PRI REGISTRAR
AUDITOR ADVISORY #105

TO:                               PRI Registrar Environmental Auditors
FROM:                             Samantha Brock – Registrar Quality Specialist
DATE:                             May 16, 2018
RE:                               EMS Complexity Worksheet
CC:                               PRI Registrar Staff

Dear Auditors,

In February of 2018, PRI Registrar received a minor nonconformance at an ANAB
witness audit, in which the RF-123 (EMS Complexity Form) was not provided to the
auditor. The lack of review of this form by the auditor resulted in an incorrect
complexity not being corrected.

As a result of this nonconformance, PRI Registrar has modified its process for using the
RF-123 and has committed to ensuring that all stakeholders are clearly aware of this
process and their roles in it.

Process revisions have included:
– Revision to the RF-22 EMS (EMS Audit Report)
– Revision to the RF-123 (EMS Complexity Worksheet)
– New RF-123 Work Instructions

Please review the attached training presentation, which will discuss the changes to the
audit report, and will introduce the use of the new RF-123 and work instructions. The
RF-123 and work instructions will also be attached for your review.

Once you have reviewed all materials, please complete the acknowledgement form
located at this link.

If you have any questions on this new process, or your responsibilities, please don’t
hesitate to contact us!