



Title: TL 9000 Auditor Time

Last Modified: August 15, 2007

TL 9000 Auditor Time Chart (notes 1, 2, 3, 4, 6, 7, 8, & 10)		
Number of Employees (note 4)	TL 9000 Initial (note 9) and re-assessment (3-years) (auditor days)	TL 9000 Surveillance (12-months) (auditor days) (notes 5 & 11)
1-50	1.0	0.5
51-100	1.5	1
101-500	2	1.5
501-1000	2.5	1.5
>1000	3.0	2.0

NOTES:

1. This revised document is effective as of 01 January 2008. The most current version of the document is available on the TL 9000 web site (<http://www.tl9000.org/>).
2. The TL 9000 auditor time is in addition to the ISO 9001 on-site auditor time outlined in the IAF Guidance to ISO/IEC Guide 62, Annex 2 - Auditor Time.
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 re-assessment audits. The numbers do not include ISO 9001 auditor time nor off-site time. Off-site time may include activities such as document review, pre-audit preparation, or post audit reporting.
4. "Employees" as referenced in the TL 9000 Auditor Time Chart is defined per IAF Guidance to ISO/IEC Guide 62; "Employees" as referenced in the table refers to all individuals whose work activities support the scope of the certification/registration as described by the quality management system. The total number of employees for all shifts is the starting point for determination of auditor time.
5. The surveillance auditor time represents total annual auditor time. For those organizations on six month audits, the CB can allocate the total annual auditor time for TL 9000 assessments over the audits in a twelve month period.
6. The on-site auditor time table includes an additional 0.5 day for auditing the measurements. This 0.5 day was determined for up to 4 product categories.
 - 6.1. It is the CB's responsibility to make sure there is ample time to audit the measurements and the 0.5 day may need to be adjusted based on the organization's product categories, processes, etc. (e.g. The organization may have more than 4 product categories; however, the organization's processes may be common / centralized / automated; therefore, the 0.5 day may still be acceptable for auditing measurements.)
7. The Auditor Time Chart is designed for a single site certification with up to 4 product categories. Multiple sites or additional product categories may require more auditor time.



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8. For multi-site registrations, refer to IAF Guidance on the Application of ISO/IEC Guide 62, Annex 3 - Multisite Certification / Registration.
9. The auditor time for an upgrade audit from ISO 9001 to TL 9000 is equal to the auditor time for an initial TL 9000 audit. If the upgrade audit also includes an ISO 9001 surveillance or re-assessment audit the auditor time for the ISO 9001 audit shall be calculated per IAF Guidance to ISO/IEC Guide 62 in addition to the TL 9000 auditor time.
10. For a small site (e.g. less than 20 people) or a small scope (e.g. distribution center or repair center) the CB may allow a minimum of 0.5 day for the combined ISO 9001 and TL 9000 surveillance.
11. Reductions may be applied to take in account TL 9000 (including ISO 9001) requirements that are not relevant to a local site; or similarity of processes, different types of exclusions, etc.
 - 11.1. CBs shall combine the required on-site time for ISO 9001 (as defined in the IAF Guidance) and the required time for TL 9000 (as defined in this document) and shall document actual auditor time including justification for any deviation (on the combined time).
 - 11.2. Deviation greater than 20% (rounded up) under the minimum combined (ISO 9001 & TL 9000) on-site auditor time total is to be documented and submitted to the CB's accreditation body within five working days after the quotation date. A TL 9000 certificate shall not be issued until the submitted deviation has been concurred to in writing by the accreditation body. The audit can proceed but the CB shall advise the organization of the risk involved if the accreditation body requires additional auditor time.
 - 11.3. The accreditation body shall respond within 10 working days of receipt of the CB's written request for reducing the minimum on-site auditor time. The accreditation body will confirm its written agreement or rejection.
 - 11.4. If a CB has a process which reduces the ISO 9001 & TL 9000 (combined) auditor time greater than 20%; that documented process can be approved by the AB (prior to implementation) instead of client by client.

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