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Scheduling/Accepting an Audit
Once a contract is accepted by a client in RMS, Scheduling will contact you to schedule the audit(s). Once date(s) are agreed on between you and the client, 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.
Accepting an Audit

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 client. Once you click accept/decline and the box acknowledging you have no conflict auditing this client, click on the Submit button.
Accepting an Audit

• If you are auditing multiple sites within the same program, an audit may need to be accepted for each site. RMS will generate a task/notification for each audit to be accepted. Please refer to your dashboard to make sure all audits have been 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.
Audit Plan
For all AS audits, the client will be required to complete the Planning Resource Document (RF114) and upload it to the Plan Tab in RMS 45-60 days prior to the audit, depending on when the audit is scheduled. Please contact the client and applicable Account Specialist if you do not receive an email from RMS indicating the document was not uploaded.

– It is the responsibility of the auditor to make a good-faith effort to work with the client to get the Planning Document prior to the audit.

The client is also required to upload the Interaction Process Diagram onto the Plan tab in RMS.

You will use the information to plan the audit. Please contact the client or applicable Account Specialist with any questions.
At least 30 days prior to the start of the audit, you are required to send the client an audit plan via email. Download the Audit Plan (RF12) from the Plan section of the audit in RMS, complete it, and upload it in RMS once complete.

The client may contact you with any questions regarding the audit plan.

You are also required to download the following document, use it during the audit then upload it back into RMS:

- Opening/Closing Meeting Attendance Sheet (RF20a)
  - This form template will be downloaded from the Plan section of the audit in RMS, and may be uploaded either on the same page, or in the Documents tab of the Report section of the audit.
To view the documents uploaded by the client, click on the Blue Arrow. You can upload any updates by clicking on the blue pencil if needed.

Click Download Template to generate the audit plan. Once completed, click “Upload” to upload the audit plan. Click submit once the plan is uploaded to alert the client the audit plan is ready for review.

Click download template to obtain the attendance sheet. Once completed, click upload. Note: If you upload this document on the Documents tab, it will automatically populate on the Plan tab.
Audit Documentation
Audit Report

- Scope: Verify the scope with the client. If it has changed, click Yes and enter the new scope.
- Employee Count: Verify the current employee count with the client. If it has changed, click Yes and enter the new employee count. Also contact the Sales Specialist in case the audit duration has increased or decreased.
- Certification Structure: Verify the certification structure. If you disagree click No and enter your justification. Sales will respond once the audit is submitted to the office.
- Site Details: Verify site information with the client. Please indicate any changes if necessary.

Navigation Tip:
To access other audits, click Previous or New Audit.
Audit Report

- Protective Equipment: Update any protective equipment needed. If none, please enter “N/a”
- Changes to Site Details: Verify all current company details are correct. If any details need updated, please list for the Account Specialist to review and update.

Scheduling

- Additional NCR Time: Please indicate if additional NCR time is needed for the current or future audits. Sales and Scheduling will review this section prior to scheduling the next audit.
- Set-up dates for the next audit prior to the end of this audit.
  - If the next audit is a recertification audit, inform the client Scheduling will contact them 6 – 9 months prior to their expiration date. It is a best practice to line up tentative dates for the recert audit until the next recert audit is in RMS for scheduling.
  - You can refer to the AS9104/1 table for the recert audit duration. Sales/Scheduling will confirm the duration 6 – 9 months prior to their expiration date.
  - Please keep in mind the 6 year AS rule; You cannot audit a client after 6 consecutive years.

Click Save and Continue to move to the next tab. You can also click Save if you would like to save your entries without moving to the next tab.
Scheduling the Next Audit

• Prior to leaving the client’s facility, an audit date for the following year should be determined with client for all audits except Recertifications.

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

• The first surveillance following the Stage 2 audit must be within 12 months of the Registration Decision (Cert Issuance Date).

• Ensure that at least one audit is conducted each calendar year.

• The selected audit date(s) must be entered into RMS on the Audit Report tab for scheduling to reference when scheduling the next audit.
Audit Program

Navigation Tip: Click Previous or Next to navigate within the current audit

Processes/Activities
Click Add New Process/Activity
Audit Program

**Processes/Activities**
- Enter the name of Process/Activity
- Select the audits when the Process/Activity will be audited
  - Each process/activity must be audited at least twice (i.e., the full-system audit, and at least one surveillance audit)
- Click Submit
To edit a process/activity, click on the blue pencil.

You can change when a process/activity is audited, Delete and Obsolete a process/activity.

Note: No process/activity can be deleted if it has history linked to it. If there is history, to remove a process/activity from the list, you must click Obsolete. Once obsoleted, the process/activity will appear in any previous audits but will not appear for future audits.
• Upload the Attendance Sheet (RF20a) under either the Plan or Document tab
  • Note: Attendance Sheet only needs to be uploaded on one tab - it will automatically populate on other tab.
• If you have any other documentation, upload them under Other Documents
• Once everything is completed, click submit for the Account Specialist to review
  • You can click Save if you would like to save your comments in the Comments box until you are ready to submit.
AS audits are performed in OASIS in addition to RMS

For assistance with OASIS, please review the following items:

- PRI Registrar Guide
- OASIS Help
NCR Management
Please refer to the **NCR Management Guide** for the requirements for NCR management.

An interactive NCR Due Date worksheet is available for Aerospace standards on the Auditor Help page, accessible through RMS at [this link](#)

- Or via RMS -> Help -> Auditor Help -> Auditor Reference Materials

- Auditors are encouraged to provide a copy of this worksheet to clients, or to copy the information into the audit report.
# General NCR Guidelines

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<tr>
<th>AS9100 / AS9110 / AS9120</th>
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<tr>
<td>Initial / Recertification Audits</td>
<td><strong>All</strong> NCRs must be verifiably closed.</td>
</tr>
<tr>
<td>Transfer Audits</td>
<td><strong>All</strong> NCRs must be verifiably closed.</td>
</tr>
<tr>
<td>Surveillance Audits</td>
<td><strong>All</strong> NCRs must be at least accepted; all <strong>major</strong> NCRs must be reviewed by a competent Registration Decision Maker.</td>
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After the Audit
• Once you have submitted the audit in RMS & OASIS, the applicable Account Specialist will be notified.

• Your audit documentation will be reviewed and if any corrections/edits are needed, you will receive an email from RMS with notes from the Account Specialist on what needs corrected.

• For Initial and Recertification audits: When all the NCRs are closed/accepted, your audit will also be reviewed by an Expert Reviewer so we can make the official registration decision. Audits with scope changes and major NCRs will also be sent for registration decision.
• If the Expert Reviewer requests any corrections.edits, you will receive a notification from RMS.
  • Notes from the Expert Reviewer on what needs to be revised can be accessed on the Expert Review Report Form (RF76), which can be downloaded from the Expert Review tab of the audit in RMS.
• The audit will also be rejected in OASIS, so you have access to make the required revisions.
• If you have any questions on what the Expert Reviewer is looking for, please contact the applicable Account Specialist.
Expense Reports
• The day after the audit end date, you will receive an email from RMS to submit your expenses. There will also be a task generated on your dashboard.
• The expense report can be accessed at any time during the audit process directly in the audit, in the top left-hand corner. You can add expenses as you go and save.
Submitting Expenses

- Enter an amount for each line item that is applicable.
- Please refer to the PRI Registrar Auditor Travel Guidelines for how to manage your expenses.
- All receipts should be uploaded into RMS.
- Please enter any additional comments if needed.
- You have the option to Save the expense report and Submit later if needed. Your expense report must be submitted to be reviewed and processed by the Process Coordinator.
- Once your report is submitted, you can print it by clicking the print icon at the top of the page.
- Your expense report will be reviewed, and it will either be accepted or rejected with additional comments.
- As per the PRI Registrar Auditor Agreement, payment will be remitted within 30 days of Expense Report submission, but typically payment is made within two weeks of receipt.
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.
Retrieve 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 password.
OASIS 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 Technical 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