



RMS Audit Workflow Enhancements

Over the past few months we have been diligently working on improving the workflows for all audits (including Aerospace) in RMS. We have received input from auditors, clients and internal staff with suggestions for improvements. We value all the feedback we have received and we hope you are happy with the new workflows!

The new workflow will be released Thursday June 20! This will affect all audits that are **start July 1**. If your audit starts prior to July 1, it will follow the old workflow. If your audit starts after July 1, please refer to RMS for what actions are required on your part. If you have any questions, please contact [Danyel Coyne](#) at 724-772-8683 or [Louise Stefanakis](#) at 724-772-8658.

To summarize the change to RMS, here are the main items we have improved:

ISO Workflow Enhancements

Planning

- When your audit is scheduled, RMS will notify you to complete/update your Matrix prior to the auditor submitting your audit plan. Once the matrix is uploaded to RMS, make sure to click the Submit button so the auditor is notified to review the matrix and start your audit plan. Any updates to the matrix can be made and uploaded in RMS until the audit is closed.
- Auditors will upload the completed audit plan to RMS and you will be notified so you can review it prior to the audit.

Reports

- We have eliminated the use of the Audit Report Form (RF22) by "baking" it into RMS. The items from this form will be completed directly in RMS by the auditor. Once the audit is complete, you will have the ability to review the report in RMS and/or print the Audit Report page in RMS for external review.

AS Workflow Enhancements

Planning

- The client will now have the ability to edit the Audit Planning Resource (RF114) and Interaction Process Diagram once it's already been uploaded to RMS. Any updates to either document can be made and uploaded in RMS until the audit is closed.

Reports

- We have eliminated the use of the Audit Report Form (RF22), Cert Structure Analysis Form (RF116) and the Audit Program Form (RF117) by "baking" them into RMS. The items from these forms will be completed directly in RMS by the auditor. Once the audit is complete, you will have the ability to review and/or print the Audit Report page in RMS for external review.

For additional information please refer to the updated Client Guides below and located in the [Client Help Section](#) of RMS.

RMS Guides →



