



TL 9000 Informational Alert

1. Originating Workgroup: Workgroup: Oversight Work Group Contact: contact@questforum.org	2. Alert Number: 08-002A
3. Documentation Affected: Requirements for Conducting an e-Audit as Part of the TL 9000 Registration Process	4. Issue Date: 2008/02/01
5. Reason for Alert: To increase awareness of the publication of the above reference document.	
6. Description: The document "Requirements for Conducting an e-Audit as Part of the TL 9000 Registration Process" contains the rules for using computer assisted auditing techniques as a portion of the TL 9000 registration process. A copy has been attached to this Alert. The original is available on the tl9000.org web site at: http://www.tl9000.org/tl_resources/reg_guidance/e-audits.pdf	
7. Comments: In summary, e-Audit techniques may be used to supplement a TL 9000 audit, but may not be used to replace the on-site minimum auditor time.	

Requirements for Conducting an e-Audit as Part of the TL 9000 Registration Process

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Introduction:

The following rules apply to e-audits conducted as a portion of the TL 9000 registration process. e-Audits consist of interviews utilizing computer assisted auditing techniques such as video conferencing, net-meetings, electronic data transfer, etc.

General e-audit Requirements:

- a) e-Audits shall be used as a supplement to the minimum audit days required,
- b) when e-auditing is conducted, the IAF guidelines for site sampling must be exceeded, and
- c) auditor(s) and auditee(s) participating in the e-audit must be fluent in electronic data transferring.

Site Requirements:

- a) All documents must be accessible on line,
- b) all records must be accessible on line or easily available by other means, and
- c) an electronic approval and escalation process must be implemented.

Rules:

The following rules apply for conducting e-audit as part of TL 9000 registration process:

- a) e-Audit consists of interviews utilizing computer-assisted auditing techniques such as video conferencing, net meeting etc.,
- b) e-Audit shall be used as a supplement to minimum audit days required,
- c) physical audits are required for every process scheduled to be audited in a multi-site assessment,
- d) when e-auditing is conducted, the IAF guidelines for site sampling must be exceeded,
- e) manufacturing sites and repair centers can not be audited using e-audit techniques,
- f) auditor & auditee attributes must include PC literacy,
- g) all of the required documents must be accessible on line,
- h) all of the records are accessible on line or can be made available by other means, and
- i) an electronic approval and escalation process must be in place