002 将在 2025 年 6 月 1 日起被取代。

The main change regarding this process is the go-live of the new online registration system and the possibility to now complete the online registration at any time. As a result of this change, the quarterly registration with CCAA is no longer required.

这一流程的主要变化是新在线注册确认系统的启用，以及现在可随时完成在线注册确认。由于这一变化，不再需要每季度向中国认证认可协会（CCAA）进行注册确认。

The new CCAA Online Registration System will go live on 1 June 2025.

中国认证认可协会（CCAA）全新在线注册确认系统将于 2025 年 6 月 1 日正式上线。

For further details please also refer to the CCAA Bulletin No. [2025] 23 (in Chinese only).

进一步详细信息，请参考中国认证认可协会(CCAA) 中认协评【2025】23 号通知 (仅中文).

The registration process will satisfy CNCA's requirements and CCAA´s auditor registration scheme to "put on record" IATF 16949 3rd party auditors conducting IATF 16949 audits in the PRC, applicable to domestic and foreign auditors.

该注册确认流程将满足中国国家认证认可监督管理委员会（CNCA）的要求以及中国认证认可协会（CCAA）的审核员注册方案，以对在中华人民共和国境内实施 IATF 16949 审核的 IATF 16949 第三方审核员进行"备案"，该流程适用于境内外审核员。

NOTE: At this moment in time the Online Registration System is only available in Chinese language, therefore the registration of foreign auditors (if applicable) should be supported by the regional offices operating in the PRC.

注：目前在线注册确认系统仅提供中文版本，因此境外审核员的注册确认（如适用）需由在中国境内运营的区域办公室协助完成。

IMPORTANT: IATF-recognized Certification Bodies shall only assign auditors to IATF 16949 audits in mainland China after being officially CCAA registered.

重要提示：IATF 认可的认证机构仅可在审核员完成中国认证认可协会（CCAA）正式注册确认后，才可为其指派中国大陆境内的 IATF 16949 审核任务。

The revised online registration process applies in the following situations:

经修订的在线注册确认流程适用于以下情形：

1. IATF 16949 3rd party auditors who are currently not registered with CCAA (e.g. newly qualified IATF 16949 3rd party auditors or foreign auditors who are not yet registered).
    目前尚未在中国认证认可协会（CCAA）注册确认的 IATF 16949 第三方审核员（例如，新取得 IATF 16949 第三方审核员资格或尚未注册确认的境外审核员）。

2. Already CCAA registered IATF 16949 3rd party auditors reaching the end of their CCAA registration validity.
    中国认证认可协会（CCAA）注册确认有效期即将届满的 IATF 16949 第三方审核员。

3. Already CCAA registered IATF 16949 3rd party auditors transferring to another IATF-recognized Certification Body.
    已在中国认证认可协会（CCAA）注册确认的 IATF 16949 第三方审核员转入另一 IATF 认可的认证机构。

The individual auditor registration process in the CCAA Online System works as follows
中国认证认可协会（CCAA）在线系统中的审核员个人注册确认流程如下：

<u>Step 1</u>: Open the link to the CCAA Comprehensive Service Platform at <u>https://service.ccaa.org.cn</u>

第一步：登录CCAA综合服务平台: <u>https://service.ccaa.org.cn</u>

Step 2: Complete the individual auditor information and submit through clicking on "Certification Personnel Registration".

第二步：在"认证人员注册"模块中完成基本信息填写并提交。

Step 3: Access the "Certification Personnel Registration" and select "Other Certification Personnel" and click on "IATF 16949 Auditor" for the further registration process.

- *"Initial Registration"* (for auditors applying the first time for the CCAA registration)
- *"Annual Registration"* (for auditors who have registered with CCAA before) or
- *"Transfer Certification Body"* (applicable for auditors being already registered and would like to transfer to another Certification Body)

IMPORTANT: Individual auditor shall select "Initial Registration" when they first access the CCAA Online Registration System regardless of whether they are registered with CCAA or not.

第三步：进入"认证人员注册"后选择"其他认证人员"，再选择"**IATF 16949 审核员**"，进行后续的注册确认流程。

- "初次申请"（适用第 1 次申请 IATF 16949 注册确认）或
- "年度复审"（适用之前已经申请过 IATF 16949 注册确认）或
- "机构变更"（适用转机构后重新注册确认）

重要通知：每个审核员在第一次登录 CCAA 在线注册确认系统时，均应选择"初次申请"，无论审核员之前在 CCAA 注册确认与否。

Step 4: Complete the information required and upload the required information as per the instructions of the CCAA platform.

第四步：根据**CCAA**平台提示的要求填写并上传所需的信息。

Step 5: The Certification Body is required to conduct an initial review based on individual auditor submitted information.

第五步：机构初步审核审核员个人提交的信息。

Step 6: The IATF Administration Office in Beijing will review the individual auditor submitted information after CB completes initial review.

第六步：IATF北京办公室将在机构完成初核后对审核员提交的材料进行复核。

Step 7: The registration/renewal fee is required to be paid by the Certification Body or the individual auditor.

第七步：由机构或审核员完成注册确认/注册再确认缴费。

Step 8: CCAA will perform an evaluation of the individual auditor´s application of the registration/renewal.

第八步：**CCAA**完成对审核员注册确认/注册再确认申请的评估。

Step 9: CCAA will publish the individual auditor´s registration confirmation as of the CCAA approval date.

第九步：**CCAA**发布审核员注册确认公告，此公告包含**CCAA**批准日期。
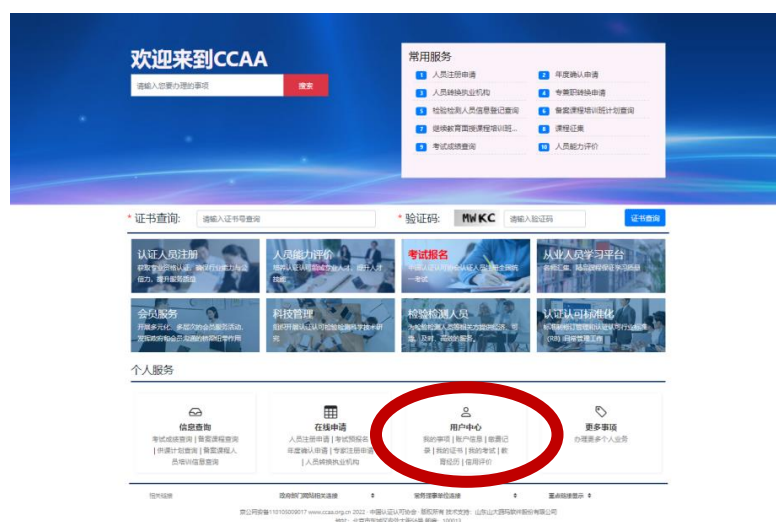
Additional Information / FAQs:

其他信息**/**常见问题回答：

1. **Where can I see my current registration status?** 在哪里可以看到我现在的注册确认状态？

   Answer: After completing the application for the registration/renewal on the CCAA platform, you can search the status of registration/renewal at "User Center."

   回答： 在CCAA平台完成注册确认/注册再确认后，您可以通过"用户中心"查询确认/再确认的状态。

2. **Are the existing CCAA registrations made on or before Q1 2025 still valid? 2025年第一季度或之前完成的CCAA注册确认是否继续有效？**

   Answer: Yes, all previous CCAA auditor registrations remain valid until the individual´s CCAA validity date.

   回答： 有效，所有此前完成的CCAA审核员注册确认均在个人注册确认有效期内保持有效。

3. **Will the previously made CCAA registrations be visible in the new CCAA Online Registration System? 之前在CCAA注册确认的信息是否可以在新CCAA在线注册确认系统重可见？**

   Answer: No, previously made registrations will not be visible in the new CCAA Online System. All previous registrations should be retrieved from the known auditor lists that every Certification Body can still access.

   回答： 不，之前注册确认状态不能在新CCAA在线系统可见。 所有此前注册确认仍可从CCAA发布的公告中进行查询。

4. **Will the actual CCAA ISO 9001 Registrations and Account information be carried over to the IATF 16949 application registration? 现有的CCAA ISO 9001注册确认和账号信息是否可以沿用到IATF 16949 申请注册确认中？**

   Answer: Yes, the ISO 9001 Registration and user account information will be carried over.

   回答： 是，ISO 9001 注册确认和用户账号信息可以沿用。

5. **In addition to annual registration, is there any additional annual registration required if ADP Number updated? 除了年度注册确认外， 当ADP号码更新后，是否需要额外的年度注册确认？**

   Answer: No.

   回答： 不需要。

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If you have any questions, please contact your respective Oversight Office.

如您有任何问题， 请联系您的监督办公室。