

# RMS CLIENT GUIDE

**APPLICATION, QUOTE, LOGIN &  
PASSWORD**

Updated: June 2023

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# REQUEST A QUOTE

# REQUEST A QUOTE

## PRI Registrar – Management Systems Certification

PRI Registrar is recognized as a premier registrar for quality, aerospace, environmental and safety registrations accredited by the ANSI National Accreditation Board (ANAB). We provide international third-party certifications for the following:



ISO 9001



AS9120



ISO 14001



ISO 45001 (non-accredited  
ANAB audit)

### Request a Quote

From the PRI Registrar website

[www.priregistrar.org](http://www.priregistrar.org)

click on the button to Request a Quote.

\*This applies to new clients only.  
Current clients contact Sales.

## QUICK LINKS



Small  
Business Certification

[Request A Quote](#)

[RMS Login](#)

[Sign up for our email](#)



*PRI Registrar continues to make the certification process as painless as possible. We, as a company, no longer dread the audit or surveillance process.*

– Jerry Watson, Fairlead Integrated Power and Controls

At PRI Registrar, you will find dedicated, knowledgeable staff, as well as highly trained, experienced auditors, to help you on your journey to certification and continual improvement. Offering registrations since 1995, PRI Registrar will work to add value to your management system. We are a not-for-profit registrar located in Warrendale, Pennsylvania. We are a results-driven organization partnering with you to improve your company, your management system, and your bottom line. Please visit our new [Registrar Resource Center](#) as well as our [FAQ](#) section to find answers to your questions. To learn more information about PRI Registrar services, [contact us online](#), or call us today at 724-772-1616.

# ENTER COMPANY INFORMATION

Request For Quote Save and Continue

Company Name and Address

\* Full Legal Company Name (Include DBA if applicable )

Test Client, LLC

\* Legal Status

LLC

\* Address line 1

123 Main Street

Address line 2

Address 2

\* City

Anytown

\* Zip Code

12345

\* Country

United States

State

Pennsylvania

\* Phone Number

123-456-7890

## Complete Required Information

Complete the required fields indicated with a red (\*) symbol.

Read the Terms and Conditions and Privacy Policy.

# ENTER CONTACT INFORMATION

Primary Contact Info

\* First Name  
Jane

\* Last Name  
Client

\* Job Title  
Quality Manager

\* Phone Number  
123-456-7890 x123

\* Email  
jclient@p-r-i.org

\* How did you hear about us ?  
Google Search

## Complete Required Information

Complete the required fields indicated with a red (\*) symbol.

Read the Terms and Conditions and Privacy Policy.

## Verify Identity

Check the box to indicate you are not a robot.

☐

I'm not a robot



## Save Information

Click Save and Continue.

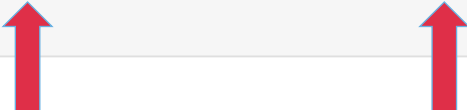
# CREATE A PASSWORD

Request For Quote

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It is recommended that you create the password to be able to see your quote request and continue in future. However, you can choose to continue with your request without creating one.

OR



## Create RMS Password

To track your quote, enter a password, click the Create Password and Continue button. If you wish to Continue as a guest, you must create a password later in order to view your quote or make any changes to your application.

# SELECT A STANDARD

Request For Quote

**Standards** Company Location

Save and Continue Save

---

**Standards for Audit Request**

\*Select standard/standards for requesting a quote

- ☐ **AS13100:** Requirements for Aero Engine Design and Production Organizations  
(Non-accredited conformance audit only)
- ☐ **AS9100:** Aerospace Quality Management System (Manufacture & Services)
- ☐ **AS9110:** Aerospace Quality Management System (Repair)
- ☐ **AS9120:** Aerospace Quality Management System (Maintenance)
- ☐ **ISO 9001:** Quality Management System
- ☐ **ISO 14001:** Environmental Management System
- ☐ **ISO 27001:** Information Security Management System
- ☐ **ISO 45001/OHSAS 18001:** Occupational Health & Safety Management System

How did you

**Test Client**  
123 Main St,  
Pittsburgh  
PA 12345  
United States  
Phone: 123-456-7890  
[Archive Company](#)

**Jane Client**  
Quality Manager  
Phone: 123-456-7890 x123

**Save and Continue** **Save**

## Select a Standard

Click the box to select a standard or standards.  
Indicate whether you are a New or Transfer  
client.

## Save Information

Click Save and Continue to  
advance to the next page or Save  
to come back to the quote later.



# ENTER PRODUCT INFORMATION

Request For Quote

Standards Company Location Certification

Save and Continue Save

---

**Company Info**

\* Website URL (Website URL, if none then type NA.)

Website URL

Description of Product and Process

Description of Product and Process

Will materials, products, technical data, technology or software governed under ITAR / EAR be reviewed as part of this audit?

☐ Yes ☐ No

Select the IAF and NACE codes that best fit your company's product or service

Select IAF/NACE Code Selected NACE Code

- 4 Textiles and textile products

☐ 13.10 Preparation and spinning of textile fibres

☐ 13.20 Weaving of textiles

☐ 13.30 Finishing of textiles

☐ 13.40 Textile product manufacturing

☐ 85.59 Other education not elsewhere classified

☐ 85.6 Educational support activities

Test Client, LLC  
123 Main Street,  
Anytown, PA 12345  
United States  
Phone: 123-456-7890

Jane Client  
Quality Manager  
Phone: 123-456-7890 x1234  
jclient@testclient.com

Help Contact  
Phone: 123-456-7890  
priv@testclient.com

Previous

Save and Continue Save

**Website URL**  
Enter your website URL.

**Describe Product/Processes**  
Enter a description of your Product and Process.

**Select ITAR/EAR**  
You are required to know your ITAR/EAR status. You can enter a separate ITAR/EAR contact at this step.

**Select IAF and NACE codes**  
If known, select your industries and activities from the list.

**Save Information**  
Click Save and Continue to advance to the next page or Save to come back to the quote later. Click Previous to go back to the previous page.

# ENTER COMPANY INFORMATION

Request For Quote

Standards Company Location Certification

Save and Continue Save

Is the primary location the same as the address listed on the right hand side of the application screen? (If the address entered on the right side of the application screen is not the primary location, click No and enter the primary address details.)

☒ Yes ☐ No

Are you seeking certification for more than one location? (If you have more than one location, click 'Yes' and enter the additional location details. An additional location would be any location that will need to be covered under the certificate.)

☐ Yes ☒ No

priregistrar@p-r-i.org

Previous Save and Continue Save

**Save Information**  
Click Save and Continue to advance to the next page or Save to come back to the quote later. Click Previous to go back to the previous page.

# ENTER CERTIFICATE INFORMATION

Request For Quote   Standards   Company   Location   **Certification**   Save and Continue   Save

---

**ISO 9001**  
New  
Application In Progress

1   2   3

**Test Client**  
161 Thorn Hill Road  
louises@sae.org

**Primary Location Details**

Scope of Registration (As it will appear on your certificate)

Manufacturing and Distribution of components for Commercial and Government use.

Description of Product and Process

Manufacturing and Distribution of components

Location Employee Count

15

Square footage of location

10,000

Does this location work multiple shifts ?

☐ Yes  
☒ No

**Save Information**  
Click Save and Continue to advance to the next page or Save to come back to the quote later.

Save and Continue   Save

## Scope of Registration

Define the scope of registration as it will appear on your certificate.

## Other Information for Quote

Complete the location employee count, square footage, shift, design responsible and other information needed to generate a quote.

\*There will be a separate page for each location if there is more than one location.

# OCAP ANALYSIS

Request For Quote

Standards

Company

Location

Certification

Save and Continue

Save

AS9100  
New  
Application In Progress

1 2 3 4

OCAP Analysis

## Internal Audit Details

Please select the option below that best describes your internal audit program.

- ☐
  - Internal auditor(s) are able to dedicate their full attention during the audit(s) and are able to remain fully independent from the processes being audited
  - Multi-event audit program, audit full QMS annually
  - Audit program driven by risk and data
  - No nonconformances (internal or external) against corrective action process in the past year
- ☐
  - Internal auditor(s) work on internal audits while also responsible for day-to-day responsibilities; there may be minor risk of auditor(s) not being fully independent from the processes being audited
  - Internal audit is an annual event
  - Full QMS is covered annually
  - Any nonconformances (internal or external) against the corrective action process in the past year were minor, and have been closed
- ☐
  - Internal auditor(s) are not trained in auditing techniques and/or are at risk of including their own areas of responsibility in their audit
  - Primarily desk top audits
  - Major nonconformities from third party audits have been written against the QMS in the past year
  - Full QMS not covered annually
  - Major nonconformance(s) have been written against the corrective action process in the last year, or minor nonconformances have not yet been closed

## Internal Audit Details

Select the option that describes your internal audit program.

Quality Manager  
Phone: **724-772-1616**  
[louises@sae.org](mailto:louises@sae.org)

### Help Contact

Phone: **(724) 772-1616**  
[priregistrar@p-r-i.org](mailto:priregistrar@p-r-i.org)

# OACAP ANALYSIS

## \* Site Metrics

Please provide your most current goals and actual results for the following:

- Information must be provided on a site-by-site basis. If KPIs are measured together across the organization, provide this set of data for each site. If KPIs are measured separately for each site, then provide only the data for the current site.
- Please provide units of measure for goals and results, as appropriate.

| Metric                          | Goal                              | Actual Result                              |
|---------------------------------|-----------------------------------|--|
| On time Delivery                | <input type="text" value="Goal"/> | <input type="text" value="Actual Result"/> |
| Conformity of product / Service | <input type="text" value="Goal"/> | <input type="text" value="Actual Result"/> |
| Customer complaints / Feedback  | <input type="text" value="Goal"/> | <input type="text" value="Actual Result"/> |

## Site Metrics

Provide your organization's current goals and actual results.

## \* Site Complexity

Which of the following best describe your organization?

- ☐
  - Few processes
  - Small scope
  - Repetitive processes
- ☐
  - Many processes
  - Design responsibility
  - Large scope
  - Unique/special processes

## Site Complexity

Select the option that describes your organization.

## Additional Aerospace Standards

If your organization has implemented any additional aerospace standards (e.g., AS9102, AS9145), please list them below, along with your level of compliance.

|   |   |
|---|---|
| Standard Name<br><input type="text" value="Standard Name"/>     |   |
| Standard Number<br><input type="text" value="Standard Number"/> | Release Date<br><input type="text" value="Release Date"/> |
| Compliance<br><input type="text" value="Select Compliance"/>    |   |

## Additional Aerospace Standards

Add any additional aerospace standards that your organization has implemented. *This section is not required.*

[Add more additional aerospace standards](#)

# OCAP ANALYSIS

- After you submit your application, our Technical team will do an internal review and may reach out with additional questions.
- If you have any questions about the OCAP Analysis, please contact [Dale McCune](#).

# ENTER AUDIT INFORMATION

Request For Quote
Standards
Company
Location
Certification
Save
Save and Submit

ISO 9001  
New  
Application In Progress
1
2
3
Test Client, LLC  
123 Main Street,  
Anytown

### Confirm Request

Please confirm your legal company name:

Please confirm your company website address:

Has at least one cycle of internal audit and management review been completed?

☐ Yes ☐ No

Do you want to include an optional pre-assessment?

☐ Yes ☐ No

What is the time period desired for certification?

### Help Contact

Phone: (724) 772-1616  
priregistrar@p-r-i.org

### Internal Audit / Pre-Assessment

A pre-assessment is a gap analysis prior to your initial audit

### Confirm Details

Take a final moment to review the legal company name and company website you entered during the application process

### Registration Date

Select the approximate month and year to begin your audits.

### Save Information

Click Save and Submit for your application to be reviewed by our sales staff.  
Click Save and come back to the form later.  
Click Previous to go back to the previous page.

Previous
Save
Save and Submit

# REVIEWING & ACCEPTING A QUOTE



# REVIEWING A QUOTE

**PRI RMS**  
REGISTRAR MANAGEMENT SYSTEM

Welcome **Jane Client**

DASHBOARD AUDIT PROGRAM ▾ HELP ▾ REQUEST FOR QUOTE

### COMPANY PROFILE

**Test Client, LLC**  
123 Main Street,  
Anytown PA 12345 USA  
Phone: 123-456-7890

### CERTIFICATIONS

### QUOTE REQUESTS

|                            |                               |             |
|----------------------------|-------------------------------|-------------|
| ISO 9001:2015<br>Quotation | <a href="#">VIEW / ACCEPT</a> | 11-Oct-2021 |
|----------------------------|-------------------------------|-------------|

**MY TASKS (1)** 0 1 0

Filters

Showing 1 to 1 of 1 items per page

| Action                                   | Company          | Site Name & Address | Description             | Due Date    |
|--|------------------|---------------------|-------------------------|-------------|
| <a href="#">Quote from PRI Registrar</a> | Test Client, LLC |                     | Review submitted quote. | 13-Oct-2021 |

## Viewing The Quote

RMS will send an email when the quote is ready. The quote can be accessed via the link in the email RMS and on the dashboard in two locations.

# REVIEWING A QUOTE

Certification: **ISO 9001:2015**  
Structure: **Single**

Standard & Certification Structure

## Test Company One

161 Thorn Hill Road,  
Warrendale  
OR 15086  
United States  
Phone: **724-772-1616**

Review the Why Chose PRI Registrar information.  
You can print the quote prior to acceptance.

[Why PRI Registrar?](#) | [Print](#)

Total Cost \$ **6905.00**

|        |                             |   |                   |                  |
|--------|-----------------------------|---|-------------------|------------------|
| Year 1 | Cost Per Day <b>1300.00</b> | <b>3.00</b> Days  | \$ <b>4235.00</b> | +                |
| Year 2 | Cost                        | <div>Expand</div> <div>Click on the “+” symbol to see the breakdown of days and cost per year</div> |                   | <b>1991.25</b> + |
| Year 3 | Cost                        |   |                   | +                |

# REVIEWING & ACCEPTING A QUOTE

## Service Agreement

Review the Audit Service Agreement  
Check the box next to “I agree...”  
Check the box next to “I have the authority...”  
and complete the required boxes

### AUDIT SERVICE AGREEMENT - PRI Registrar

Scroll down to read the agreement

THIS AUDIT SERVICE AGREEMENT is made by and between the Performance Review Institute, Inc., a Pennsylvania not-for-profit corporation having a principal place of business at 161 Thorn Hill Road, Warrendale, Pennsylvania, 15086-7527, USA ("PRI"), and the company named on the front of this application ("Client").

#### PREMISES

WHEREAS, PRI is a certification body which offers services as an ISO 9001, AS9100, AS9110, AS9120, ISO 14001 and OHSAS 18001 Registrar (hereafter referred to as "Program"); WHEREAS, Client organization (hereafter referred to as "Client") has submitted to PRI an application for certification pursuant to the Program together with the applicable fee and information; WHEREAS, PRI is agreeable to initiating the process of certification ("Audit") pursuant to the Program, the policies and procedures promulgated by PRI in accordance with the Program and the terms and conditions of this Agreement;

- ☒ I agree and accept the terms and conditions for the Audit Service Agreement
- ☒ I have the authority to accept this contract

\*Authorized Signer Name:

Jane Smith

\*Authorized Signer Title:

Quality Manager

## Accept/Reject

Once you have reviewed your quote, you can either accept the quote to begin the audit process or reject it to further discuss your contract with your Business Development Specialist

Accept

Reject

# APPLYING FOR ADDITIONAL CERTIFICATIONS

# NEW CERTIFICATION



Welcome **Jane Client**



DASHBOARD

AUDIT PROGRAM ▾

HELP ▾

REQUEST FOR QUOTE

PROFILE 

**Test Company.**

123 Main Street,  
Anytown PA 12345 USA  
Phone: 123-456-7890

**EJ Kegerreis** Sales Specialist

Phone: 7247724094



## Request for Quote

Once you have been certified with PRI Registrar there may come a time when you need to be certified to additional standards. You can request a new quote from your Business Development Specialist at any time via RMS by clicking on Request for Quote.

05-Mar-2020

# NEW CERTIFICATION

Request For Quote

StandardsCompanyLocationCertification

Save and ContinueSave

\*Select standard/stand

☐ AS9100

☐ AS9110

☐ AS9120

☒ ISO 9001

☐ ISO 14001

☐ ISO 27001 (Non-accredited conformance audit only)

☐ ISO 45001/OHSAS 18001 (Non-accredited conformance audit only)

\*Type of application

☒ New

☐ Transfer

How did you hear about us - Google Search

Quality Manager

Phone: 123-456-7890 x123

[jclient@p-r-i.org](mailto:jclient@p-r-i.org)

Help Contact

Phone: (724) 772-1616

[priregistrar@p-r-i.org](mailto:priregistrar@p-r-i.org)

Save and ContinueSave

## New Application

After clicking Request for Quote, this brings you back to the application. Pick the new standard you are applying for and answer the applicable application questions (slides 9-12).



# PASSWORD HELP

# LOGIN AND PASSWORD RESET



## RMS Login Page

Click on the link to go to the RMS Login Page

<https://rms.priregistrar.org>

Welcome to the Audit Management System.

Login

[Create/Reset Password](#)

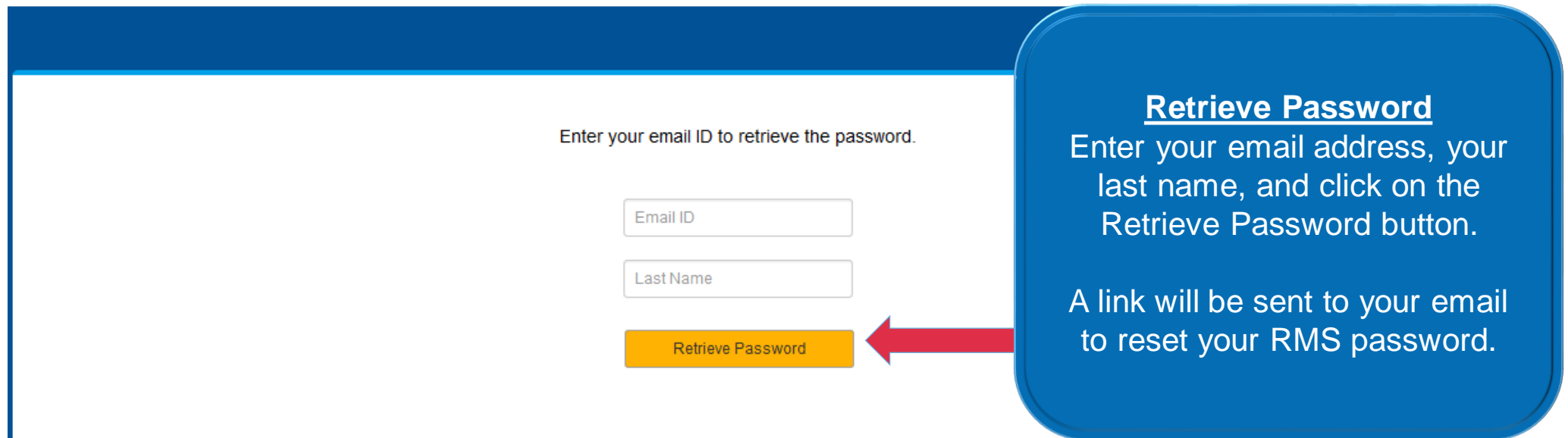
## Forgot Password

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



The image shows a web form for retrieving a password. It has a blue header bar. Below it, the text "Enter your email ID to retrieve the password." is centered. There are two input fields: "Email ID" and "Last Name". Below these is a yellow button labeled "Retrieve Password". A red arrow points from a blue callout box on the right to the "Retrieve Password" button. The callout box contains the text: "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."

Enter your email ID to retrieve the password.

Email ID

Last Name

Retrieve 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.

# 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](mailto:rmssupport@p-r-i.org)

724-772-8679