

STANDARDS AND MANAGEMENT SYSTEMS

IATF 16949 FOR HR

Competence, awareness and training effectiveness



Under IATF 16949, HR is responsible for far more than organising training. Recruitment, onboarding, competence and employee awareness directly affect product quality. This course shows how to build effective HR activities and credible evidence – from competence matrices to audit preparation.

1 DAY

8 training hours

IN-PERSON / ONLINE

Training outcome

Participants can translate IATF 16949 requirements into practical HR actions and credible audit evidence.

After the training, participants can

- **explain** the role of HR in an IATF 16949 system;
- **define** competence requirements for roles and functions;
- **develop** and maintain competence matrices;
- **evaluate** the actual effectiveness of development activities;
- **prepare** credible HR evidence for an audit.

Who should attend

- **HR managers and specialists;**
- **training and development teams;**
- **recruitment and onboarding teams;**
- **managers and internal trainers;**
- **QMS specialists working with HR.**

Level: Foundation / Intermediate

**Methods: mini-lecture • HR examples • discussion • competence-matrix analysis
• training-effectiveness evaluation**

The programme shows how to build an HR process that develops competence and provides credible evidence.

01 The role of HR in IATF 16949

- ISO 9001 and IATF 16949 requirements for personnel;
- responsibilities of HR and process owners;
- links between competence, quality and customer requirements.

02 The HR process and risk management

- objectives, inputs, outputs, indicators and responsibilities;
- risks related to recruitment, turnover, absence and competence loss;
- workforce, succession and contingency planning.

03 Competence management

- competence requirements for roles and functions;
- job profiles and competence matrices;
- identification and closure of competence gaps;
- qualifications, authorisations and competence evidence.

04 Recruitment, onboarding and induction

- recruitment criteria based on process needs;
- onboarding new employees and employees changing roles;
- on-the-job training and work instructions;
- control of temporary and external personnel.

05 Training planning and effectiveness

- identifying needs from data and risk;
- planning and documenting development activities;
- methods for evaluating actual training effectiveness.

06 Specific competence requirements

- requirements for auditors, trainers and special tasks;
- product-safety competence;
- validity of qualifications, authorisations and approvals.

07 Awareness and employee engagement

- individual impact on quality and customer requirements;
- awareness of nonconformity consequences;
- motivation to achieve quality objectives;
- a culture of responsibility and problem reporting.

08 Audit evidence and HR improvement

- documents and records evaluated during audits;
- common nonconformities in the HR process;
- readiness assessment and missing evidence;
- improvement actions following self-assessment or audit.

[TRAINING REGISTRATION FORM](#)