TO: PRI Registrar Auditors  
FROM: Production, Planning & Control Specialist  
DATE: 19-February-2009  
CC: Pete Kucan, James Borczyk, Phylis Logan, Lori Paladino, Constance Hess  

Dear Auditors:

In response to a Boeing Oversight Audit NCR regarding scope change notifications, we have made a slight change in the audit report shells. The issue relates to auditors identifying scope changes while on-site at an audit; and communicating those changes with the office. In the case noted by Boeing, a scope was modified while on-site, and the lead auditor 1) did not immediately notify the office, and 2) did not clearly indicate the change in the scope of the report. Consequently, the scope had been modified, but it was not reflected in the Certificate of Registration.

It has always been our practice for auditors to immediately alert the office staff when a change in the scope of registration is identified. **If you are on-site when the scope change is identified, we still require that you immediately notify the office**, and also clearly indicate the change in the Scope of Registration on page 2 of the audit report. We ask for immediate notification due to the fact that in some cases, a change in scope can result in a required increase in audit duration. We earnestly try to identify changes of this nature prior to the audit, but in some cases it is just simply not caught until the on-site audit.

We have made two changes in the audit report. First, in the scope section of page 2 in the audit reports, we have simply added a checkbox for you to mark if the scope has indeed been modified. Secondly, in section 2 (Summary), we have included an expanded “Scope Verification” section. If the scope has changed, we ask that you indicate whether you feel that more audit time may be necessary for future audits to incorporate the scope changes. We also ask that you provide a very brief justification as to why the noted scope change may, or may not entail more audit time.

These changes will help ensure that no scope modification notifications are missed.

Below you will see an example of the changes to the audit report shells. Please feel free to contact us with any questions or concerns you may have regarding this change.

Kind Regards,  
Joseph Hill  
Production, Planning & Control Specialist  
PRI Registrar