TL 9000 Audit Day Requirements QFE-005v7.0

TL 9000 Auditor Time Chart - Requirements				TL 9000 Auditor Time Chart - Measurements		
Number of Effective Personnel (see IAF MD 5)	TL 9000 Initial (note 10) and Recertification (auditor days)	TL 9000 Surveillance (12 months) (auditor days) (note 5)		Audit Complexity Factor	TL 9000 Initial (note 10) and Recertification (auditor days)	TL 9000 Surveillance (12 months) (auditor days) (note 5)
1-25	0.5	0.25		Low	0.5	0.25
26-65	1	0.5		Medium	1	0.5
66-125	1.5	0.75		High	2	1
126-625	2	1				
626-1175	2.5	1.25				
>1175	3	1.5				

As an input to the quoting process and as part of Pre-Audit Information, the CB shall collect the information necessary to complete the Measurement System Complexity Factor tool from the Organization.

Organizations and CBs shall use the Measurement System Complexity Factor Tool to identify the overall measurement system audit complexity. They will use that result (Low, Medium, or High) to identify the minimum audit days required to properly assess the measurement system at the site being audited as applicable.

1. The most current version of this document is available on the TL 9000 web site (http://tl9000.org/).

2. The TL 9000 auditor time comprises the Requirements days (based on number of effective personnel) plus the Measurements days (based on audit complexity factor) per the table above. This time is in addition to the ISO 9001 on-site auditor time outlined in the IAF MD 5

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 recertification audits. The numbers do not include ISO 9001 auditor time nor off-site time (ref. IAF MD 5).

4. The surveillance auditor time represents total annual auditor time. For those organizations on six-month audit schedules, the CB can allocate the total annual auditor time for TL 9000 assessments over the audits in a twelve-month period.

5. It is the CB's responsibility to make sure there is sufficient time to audit the measurements. The Measurement System Complexity Factor tool provides a calculated baseline that should be adjusted by the CB where appropriate. Over the 3-year registration cycle, all product and service categories (and appropriate sampling of their associated measures) within the registration shall be assessed.

6. Auditor Time Chart:

    a. The Auditor Time Chart is designed for a single site certification.

    b. For multi-site registrations calculations, MD5 is applied first, excluding the rounding, then MD1 is applied for multi-site. Add TL 9000 time (Requirements and Measurements) per audit days table above. Thereafter, round to nearest ½ day is applied. In a multi-site, if a site has no responsibility to collect, validate and report measurements, no audit days are required to be applied for measurements.

7. The AB/CB Sub-team determines the weighting of the Measurement Complexity factors for "Most Impacting" and "Impacting".

8. Sites that are considered a single site for the calculation of audit days are considered a campus. 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. The auditor time for an upgrade audit from ISO 9001 to TL 9000 is equal to the TL 9000 auditor time for an initial audit. If the upgrade audit also includes an ISO 9001 surveillance or recertification audit the auditor time for the ISO 9001 audit shall be calculated per IAF MD 5 in addition to the TL 9000 auditor time.

10. TL 9000 does not allow any greater reductions than those allowed per applicable IAF Mandatory Documents.

Version	Release Date	Effective Date	Change History
5.0		11/15/2016	
6.0		July 5, 2019	Removed information that is captured in other documents (part of section 5 and all of section 9); renamed the document; wording clarifications and added change history; and inserted the updated Measurement Complexity Factor Tool v2.1
7.0	Aug 17, 2022	Sept 1, 2023	Modified Section 6 to indicate how MD documents are applied for multi-site organizations, rounding is applied only after audit day calculations are completed and removed measurement audit days for sites that do not collect, validate and report measurements. Modified Section 8 to clarify campus. Replaced Section 10 to indicate no reductions are allowed beyond IAF Mandatory Documents.

Note: This document must be used for determining the minimum audit time for all audits conducted on or after September 01, 2023 until replaced by a later revision.