# QuEST Forum TL 9000 Registration and Data Submission

Richard Morrow Director TL 9000 Data Systems



questforum.org or tl9000.org

- All TL 9000 registration information is entered and stored online
- TL 9000 Registration Data is stored in the Registration Management System (RMS)
- TL 9000 Measurements Data is stored in a separate system called the Measurements Repository System (MRS)



- First, establish a personal account on the RMS
  - User ID
  - Password
  - Name, address, etc.
- Second, enter identification information about your company or associate yourself with an existing company



- Third, enter the appropriate information about your registration
  - ISO and TL 9000 Scope statements
  - Registration option (H, S, V) & NACE codes
  - Primary and Alternate Administrators (must have personal accounts on the system)
  - Registrar company
  - Locations
  - Product Categories
- Pay your registration fee (currently \$396 per product category per year)



## **QuEST Forum Portal – Login Page**

Performance Excellence through Global Telecommunications Quality

Tours/Usage Guides

OuEST

Login

Notice: Portions of this portal may not perform correctly with some browsers such as Firefox. All functions work correctly when using Internet Explorer or Netscape Navigator.

Click here to go to QuEST Forum Home Page Click here to go to TL 0000 Llome Dage

Enter your

User Name	Click here to go to TE 9000 Home Page
and Password	Click here for news about Product Category Release 4.0
	User Name
	Login
	Forgot Password
	Create a New User Account
	View Certified Registrations
	have an
	account,
	start here
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FORUM

irs/Usage Guides	Login
ease enter your contact information below.	Enter basic information about you.
Address Line 2	Select a User Name and Password. Suggestion: Use your e-mail address as the User Name
Add Profile	Finally, press the Add Profile button.

0











View Certified Registrations

## **Registration Creation – Step1**

#### Last Access Date: Tue Jan 30 23:53:31 GMT 2007 Logout Tours/Usage Guides<sup>New</sup> Hello dvlpr ~ User Home New Registration Details TL 9000 o TL 9000 RMS Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5 o Registrar Accreditation Body New to creating a TL 9000 Registration? Click here for help QUEST Forum All fields are mandatory o Member's Area o Work Groups o Regions Registration Name Leadership Council Executive Board V 🕐 Registrar Company Select a Registrar Marketing Materials Administrator Select your Accreditation Body Acreditation Body Contact Us ISO Status Select ISO Status Go to questforum.org Registration Option Select Registration Option Go to ti9000.org ¥ Select Hardware Nace Code Nace Code -Hardware ? Nace Code -Select Software Nace Code ¥ Software Nace Code -Select Services Nace Code × Services ISO Scope Statement TL 9000 Scope Statement Exemptions None Save & Proceed to Step 2 👩 😜 Internet 🕄 100% -

# **Registration Creation – Step1**

Tours/Usage Guides <sup>New!</sup>	Hello dvipr Last	Access Date: Tue Jan 30 23:53:31 GMT 2007	Logout				
<ul> <li>User Home</li> <li>TL 9000</li> </ul>	New Registration D	etails					
<ul> <li>TL 9000 RMS</li> <li>Registrar</li> </ul>	Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5						
<ul> <li>Accreditation Body</li> <li>QuEST Forum         <ul> <li>Member's Area</li> <li>Work Groups</li> </ul> </li> </ul>	New to creating a TL 90 All fields are mandatory	000 Registration? Click here for help		Enter Information			
<ul> <li>Regions</li> <li>Leadership Council</li> </ul>	Registration Name	Test Registration		about the			
<ul> <li>Executive Board</li> <li>Marketing Materials</li> </ul>	Registrar Company	ABS Quality Evaluations, Inc	<ul><li>✓ </li></ul>	Registration			
Administrator     Contact Us	Acreditation Body	ANAB					
	ISO Status	ISO 9001:2000					
<ul> <li>Go to questforum.org</li> <li>Go to tl9000.org</li> </ul>	Registration Option	ТL 9000-Н 💌					
, and the second s	Nace Code - Hardware	DJ 28.1 - Manufacture of Structural metal products	*				
	Nace Code - Software	None - None	~				
	Nace Code - Services	None - None	~				
		Test Scope	~				
	ISO Scope Statement		×				
	TI 0000 0	Test Scope		Click this button			
	Statement			to Proceed to next step			
			~	~			
	Exemptions	None					
N			Save & Proceed to Step 2				
Done				🏹 🤤 Internet 🔍 100% 🔻			

### **Registration Step 2 – Locations Info**

Tours/Usage GuidesNev

#### Hello dvlpr Last Access Date: Tue Jan 30 23:53:31 GMT 2007 | odout



Enter Information about Locations covered under this Registration

- - Marketing Materials
- Administrator
- Contact Us
- · Go to questforum.org
- Go to ti9000 ora

#### Facility Name Address Click on this City button to add a State Location Zip/Postal Code Country Select Country Employee Count Click to stop adding and Continue to next **Add this Location** step << Go Back to Step 1 Stop / Skip Adding and Continue >>

Logout

DOD

## **Registration Step 3 – Product Info**

Tours/Usage Guides<sup>Nev</sup>

#### Hello dvlpr Last Access Date: Tue Jan 30 23:53:31 GMT 2007 Logout

Performance Exce Global Telecomm	ellence through unications Quality Hello dvlpr Last Acc	ess Date: Tue Jan	30 23:53:31 GMT 2007	Logout	Add Product Categorie for which data will be submitted.
User Home     TL 9000         O TL 9000 RMS         Registrar         O Accreditation Body     OurEST Forum	Add Products Step 1 >> Step 2 >> Step 3 Currently added Products				Non-QuEST Members – Each product category = \$ 396 USE
<ul> <li>Member's Area</li> <li>Work Groups</li> </ul>	Product Category Table	Product Category	Product Category Name		
o Regions     o Leadership Council     o Executive Board     o Marketing Materials     Administrator     Contact Us      Go to questforum.org     Go to tt0000 org	Product Category Table Product Category Add this Product	Select Product C	ategory Table	Delete	Click to add Product Categories for this Registration
	<< Go Back to Step 2	Stop / Skip	Adding and Continue >>		

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DC Done

## **Registration Step 4 – Roles Info**

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#### Hello dvipr Last Access Date: Tue Jan 30 23:53:31 GMT 2007 Logout



Primary and Alternate Administrators to persons in your company who have accounts

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Assign the roles of

· Go to questforum.org

Go to tl9000.org

\_\_Done

## **Registration Creation – Step 5**

#### Tours/Usage Guides<sup>Ne</sup>

#### Last Access Date: Tue Jan 30 23:53:31 GMT 2007 Hello dvlpr Logout



Т Tours/Usage GuidesNew!

- User Home
- . TI 9000
  - O TI 9000 RMS Registrar
  - Accreditation Body
- QuEST Forum
  - Member's Area
  - o Work Groups
  - o Regions
  - Leadership Council
  - Executive Board
  - Marketing Materials
- Administrator
- Contact Us
- · Go to questforum.org Go to ti9000.org



Last Access Date: Wed Jan 31 14:33:22 CST 2007 Hello dvlpr Logout

**Review New Registration Information** 

Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5

#### Profile Information ----

Registration Name
Registrar Company
Acreditation Body
ISO Status
Registration Option
Nace Code - Hardware
Nace Code - Software
Nace Code - Services
ISO Scope Statement
TL 9000 Scope Statement
Exemptions

Test Registration ABS Quality Evaluations, Inc ANAB 150 9001 2000 TL 9000-H DJ 28 1 None None Test Scope. Test Scope... None

**Review** information entered during previous steps. To correct any information click on the "Go Back to Step" button

#### Locations Information

Facility Name	City	Country	Employee Count
WSTC	Dallas	United States of America	25

#### Products Information

Product Category Table Product Category Product Category Name 38 1 1 Circuit Switch

#### Responsibility Information

Primary Administrator dvlpr utd

Alternate Administrator Bao Tran

#### **Registration Creation Charges**

The following charges will be applied for creating a registration.

1 1

Creation are shown

Charges for

Registration

Don Don

USD 396.00 Total USD 396.00

<< Go Back to Step 4

Confirm Registration Creation

Click on this button to create the registration

# **Registration Creation – Step 5**

Tou	rs/Usade Guides <sup>New!</sup>	Hello dvi	pr Last Acce	ss Date: Tue	Jan 30 23:53:31 (	GMT 2007	Logout			
	Performance E Global Telecor	xcellence	e through tions Quality		Ć	QuES F S R U	Г м			Registration Number assigned by System
	Tours/Usage Guides <sup>New!</sup>	Hello	dvlpr Last Ac	cess Date: We	ed Jan 31 14:33:2:	2 CST 2007	Logour			·····
T	User Home     TI 9000	Registrati	on Creation Cor	nplete						
1	<ul> <li>TL 9000 RMS</li> <li>Registrar</li> <li>Accreditation</li> </ul>	Congratulat all future qu	ions !!! A TL 9000 estions/comments	Registration ha	s be ared in t registration.	he system.	Following	is the Reg	jistration I	D assigned to your registration. Use this Registration ID for
	QuEST Forum	Registratio	on ID: 5762							
<ul> <li>Member's Area</li> <li>Work Groups</li> <li>Regions</li> <li>Leadership</li> </ul>							approved by the Primary/Alternate Admin of your company he registration under Manage Registration to view pending			
	Council o Executive Board	To make a p	oayment, click on th	ne "Pending" lin	k for an invoice. Th	ie different i	nethods o	f payment	will be sh	own.
	<ul> <li>Marketing Materials</li> </ul>	Invoice ID	Type of Invoice	Invoice Date	Invoice Amount	Paid Date	Status	Invoice	Receipt	
	<ul> <li>Administrator</li> <li>Contact Us</li> </ul>	6218	RegCreate	2007-01-31	396.0		Pending	Adda		
		Click here to	o Continue							
	<ul> <li>Go to questforum.org</li> <li>Go to tl9000.org</li> </ul>									
		lf t	he com	hanv is	s not a (	)uES		orun	n Me	ember annronriate
							, , , ,	or un		
		inv	voices au	re crea	ated and	the	Rea	istra	ation	is marked as

"Not-paid". When all invoices are paid, the registration is activated for data submissions.

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# **Data Submission Process**

- First, log in to the QF Portal
- Next, select TL 9000 RMS
- Select the Registration the data is for
- Under Data Submission Management, make a new submission – click the Year
- Click on the Month of the data
- Select the Product Category
- Upload a data template or type in the data\_\_\_\_



## QuEST Forum Website – questforum.org



Who

Performance Excellence through Global Telecommunications Quality

• TI 9000

Best Practices

Resources

About Us

Membership

Global Regions

Work Groups

Events

News

Google

search

TL 9000 | Best Practices | Resources | About Us | Membership | Global Regions | Work Groups | or | Events | News

Home I Contact I Join I Login

QuEST Forum helps its member organizations pursue global telecommunications quality and performance excellence through the implementation of a common quality standard, the collaborative activities of its global work groups, an emphasis on industry best practices, and the delivery of a

leading-edge measurement system.

#### What is "QuEST"?

Quality Excellence for Suppliers of Telecommunications

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#### **Upcoming Events**

9th Anniversary QuEST Forum Annual Meeting Doubletree Paradise Valley Resort/Scottsdale 5-9 February, 2007

Industry Events

#### **Recent Events**

QuEST Forum Dis Quality you Benchmarking s

Discover WHY WELCOME your company to our newest should join members! QUEST Forum

#### "Jump Start" into your TL 9000 journey!

Want to know what TL 9000 is all about and how it can benefit your company? QuEST Forum has available to all organizations a "Jump Start" program to "Jump Start" Register Now you can w companies that adh a consistent set of quality requirements. View all certified TL 9000 registered companies.

~

How to Become a QuEST Forum Member Discover the value and benefits of joining QuEST Forum. Downloading our membership brochure.

#### How to Become TL 9000 Registered Find our more about how to get started with your TL 9000 registration.

Trend Reports Are you a member? Get

access to the latest performance data reports You can start from the QuEST Forum Home Page. Click on Login to get to the QF Portal

## TL 9000 Website - tl9000.org



Contact Us Home Site Index

00\* System One Global Stando

TL 9000 Quality Management System

requirements of the worldwide telecommunications industry.

Home | QuEST Forum | About TL 9000 | Registrations | Handbooks | Alerts | Registrars a

Resources | News | FAQ

TI 9000 Goal

#### Welcome to the TL 9000 Home Page

QuEST Forum developed the TL 9000 Quality Management System to meet the quality

#### Related links

QuEST Forum

- Login
- News and N
- News about
   Informational A
- By defining system requirements for the design, development, production, delivery, installation and maintenance of telecom products and services and providing a measurement system that allows companies to track performance and improve results:
- By eliminating the need for multiple quality management standards, which reduces the cost of doing business and ultimately results in better products and services to consumers;

By providing a consistent set of quality expectations to drive efficiency and formance across the global telecom supply chain.

### You can also Login here

helps assure consistent pply chain efficiencies and tified suppliers, companies

are assured that they have a QMS that has been systematically audited by an independent TL 9000 registrar. Furthermore, the advanced measurements system facilitates analysis against industry benchmarks. It provides the basis for objective product or supplier evaluations to make fully informed supply decisions.

For suppliers, conformance to TL 9000 certification validates the quality of product, services and customer care that they provide. It reduces the costs of quality audits while helping create customized performance reports for current and potential customers.

TL 9000 certification, along with independent audits, allows suppliers to save time and

 Establish and maintain a common set of telecom QMS requirements, which reduces the number of standards

- for the industry;
  Foster a system that protects the integrity and use of telecom products hardware, software and services;
  Define effective cost and performance-
- and performancebased measurements to guide progress and evaluate the results of QMS implementation;
- Drive continual improvement and enhance customer relationships;
- Leverage the industry conformity assessment process.

### You can also start from the TL 9000 Home Page. Click on Login to get to the QF Portal

## **QuEST Forum Portal – Login Page**

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Login

Notice: Portions of this portal may not perform correctly with some browsers such as Firefox. All functions work correctly when using Internet Explorer or Netscape Navigator.

Enter your User Name and Password

Click here to go to QuEST Forum Home Page Click here to go to TL 9000 Home Page

Click here for news about Product Category Release 4.0

User Name

User Password

Login		

Forgot Password

Create a New User Account

View Certified Registrations

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## TL 9000 RMS – Home Page







#### Tours/Usage Guides<sup>New!</sup>

Hello dvlpr

#### Last Access Date: Fri Feb 02 19:21:33 GMT 2007 Logout

- User Home
- TL 9000
  - o TL 9000 RMS
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- QuEST Forum
  - o Member's Area
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  - o Leadership Council
  - o Executive Board
  - Marketing Materials
- Administrator
- Contact Us
- · Go to questforum.org
- Go to tl9000.org

New TL 9000 Data Submission

- 2007 January (2 Product Categories)
- 2007 February (No History)
- 2007 March (No History)
- 2007 April (No History)
- 2007 May (No History)
- 2007 Jun (No History)
- 2007 July (No History)
- 2007 August (No History)
- 2007 September (No History)
- 2007 October (No History)
- 2007 November (No History)
- 2007 December (No History)

The months of the year are shown

Select the month of the data. In this case, only January can be submitted.

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#### urs/Usage Guides<sup>New!</sup> Hello dvlpr Last Access Date: Fri Feb 02 19:21:33 GMT 2007 Logout User Home New TL 9000 Data Submission TI 9000 2007 January (2 Product Categories) o TL 9000 RMS 38-711 o Registrar 40-711 Accreditation Body QUEST Forum 2007 February (No Histor) Member's Area ■ 2007 March (No History) o Work Groups 2007 April (No History) ± o Regions

- o Leadership Council
- o Executive Board
- Marketing Materials
- Administrator
- Contact Us
- Go to questforum.org
- Go to tl9000.org

- 2007 May (No History)
- 2007 Jun (No History)
- 2007 July (No History)
- 2007 August (No History)
- 2007 September (No History)
- 2007 October (No History)
- 2007 November (No History)
- 2007 December (No History)

Selecting the month shows what product categories are in your profile.

Here we see 7.1.1 available in two Product Category Tables. Select only one.



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Tours/Usage Guides <sup>New!</sup>	Hello dvlpr Last Access Date: Fri Feb 02 19:21:33 GMT 2007	Logout
Tours/Usage Guides <sup>New!</sup> User Home TL 9000  TL 9000 RMS  Registrar  Accreditation Body  QUEST Forum  Member's Area  Work Groups  Regions  Leadership Council  Executive Board  Marketing Materials  Administrator  Contact Us  Go to questforum.org Go to tl9000.org	Hello dvipr       Last Access Date: Fri Feb 02 19:21:33 GMT 2007         Data Submission Details       1         Month       1         Year       2007         Product Category Table       4.0         Product Category ID       7.1.1         Product Description       Installation         Product / Location       All         Submit TL 9000 Data Online       OR         OR       Browse       Upload Template File         Click here to download the templates       Submit State	Example submission. Type in the data. Start by clicking this button.
Done		Internet 100% CuES





Tours/Usage Guides <sup>New!</sup>	Hello dvlpr	Last Access Date: F	ri Feb 02 19:21:33 GMT 2007	Logout
<ul> <li>User Home</li> <li>TL 9000         <ul> <li>TL 9000 RMS</li> <li>Registrar</li> <li>Accreditation Body</li> </ul> </li> <li>QuEST Forum         <ul> <li>Member's Area</li> <li>Work Groups</li> <li>Regions</li> <li>Leadership Council</li> <li>Executive Board</li> <li>Marketing Materials</li> </ul> </li> </ul>	Data Submissio Month Year Product Catego Product Catego Product Descrip Product / Locat This Product/location Please enter a differ	n Details bry Table bry ID btion ion has already been used. rent product/location	1 2007 4.0 7.1.1 Installation All	If you've already made a submission with this Product / Location field, you'll
<ul> <li>Administrator</li> <li>Contact Us</li> <li>Go to questforum.org</li> <li>Go to tl9000.org</li> </ul>	OR	9000 Data Online	Upload Template File	nave to choose a new value.

Click here to download the templates

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Tours/Usage Guides<sup>New!</sup>

Hello dvipr

Last Access Date: Fri Feb 02 19:21:33 GMT 2007

007 Logout

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- Go to ti9000.org

TL 9000 Key Submission



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Done





#### Tours/Usage GuidesNew!

#### Hello dvlpr

Last Access Date: Fri Feb 02 19:21:33 GMT 2007 Logout

User Home

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  - o Executive Board
  - Marketing Materials
- Administrator
- Contact Us
- · Go to guestforum.org
- Go to ti9000.org

### TL 9000 Key Submission





<ul> <li>Marketing Materials</li> <li>Administrator</li> </ul>				<u>^</u>
Contact Us	Measurement	NPR		
	NPRs	15	Total normalization units	
<ul><li>Go to questforum.org</li><li>Go to tl9000.org</li></ul>	Np4	2	Number of problem reports	
	Measurement	FRT		
	Fr4c	2	Number of problem reports closed	
	Fr4d	1	Number of problem reports due	
	Measurement	OFR		
	Of4c	0	Number of overdue problem reports closed	
	Of4d	0	Number of overdue problem reports	
	Measurement	t OTD		
	DVa	1	Number of services delivered on time	
	DVd	2	Number of services due	
Click	Measurement	IOF		Vou can
Submit to	Nio	1	Number of installation jobs that caused outages	
send the	Ni	4	Number of installation jobs	спеск уоиг
data to the				data without
	Measurement	t SQ		submitting it
	SQd	1	Service quality numerator as defined in Apper	( Č
	SQt	1	Service quality denominator as defined i	Ta
	Submit	Cancel	Validate but not Submit	
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				Qu



Logout

#### Tours/Usage GuidesNew!

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  - o Executive Board
  - o Marketing Materials
- Contact Us
- · Go to questforum.org
- Go to ti9000.org

Online Data Submission Confirmation

The submission PASSED all checks and has been submitted to MRS.

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C-	intimum.	
1.0		

Online Data Submission Va	lues Report	
ProductCategoryTableName	4.0	
ProductCategory	7.1.1	
ProductCategoryName	Installation	
DataTemplateType	V	
YearOfData	2007	
MonthOfData	1	
EncryptionKey	richardistheking	
RegistrationID	4104	
Product/Location	Hamilton	
MeasurementID	NPR	
NPRs	15	
Np4	2	
MeasurementID	FRT	
Fr4c	1	
Fr4d	2	
MeasurementID	OFR	
Of4c	0	
Of4d	0	
MeasurementID	OTD	
DVa	1	
hvd	2	

The MRS sends you a status report in two parts.

The top part contains all the data you submitted including the encryption key, the data, etc.

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	rr	
ProductCategoryTableName	4.0	
ProductCategory	7.1.1	
ProductCategoryName	Installation	
DataTemplateType	V	
YearOfData	2007	
MonthOfData	1	
MeasurementID	NPR	
NPRs	Ok	
Np4	Ok	
NPR4	0.13333334	
MeasurementID	FRT	
Fr4c	Ok	
Fr4d	Ok	
FRT4	50.0	
MeasurementID	OFR	
Of4c	Ok	
Of4d	Ok	
OFR4	100	
MeasurementID	OTD	
DVa	Ok	
DVd	Ok	
OTS	50.0	
MeasurementID	IOF	
Nio	Ok	
Ni	Ok	
10	25.0	
MeasurementID	sQ	
sQd	Ok	
SQt	Ok	
sQ	1.0	

Online Data Submission Status Report

The bottom part contains the calculated output values.

Save this page. Either print it or save it to a file. You'll need it for your audit.

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Done



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Aintain TL 9000 Registration

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- Go to ti9000.org

Maintain TL 9000 Registration

#### **Operations on Registration**

Edit Registration Profile Delete TL 9000 Registration Records Split/Merge Registration

#### **Certified Registration**

View Registration History

Download Release 3.7 Templates Download Release 3.8 Templates Download Release 4.0 Templates

#### Data Submission Management

View data submission history in year 2007 2006 2005 2004 2003 2002 2001 Make a new submission for year 2007 2006 20 2004

Add Product Categories

#### Payment History

View Invoices/Payments

#### Profiles

View Public Registration Profile View Private Registration Profile

#### Assign Responsibilities to Users

Users Willing To Join Not Joined Joined If you later find you made an error and need to resubmit, here's how to do it.

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### First, select the year of the submission in View History

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Help

Help



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<ul> <li>User Home</li> <li>User Home</li> <li>T. 19000</li> <li>T. 19000 RMS</li> <li>Registrar</li> <li>Accreditation Body</li> <li>2006 February (No History)</li> <li>2006 March (No History)</li> <li>2006 Jun (1 Submissions)</li> <li>2006 Jun (1 Submissions)</li> <li>2006 August (No History)</li> <li>2006 August (No History)</li> <li>2006 August (No History)</li> <li>2006 Cotober (No History)</li> <li>2006 November (No History)</li> <li>2006 December (1 Submission</li> <li>3.8-7.1.1 - All</li> </ul>	/Usage Guides <sup>New!</sup>	lo dvlpr Last Access Date: Fri Feb 02 19:21:33 GMT 2007 Logout
	User Home TL 9000 • TL 9000 RMS • Registrar • Accreditation Body QuEST Forum • Member's Area • Work Groups • Regions • Leadership Council • Executive Board • Marketing Materials Administrator Contact Us Go to questforum.org Go to ti9000.org	View TL 9000 Data Submission History © 2006 January (No History) © 2006 March (No History) © 2006 April (1 Submissions) © 2006 July (No History) © 2006 July (No History) © 2006 October (No History) © 2006 October (No History) © 2006 December (1 Submissions) © 2006 December (1 Submissions
Internet		S Internet C 1009



# **TL 9000 Data Submission**

- Data is secure and anonymous.
- Certified to ISO 27001(BS 7799) 1<sup>st</sup> in USA in January 2000
- Completely automated. 24/7/365 operation
- Currently average about 100 submissions/day
- Data averaged annually available to TL 9000 registrations free via registration profile
- Data averaged monthly including Best-in-Class as exclusive benefit of QuEST Forum membership



# **TL 9000 Certification**

- You've registered
- You've completed TL 9000 preparations
- You've submitted three consecutive months of TL 9000 data
- You've passed your certification audit
- What's next?



# **TL 9000 Certification**

- Your auditor/registrar must log in and certify your registration online.
- The auditor must certify each location and each product category individually.
- They enter a 'first certified' date the first time, and then enter current certification date, and expiry date.



# **TL 9000 Certification**

- Finally, the auditor approves the registration.
- This approval makes it show on the public side and marks your future Data Submission Receipts as Certified to TL 9000
- Look for your registration on the public side. If you don't find it, call the auditor.



# **Contact Information**

- Use Contact Button on every page of questforum.org and tl9000.org to
  - Ask questions
  - Make suggestions
  - Report problems

