RMS Auditor Flow Summary

For more detailed instruction please see RMS Client User Guide. If you do not have the User Guide, you can access it in the Help Section in RMS or contact RMS Support at rmssupport@pri.org or 724-772-8679.

- Login – You will receive an email to set-up a password once your profile is set-up
- Dashboard/Notification – Each RMS user has their own task dashboard and are notified of assigned tasks via email. Tasks on dashboard are color coded per due date:
  - Green (upcoming)
  - Yellow (2 days out)
  - Red (past due).
- Profile – includes auditor details such as IAF codes, contact details, standards, calendar
- Scheduling – Calendars are managed by auditor. The calendar is used by PRI Registrar Scheduling to identify auditor availability and show existing audits assigned. When scheduling dates, a notification of proposed dates is sent to the auditor and task assigned to auditor to reject/accept dates.
- Audit planning documents – After audit dates are confirmed, the client is notified and assigned task to update planning documents in RMS. Once updated and submitted by client, auditor is notified and task assigned to prepare audit plan.
- Audit plan – Auditor will prepare audit plan in RMS template and submit 30 days prior to audit start. Client is notified when uploaded.
- Audit is conducted. RMS report fields are to be populated.
- Report, PEARs (AS only), NCR forms are auto-populated once all document fields are completed and auditor submits.
- NCR closure – Client is notified and assigned task to complete all sections of the NCR form. As the client completes each section of NCR form, auditor is notified and assigned task to review each. Once all sections accepted, auditor submits final NCR closure.
- Report Review – Account Specialist is notified when all audit documents are completed and submitted by auditor. The documents are reviewed and forwarded to expert review/registration decision as needed.
- Expenses/Receipts entered into RMS expense template by auditor.
- Next event – target dates for the next audit are identified in RMS and confirmed by auditor during the audit and entered in RMS. We start the next audit scheduling process 90 days after last audit.