Dear Auditors,

It has come to our attention that some auditors are not sending out the audit plan as required by PRI Registrar’s process. So, let us take a moment to review and make sure everyone is on the same page.

- For all audit types and standards, the audit plan is to be documented on PRI Registrar’s RF-12 audit plan forms.
  - For the specific version of the RF-12 needed, refer to the RF-115 Audit Documents Listing, available on the appropriate Audit Documents page on the Auditor Help page accessible through RMS (RMS > Help > Auditor Help > [STANDARD] Audit Documents).
    - This does include Stage 1, transfer and special audits.
  - For Aerospace, the RF-12 directly available through the Plan page in the RMS audit.
  - For QMS, EMS, and OHS audits, the applicable RF-12 form must be downloaded from the Audit Documents page.
    - While the RMS audit plan functionality is still available, DO NOT USE IT. The audit plan in RMS does not fulfil all of the requirements of ISO/IEC 170121-1.
    - A modification is currently in progress that will remove this functionality, and will instead provide the RF-12 directly.
- This plan is to be completed and emailed to the client 30 days prior to the start of the audit, whenever possible.
  - If work on the audit plan is being delayed because the client has not completed their RF-129 Matrix (QMS/EMS/OHS) or RF-114 Planning Resource (AS), then you need to call the assigned client manager to help you in retrieving what you need.
  - If the audit is scheduled less than 30 days in advance of the audit, then please do the best you can in getting the plan out in a timely manner.
- For all regular audits (Stage 2, recertification, and surveillance), the audit plan must reflect a process audit:
  - Process names must appear on the plan, and must match the client’s defined processes.
  - Individual audit activities (e.g., top management interview) cannot appear on the audit plan without being identified as part of a process audit.
  - See the November 17, 2018 Quarterly Auditor Training for further details.
    - The training is available on the Auditor Training Materials page, accessible through RMS (RMS > Help > Auditor Help > Auditor Training Materials).
- When including an item for “Closing audit trails” on the plan, this activity should be restricted to no more than one hour.