

March 25, 2020: Remote Auditing Information

Due to the ongoing threats and challenges posed by the COVID-19 pandemic, IAF and IAQG certification bodies have encouraged the use of remote auditing whenever possible. In the interests of the safety of both our clients and auditors, PRI Registrar has developed and deployed a procedure in support of conducting remote audits.

- All recertification, surveillance, and NCR closure audits are eligible to be conducted **up to** 100% remotely.
 - Not all audits will qualify to be conducted fully off-site.
 - PRI Registrar staff will be completing a risk assessment for each organization that wishes to have their audit remotely to determine the extent to which the audit can be conducted off-site.
 - Interested parties may complete our [Remote Audit Questionnaire](#) so that we can obtain information to help us evaluate your organization's ability to have a remote audit.
- The following issues may factor into whether an organization's audit may be conducted fully or partially off-site:
 - The ability of the facility to support off-site reviews, including:
 - Reliable, high-speed internet access
 - Management system documentation in digital format
 - Access to video conferencing software
 - Whether scheduled audit activities would involve a physical inspection of, for example, a production floor
 - Time could be added in limited cases due to logistics, technology, or complexity
 - This limitation can be mitigated by the ability to stream video to the auditor
- If it is determined that an audit can only be performed partially off-site, then the remaining audit activities will be rescheduled for a late 2020 site visit, or added to the regularly-scheduled 2021 audit.
 - For recertification audits that cannot be completed fully off-site:
 - If the recertification audit cannot be conducted in full and closed (including resolution of NCRs) before the organization's expiration date, then the certificate will expire.
 - For ISO 9001 and ISO 14001 organizations, PRI Registrar has been granted authorization to extend certification by 6 months during the pandemic, so long as expiration is due only to reasons related to COVID-19 (e.g., shut-downs, travel restrictions, etc.). If recertification activities still cannot be completed before expiration, the organization will have an additional 6 months from the new date of expiration during which the certificate may be reinstated. If recertifications are not completed within this 6-month period, then a new initial audit would need to be performed before certification could be restored.
 - Certificates will be issued for the remainder of the 3-year cycle (i.e., the time between the original expiration and the reissue will be lost from the new period of certification).
 - For Aerospace organizations, certification **cannot** be extended, but organizations have been granted an extended period of 12 months following expiration in which to restore certification. Additionally, a notation of [IAF-ID3] will be added to the expired certificate number in OASIS to alert all stakeholders that the expiration was due to extraordinary circumstances and was not due to inaction on the part of the organization.
- Any organization interested in conducting their audit remotely should contact PRI Registrar Scheduling ([April Kelley](#)) or their PRI Registrar Business Development Specialist ([Randy Daugharthy](#), [EJ Kegerreis](#), [Scott Burkholder](#), [Brett Pollock](#), or [Steve Beels](#)) so that a risk assessment can be initiated to determine the eligibility of the organization.

Please note: this information is based on the latest industry requirements. Updated guidance is expected in the coming weeks as the COVID-19 situations further develops.

Sincerely,
PRI Registrar
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