TL 9000 AUDIT DAY REQUIREMENTS
August 8, 2019, v6.0

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.

Measurement
Complexity Factor To

NOTES:

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. The Auditor Time Chart is designed for a single site certification. Multiple sites may require more auditor time.   For multi-site registrations, refer to IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling (IAF MD 1).

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

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. 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. If a CB has a process which reduces the ISO 9001 and TL 9000 (combined) auditor time greater than the IAF MD 5 guideline 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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Version	Date	Change History
5.0	November 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

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