



TL 9000 Auditor Time

TL 9000 Auditor Time Chart		
Number of Employees (note 4)	TL 9000 Initial (note 10) and re-certification (3-years) (auditor days)	TL 9000 Surveillance (12-months) (auditor days) (note 5)
1-25	1.0	0.5
26-65	1.5	0.5
66-125	2.0	1
126-625	2.5	1.5
626-1175	3.0	1.5
>1175	3.5	2.0

NOTES:

1. This revised document is effective as of 01/01/2010. The most current version of the document is available on the TL 9000 web site (<http://tl9000.org/>).
2. The TL 9000 auditor time is in addition to the ISO 9001 on-site auditor time outlined in the IAF Mandatory Document for duration of QMS and EMS Audits (IAF MD5).
3. The TL 9000 Auditor Time Chart defines the minimum on-site auditor time that shall be spent by the certification body (CB) on TL 9000 initial, surveillance and re-certification audits. The numbers do not include ISO 9001 auditor time nor off-site time. Off-site time may include activities such as document review, pre-audit preparation (reference the Code of Practice for TL 9000 Registrars located at <http://tl9000.org/links.html>), or post audit reporting.
4. "Employees" as referenced in the TL 9000 Auditor Time Chart is defined per IAF Mandatory Document for duration of QMS and EMS Audits (IAF MD5); "Employees" as referenced in the table refers to all individuals whose work activities support the scope of the certification/registration as described by the quality management system. The total number of employees for all shifts is the starting point for determination of auditor time.
5. The surveillance auditor time represents total annual auditor time. For those organizations on six month audits, the CB can allocate the total annual auditor time for TL 9000 assessments over the audits in a twelve month period.
6. The on-site auditor time table includes an additional 0.5 day for auditing the measurements. This 0.5 day was determined for up to 4 product categories.
 - 6.1. It is the CB's responsibility to make sure there is ample time to audit the measurements and the 0.5 day may need to be adjusted based on the organization's product categories, processes, etc. (e.g. The organization may have more than 4 product categories; however, the organization's processes may be

common / centralized / automated; therefore, the 0.5 day may still be acceptable for auditing measurements.)

7. The Auditor Time Chart is designed for a single site certification with up to 4 product categories. Multiple sites or additional product categories may require more auditor time.
8. A campus is considered a single site for the calculation of audit days. A campus is defined as an organization that operates in one or more buildings in the same area, that are managed under one quality management system, where all buildings and grounds are contiguous or no one building is outside of an approximately 32 kilometer (20 mile) radius extended from the central office.
9. For multi-site registrations, refer to IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling (IAF MD1).
10. The auditor time for an upgrade audit from ISO 9001 to TL 9000 is equal to the auditor time for an initial TL 9000 audit. If the upgrade audit also includes an ISO 9001 surveillance or re-certification audit the auditor time for the ISO 9001 audit shall be calculated per IAF Mandatory Document for duration of QMS and EMS Audits (IAF MD5) in addition to the TL 9000 auditor time.
11. Reductions may be applied to take in account TL 9000 (including ISO 9001) requirements that are not relevant to a local site; or similarity of processes, different types of exclusions, etc.
 - 11.1. CBs shall combine the required on-site time for ISO 9001 (as defined in the IAF Guidance) and the required time for TL 9000 (as defined in this document) and shall document actual auditor time including justification for any deviation (on the combined time). The TL 9000 auditor time is in addition to the ISO 9001 auditor time outlined in the IAF Mandatory document for duration of QMS and EMS Audits (IAF MD5). Determination of auditor time should allow ensuring that linkages between remote sites and centrally performed processes are considered.
 - 11.2. TL 9000 additive factors could include; multiple registration specialties, more than four product categories and multiple sites. TL 9000 reduction factors could include; small site, the site is not responsible for reporting measurements, and adders that are not relevant to the site.
 - 11.3. Once all the reduction have been considered for a site the CB shall allow at least 0.5 day for the combined ISO 9001 and TL 9000 surveillance, at least 1.0 days for the combined ISO 9001 and TL 9000 re-certification and least 1.5 days for the combined ISO 9001 and TL 9000 initial certification
 - 11.4. The CB shall have a documented procedure for auditor time reductions and justifications (as referenced in Conformity assessment – Requirements for bodies providing audit and certification of management systems (ISO/IEC 17021) for TL 9000 which is approved by the AB. The CB shall ensure the process is effective and valid. The application of this process shall be audited by the AB during each CB audit.
 - 11.5. If a CB has a process which reduces the ISO 9001 & TL 9000 (combined) auditor time greater than the IAF Mandatory Document for duration of QMS and EMS Audits (IAF MD5) section 3.9 then that documented process can be approved by the AB (prior to implementation) instead of client by client. If the justification for the audit time is greater than the guideline within MD-5 then the audit program should be developed by a CB qualified auditor to ensure that the processes are adequately covered. Notification and the justification shall be forwarded to the AB within five working days after the quotation date. Records of this justification should be maintained by the CB. The AB has the option to request additional information from the CB as appropriate.



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