Dear Auditors,

Our Registration Decision-Makers have brought it to our attention that there have been a significant number of audit package rejections recently, due to the fact that the instructions for IAQG Form 5, Box 30 (Audit Summary) have not been followed. While PRI Registrar has not explicitly documented a requirement for the bullets listed in the instruction to be included in the audit summary, their inclusion in IAQG’s instruction means that they are a requirement regardless of our documented expectations.

Going forward, please ensure that the audit summary addresses each of the following items:

- The effectiveness of the QMS and the organization’s approach to continual improvement.
- The capability of the QMS to meet applicable requirements and expected outcomes.
- Deviation from the audit plan and their reasons,
- Significant issues impacting on the audit program.
- Unresolved issues, if identified.
- Appropriate use of the certification documents and marks, if applicable.
- Effectiveness of the internal audit and management review processes.
- Conclusion on the appropriateness of the certification scope.
- Confirmation that the audit objectives have been fulfilled.

To reduce confusion, and to bring everyone onto the same page, we have updated the REG-FRM 76 AS (Aerospace Registration Decision Report) to include all of these bulleted items as a formal part of the Registration Decision review. We encourage all auditors to use the REG-FRM 76 AS while completing audit documentation to ensure that all requirements are met. A copy of the updated form may be obtained through the Auditor Help page, under Auditor Reference Materials.