



Dear PRI Clients,

The safety and well-being of our clients and staff is our highest priority. Please be assured that PRI continues to actively monitor the COVID-19 situation closely to ensure we are following the very latest advice and requirements to prevent the spread of COVID-19. Since the impact of COVID-19 continues, this letter is being sent to clients with upcoming audits to be sure we are working together to plan how your audits will be managed so there is no risk to your certification.

PRI has been utilizing an approved procedure for handling extraordinary circumstances or events (i.e. war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flooding, earthquake, malicious computer hacking, other natural or man-made disasters).

PRI Registrar has continued to schedule and conduct all audits (on-site or remote) as long as there are no restrictions or risks to our auditors or clients. Since March, we have approved over 520 remote audits, so our auditors are very experienced and will be very helpful in planning and conducting your audit if you should request a remote audit.

Action: We have provided ANAB with a plan to manage the impact on each of our certifications. This plan has been maintained and reported monthly. We ask that if you have not already done so, please look at your upcoming audit date for **2020** in RMS and **notify us at the email address below** if you will be requiring an on-site or remote audit. If you wish to have a remote audit due to COVID and have not yet completed our Remote Audit Questionnaire, please complete the survey [at this link](#) so we can process the request and advise your auditor. Please note not all requests will be approved for fully remote audits due to requirement criteria.

Resources:

[Click here](#) for Remote Auditing Information

[Click here](#) for How to Prepare for a Remote Audit

[Click here](#) to view our Remote Auditing Information Security Policy

[Click here](#) for Audit Cancellation Policy

[Click here](#) for ANAB communication regarding the COVID-19 virus

[Click here](#) for IAQG Communication regarding the COVID-19 virus (AS9100, AS9110, AS9120 only)

[Click here](#) to view all client communications (in RMS Help Tab)

We value our business relationship with you and welcome any questions or discussion on this. Please do not hesitate to contact your Account Specialist or email us at priregistrar@p-r-i.org.

With best regards,

Randy Daugharthy
Director