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SCHEDULING / ACCEPTING AN AUDIT
Once your quote is accepted by you in RMS, Scheduling will contact you to schedule your audit(s). Once date(s) are agreed on between you and the auditor, you will receive a notification from RMS via email and on your dashboard. You can click on the link in the RMS email or the task on your dashboard to complete the task.
Clicking on the link in the RMS email or dashboard task will bring you directly to the audit. You can either accept or decline the date(s). You can also add a note for the office or auditor. Once you click accept/decline, click on the Submit button.

By clicking on the auditor’s name, you can view their contact details. (Ex: email and phone number)
ACCEPTING AN AUDIT

• If you have multiple sites, an audit may need to be accepted at each site. RMS will generate a task/notification for each audit that will need to be accepted. Please refer to your dashboard to make sure all audits are accepted.

• All additional sites can be found under the Program Schedule on the Master Audit Program (MAP) page and in the profile under the Locations and Certifications tab.

• If you have any questions about your audit dates, please contact your auditor and/or PRI Registrar Scheduling.
AUDIT PREPARATION
AUDIT PREPARATION

• Prior to your audit, there will be documentation required for you to complete

You will need to complete/update the Audit Planning Form (RF114) and upload a Process Interaction Diagram. You will receive notifications from RMS via email and your dashboard. You can click on the link in the RMS email or the task on your dashboard.
Audit Planning Resource

- Planning Resource Document (RF114) – Click download template to download the most recent RF114. Once completed, click Upload to upload your completed RF114.
- Process Interaction Diagram – Click Upload to upload your diagram.
- Once all forms are uploaded, click Submit

Note: Until the audit closes, all forms can be updated by clicking blue pencil icon.
It is crucial to get your documents uploaded and submitted in RMS 45-60 days prior to your audit. If the audit is scheduled within 60 days of the audit start date, please submit the forms as soon as possible so the auditor can prepare the Audit Plan.

If you need assistance completing the forms or have any questions, please contact your Account Specialist.

Your auditor will review these forms and use them to prepare your audit plan. You will receive your audit plan, from your auditor, 30 days prior to your audit.
Once your auditor has completed the audit plan it will be uploaded to RMS. You will be notified once it’s uploaded. The audit plan will also be uploaded to your audit in RMS. If you have any question regarding your audit plan, please contact your auditor.
• All Aerospace audits are conducted in OASIS (IAQG database) and RMS (PRI Registrar database)

• Your Account Specialist or Process Coordinator will set-up your audit in OASIS
  • Initial audits – All companies are required to have an OASIS administrator, who receives audit communication. The RMS Primary Quality contact will receive an invitational email from IAQG containing set-up instructions.
  • All other audits – verify your OASIS admin information is correct. If it needs to be updated please refer to the Manage Data Access guide.

• For help in OASIS please refer to OASIS Help.
• Your Audit Plan will also be accessible in OASIS under the Audit Package tab.

• If you receive NCR’s during your audit, please refer to the OASIS NCR Management Guide.
  • As a reminder, please populate the Organization Representative box, under section 1, in order to edit a NCR
  • For additional assistance in responding to NCR’s, please review our NCR Guidance document.
• Please be aware of the Discussion Note tab found within each NCR for additional conversation with your assigned auditor. An email will come from IAQG to notify you of a discussion.
OASIS

• Once the audit has concluded and is closed by your Account Specialist, all audit documentation will be migrated to RMS for your access.

• You will receive a Registration email from your Account Specialist with a link to your audit in RMS.
SCHEDULING THE NEXT AUDIT
SCHEDULING THE NEXT AUDIT

• Prior to your auditor leaving your facility, an audit date for the following year should be determined.
  • If the next audit is your recertification (recert) audit, Scheduling will contact you 6-9 months prior to your certificate expiration date to set up dates.

• The audit duration is available in RMS and should be referenced when selecting dates. Dates should also be chosen based on target dates:
  • +/- 90 days from the certificate expiration date.

• The auditor will submit the dates in RMS and Scheduling will use these dates to schedule your next audit.
AFTER THE AUDIT
While you are waiting for your audit to close, there are a few status’s your audit will go through in RMS

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialized</td>
<td>The audit is not scheduled</td>
</tr>
<tr>
<td>Request to Schedule</td>
<td>The audit needs accepted by client/auditor</td>
</tr>
<tr>
<td>Scheduled</td>
<td>The audit has been scheduled</td>
</tr>
<tr>
<td>Planning</td>
<td>PDR/Matrix Document is Submitted by Client to auditor.</td>
</tr>
<tr>
<td>Audit Plan Submitted</td>
<td>The audit plan has been submitted by the auditor for the client’s review</td>
</tr>
<tr>
<td>Report Submitted</td>
<td>The audit report has been submitted to the office for review</td>
</tr>
<tr>
<td>Report Rejected</td>
<td>The audit report has been rejected by office and back to the auditor</td>
</tr>
<tr>
<td>Registration Review Pending</td>
<td>The audit report has been forwarded to Expert (Registration) Reviewer for review</td>
</tr>
<tr>
<td>Registration Review Rejected</td>
<td>The Audit report has been rejected by Expert (Registration) Reviewer and back to the auditor</td>
</tr>
<tr>
<td>Expert Review Pending</td>
<td>The audit report has been forwarded to Expert Reviewer for review</td>
</tr>
<tr>
<td>Expert Review Rejected</td>
<td>The Audit report has been rejected by Expert Reviewer and back to the auditor</td>
</tr>
<tr>
<td>Internal Review Pending</td>
<td>The audit report has been forwarded to Internal Reviewer for review</td>
</tr>
<tr>
<td>Closed</td>
<td>The audit is closed</td>
</tr>
</tbody>
</table>
Once you have completed your audit, your certificate will be available for download directly on your Master Audit Program (MAP) page.

Issue/Expiration Dates that are listed on your cert are also listed in RMS.

To review your completed audit and upcoming audits, click on your company name under Program Schedule. This brings you to the Site Audit Program (SAP) page.
Your completed audits will now be shown as closed. You can click on the name of the audit to review the audit details.
Audit Report – Completed by your auditor and includes all your site-specific details. This page can be printed by clicking the print button.

NCR – Summary of the amount of NCRs you receive during the audit

Audit Program – Process and Activities that were audited and will be audited at future audits

Documents – Includes the sign-in sheet and all document from OASIS
AUDIT ACCESS
AUDIT ACCESS

- If you hold multiple certifications with PRI Registrar or you have been with PRI Registrar for multiple certification cycles, all of your audit documents are held within RMS and can be accessed on the Certifications tab in your profile.
Click on the standard you would like to review

Click on the Certifications tab to view all your current or previous audit cycles

Click on the 5 digit Certification number to access the MAP page
Once you’ve reached the end of a certification cycle, you will receive an email from RMS indicating it’s time to renew your certification 90 days after the last surveillance audit.

You can also click the Recertification button found under the Certifications section on your dashboard or on the Master Audit Program (MAP) page.
PASSWORD HELP
LOGIN AND PASSWORD RESET

RMS Login Page
Click on the link to go to the RMS Login Page
https://rms.priRegistrar.org

Forgot Password
Click on the Forgot Password link.
*If you have previously completed an application as a Guest, click here to set up a password.
Retrieve Password

Enter your email address, your last name, and click on the Retrieve Password button.

A link will be sent to your email to reset your RMS password.
Retrieve Password
Click Forgot Password on the log in screen. You will be prompted to enter your User ID or Email. Click on submit.
A link will be sent to your email to reset your RMS password.
RMS SUPPORT
RMS SUPPORT

- For technical support or questions about RMS
  - Contact the support helpdesk
  - Hours: 8:00 AM – 5:00 PM ET M-F
  - Calls / emails returned within 4 business hours

rmssupport@p-r-i.org
724-772-8679