

Management of Registration Profiles

Each TL 9000 has a 'private' registration profile that defines the registration. Certified registrations also have a 'public' registration profile that describes the registration to the public. Some changes to the private profile made by the organization will be automatically reflected on the public profile but most changes require approval by the Certification Body (CB) before the changes show to the public.

Once certified, an Organization can edit their private registration profile, which is visible only to approved registration administrators within the organization and their CB. The following fields can be edited by the Organization:

- Registration Organization Name
- Registration ISO Status
- Using ASRP
- Registration Specialty Option
- Exclusions
- Exemptions
- Certification Body Name
- Accreditation Body (Only if the CB is accredited by more than 1 AB)
- NACE List H
- NACE List S
- NACE List V
- ISO 9001 Scope
- TL 9000 Scope
- Primary Registration Administrator
- Alternate Registration Administrator
- Bill To Contact
- Locations
- Product Categories
- Link to another TL 9000 Registration

Changes to the following fields will immediately flow to the public profile – that is, the public profile will immediately be synced with the information from the private profile.

- Primary Registration Administrator
- Alternate Registration Administrator
- Deletion of Location(s)
- Deletion of Product Categories

Changes to the following fields must be approved by the defined CB before they are transferred to the public registration profile:

- Registration Organization Name

Registration ISO Status
Using ASRP
Registration Specialty Option
Exclusions
Exemptions
Certification Body Name
Accreditation Body (Only if the CB is accredited by more than 1 AB)
NACE List H
NACE List S
NACE List V
ISO 9001 Scope
TL 9000 Scope
Adding or modifying location(s)
Adding Product Categories
Link to TL 9000 Registration

After a change is made to the private profile, which does NOT automatically flow through to the public profile, the Organization must work with their CB to assure the information is accurate. Once this has been done, the CB must approve and recertify the registration profile changes to synchronize the public and private profiles.