



## TL 9000 Informational Alert

<b>1. Originating Workgroup:</b>  Workgroup: IGQ  Contact: contact@questforum.org	<b>2. Alert Number:</b>  06-004A
<b>3. Documentation Affected:</b>  None	<b>4. Issue Date:</b>  2006/12/22
<b>5. Reason for Alert:</b>  Clarify rules for the implementation for the R4 releases of the TL 9000 Handbooks	
<b>6. Description:</b>  There have been numerous questions submitted to QuEST Forum concerning the implementation of the R4 Handbooks. This Alert is being issued to ensure every Certification Body has the same understanding of the rules as set forth in the Handbooks, the requirements for training on R4 and the expectations of the Forum.	
<b>R4 Requirements Handbook –</b>  The Requirements Handbook has a publication date of June 30, 2006. Section 1.7 of the Handbook states:  “When a new release of this handbook is published, all changes become effective on the date of publication unless otherwise noted in the handbook. The new handbook may be used immediately on publication. Organizations seeking to achieve or maintain registration may continue to use the previous release of the handbook for 12 months after the date of publication of the new release. At that point, the old release becomes obsolete and may no longer be used for any registration or surveillance activities.”  This means Organizations may continue to use and be audited to the R3.0 Requirements Handbook for audits completed prior to July 1, 2007. All audits completed after that date must be performed to the R4.0 Requirements. There is no requirement stating the Organization must be compliant with or audited to R4.0 Requirements prior to July 1, 2007, although they may choose to do so to more quickly gain the benefits of the new version. The upgrade to R4.0 may be done during a surveillance audit and does not have to be done during a certification or re-certification audit.	



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There is no change in the Audit Days Table in moving from Release 3.0 to 4.0.

In order to conduct an audit to the R4.0 Requirements Handbook, the registrar auditor must have completed the TL 9000 Release R3.0 to R4.0 Requirements Delta training class available through the QuEST Forum web-site at [http://www.tl9000.org/training/delta\\_training.html](http://www.tl9000.org/training/delta_training.html)

### **R4 Measurements Handbook –**

The Measurements Handbook has a publication date of December 31, 2006. Section 4.1.1 of the Handbook states:

“The organization shall complete changes to reported data that are needed to comply with a new version of Appendix A or a new version of the Measurements Handbook by the seventh monthly data submission after the release date of the Handbook or Appendix A.

Organizations are encouraged to use the new version of Appendix A or a new version of the Measurements Handbook for the data submission for the month following the availability of the handbook release or the month following the availability of the new data submission methods, whichever is later if both are released. Organizations must use the new version(s) for the submission of data for the seventh and all subsequent months following the availability of the new handbook release or the availability of the new data submission methods, whichever is later if both are released, until replaced by another release.”

This means Organizations may continue to use and be audited to the R3.5 Measurements Handbook for audits completed prior to July 1, 2007. All audits completed after that date must be performed to the R4.0 Measurements Handbook. The Organization may submit data to the R4.0 rules starting with the January 2007 data and must use the R4.0 rules starting with the July 2007 data. The one exception to this is the change from quarterly data submittal to monthly data submittal. This change does not have to be implemented until the submittal of data for January 2008 per the special implementation rule listed in the last paragraph of Section 4.1.1.

It is important to note the minimum number of data submittals needed to move to a new release of the Measurements Handbook is one. With the move to monthly data submittals in R4.0, this data submittal could be for a single month of data.

In order to conduct an audit to the R4.0 Measurements Handbook, the registrar auditor must have completed the TL 9000 Release R3.5 to R4.0 Measurements Delta training class available through the QuEST Forum web-site at [http://www.tl9000.org/training/delta\\_training.html](http://www.tl9000.org/training/delta_training.html)



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### 7. Comments:

Please contact QuEST Forum at the e-mail address given above or through the “Contact” function on the QuEST Forum web-site if you have any questions about the rules and deadlines for the implementation of the new releases of the Handbooks.