



R2V3 Updates & Reminders

The applicability of R2V3 Appendix E has caused some degree of confusion regarding the degree of subjectivity in the term “destructive dismantling” utilized by SERI. Recent clarification from SERI has allowed PJR to reassess the application of this particular Process Requirement, including confirming the appropriateness of the Appendix for certificates already issued, as appropriate, and removing the Appendix if it was found to be misapplied. In summary, we have confirmed the position that not all dismantling for recycling (rather than reuse) will necessitate the application of Appendix E. The extensive requirements associated with Appendix E only need to be applied in instances of destructive dismantling, a subset of dismantling activities.

As a reminder, the R2v3 Transition Plan requirements and deadlines are based specifically on the expiration date of a given client's R2:2013 certificate. Accordingly, certificates expiring in 2022 (even January 1st, 2022) must transition to R2v3 at their Recertification audit, and cannot be permitted to have their audit earlier than usual in order to recertify to R2:2013 once more.

If you have questions or concerns regarding your transfer to R2V3, please reach out to your scheduler promptly! ♦



Goodbye, OHSAS 18001 And e-Stewards v3.1!

The final migration deadline for those transitioning from OHSAS 18001 to ISO 45001 or from e-Stewards v3.1 to v4.0 has now officially passed! Thank you to all of our clients and auditors for their patience and hard work during these transitions! ♦

PJR Recently Attended e-Scrap 2021!



PJR would like to thank everyone we saw at the e-Scrap 2021 conference, held November 8-10th at the Swissôtel in downtown Chicago! If you would like to learn more information about certification, contact us at pjr@pjr.com! ♦

What's HOT in the Registry?

R2v3
ISO 27001
ISO 9001



IN THIS ISSUE:

R2V3 Updates & Reminders.....	1
Goodbye, OHSAS 18001 And e-Stewards v3.1!.....	1
PJR Recently Attended e-Scrap 2021!.....	1
Meet Your New PJR Team Members.....	2
Moving On Up - PJR Promotions..	2
PJR Client Spotlight: Premier Precision Machining, LLC (d.b.a. Rand Machine Products)....	3
What To Expect During Your Stage 1 Audit.....	4
PJR Is Hiring.....	7
PJR Auditors: Save The Date.....	8
PJR Podcasts.....	8
FREE Training! Exclusively From PJR!.....	8



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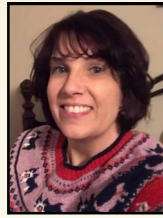
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Meet Your New PJR Team Members!

PJR keeps growing! With the addition of new standards and scopes of registration, our world headquarters team continues to grow! Our goal is to continue to provide value-added auditing and outstanding customer service to all our clients! ♦



Kelly Drinkwater
Master Files Associate



Denise LeMay
Master Files Associate



Erin Hoffman
Recruiter and
Qualifications Coordinator



Mariana Pidlubna
Accounting



Grace Voight
Certificate Coordinator

*(Not Pictured) **Megan Dinkel** – Accounts Payable Specialist

Moving On Up – PJR Promotions!



Lisa Arpino
Programs &
Accreditations
Support Manager



Jennifer Troost
Food Safety
Program Manager



Austin Matthews
EHS Program
Manager



Peggy Bishop
EHS Technical
Manager



Corinn Hillman
Audit Logistics
Manager



Kelly Hillman
Food Safety Business
Logistics Manager



Bree Black
Customer Service Specialist/
Master Files Team Lead



Stephany Ballard
Compliance
Team Lead

*(Not Pictured) **Allyssa Derks** – Audit Program Coordinator



PJR Client Spotlight: Premier Precision Machining, LLC (d.b.a. Rand Machine Products)



Founded in Falconer, New York in 1949, Premier Precision Machining, LLC – doing business as Rand Machine Products – originated as a machine parts and service provider. Over the years, Rand developed their reputation in the rail, transportation, valve and coupling industries before finding their way into the defense industry in the early 1990s. Offering machined, fabricated, painted, and tested components to clients – 80% of which are government-related – Rand's people-first philosophy is apparent in their dedication to customer satisfaction and community involvement.

Already certified to ISO 9001:2015, Rand recently achieved certification to AS9100D – a quintessential standard for companies looking to do business in the aerospace industry. “[Certification] has allowed us to broaden our scope by adding fabrication and testing, and to go after new business,” said Nick Bruce, Rand Machine Products' Quality Manager. “Strengthening our people and processes [allows us] to better take care of our customers.”

With goals of growth – aiming to become a \$100 million dollar-plus corporation – while maintaining their people-first philosophy, Rand strives to stand out from the competition. “The experience of our ownership, staff, and supply base allows us to be great at what we do while being a staple in the community,” Bruce said. The company's audit experience was, in their words, a “nice partnership” with PJR, and enabled the timely completion of certification.

Interested in learning more about Premier Precision Machining, LLC – d.b.a. Rand Machine Products? Visit their website at <https://www.randmachine.com>. To learn more about AS9100D certification and the other programs offered by PJR, call (248) 358-3388. ♦




What To Expect During Your Stage 1 Audit

Why Are Audits Split into Two Stages?

A common question from those who are new to certification or are undergoing audits for the first time is why – “why does it take two separate audits to determine if an organization meets certification requirements?” The answer is surprisingly straightforward – Certification Bodies (CBs) such as Perry Johnson Registrars are held accountable to a number of requirements from the entities that accredit their services, one of which requires the two-audit system. Essentially, the stage 1 audit is a sort of preliminary check to make sure all systems are “go” for stage 2, which gets down to the final checks on requirements.

Setting the Stage: Before the Stage 1 Audit

Before an audit can be scheduled, an organization must be a contracted client. At PJR, we use a series of applications, called F-1's to facilitate this process in an effective way. The F-1 series documents are meant to harvest as much information as PJR administrative staff and auditors could ever need about the organization seeking certification. The more information we gather up-front, the more competitive and accurate the quote for services will be without the need for adjustments.

Once all the documentation has been completed and the organization has signed a contract with PJR, a scheduler will assign an auditor qualified in the standard and specific technical needs of the business.

During this pre-audit preparatory stage, clients will be required to complete a form to confirm that each client has completed or prepared the following prior to their Stage 1:

- A scope analysis of the QMS, including consideration of exclusions and exemptions
- A firm determination of processes and an assessment of their interaction(s)
- A list of process measurables (KPIs) and associated performance data
- Internal audit documentation
- Internal auditor competency records
- Management review records
- Consideration (and control) of outsourced processes
- Consideration (and control) of statutory and regulatory requirements
- Required documentation (may vary by standard)



Analyzing the Stage 1 Audit

The typical stage 1 audit is conducted on-site at a client facility. Prior to the auditor's arrival, they will convey an Audit Plan, which is crucial to review well before the audit date. If there is incorrect information reflected on the Audit Plan, the auditor should be made aware so that adjustments can be made. This could include a change in the number of employees or number of shifts; to avoid any confusion, changes of this nature should be conveyed to your scheduler in advance so they can be taken into account.

Once the auditor arrives on-site, the audit will begin with an opening meeting. This is the perfect time to confirm any last-minute changes in details and to inform the auditor of any critical information, such as personnel availability for interview purposes, or whether any visitors are expected. From there, the audit will proceed according to the plan laid out by the auditor. During their execution of the audit, the auditor will use a PJR stage 1 workbook document to record their observations – marking each item as “conforms” or “concern.”

After the review of the required materials has been completed, the auditor will prepare their audit report. While there are no nonconformances issued during a stage 1 audit, the items marked as “concerns” in the audit workbook will be taken into account for the auditor to determine one of three possible outcomes during the closing meeting: recommending a continuance to stage 2 with no concerns, recommending a continuance with concerns, or recommending a repeat of the stage 1 audit.

The client will be asked to sign an acknowledgment of the stage 1 results and will receive a copy of the completed audit report. (Due to travel circumstances and other possible delays, it may take a few days before the finalized audit report is received.)



There are a number of factors that may cause the auditor to recommend that the stage 2 not proceed. These include:

- Inadequate or inappropriate interaction of processes as the interaction of processes is the single best indicator of an organization's understanding of ISO 9001's process approach, having an inadequate or unoriginal document should be avoided
- Inadequate process measurables (KPIs) or process performance data
- Inadequate internal audits
- Inadequate internal auditor competency records
- Inadequate management review



An important factor to note regarding the conclusions of a stage 1 audit report is that all such documents are subject to review by a member of the PJR executive committee to ensure that the decisions reached are appropriate and fair. Clients are also encouraged to issue a dispute or appeal of an auditor's decision if they disagree with the assessment. (This process is outlined in PJR's PRO-10, available at www.pjr.com).

If the recommendation handed down is to repeat the stage 1 audit, then the organization should work from the audit report provided to resolve the issues raised. Continued contact with the auditor and PJR's Executive Committee is permitted to discuss remedial actions and to ensure that clients are on the right path; PJR wants you to succeed!

Stage 2 Readiness

If the recommendation derived from the audit report is to continue on to stage 2, then congratulations! In the ideal situation, there will be approximately 60-75 days between the stage 1 and stage 2 audits. This will allow for proper preparation and the addressing of any concerns noted in the stage 1 audit report; back-to-back audits are discouraged, and almost always lead to trouble. Failure to address items raised as a concern in the stage 1 audit may result in those items being noted as nonconformities during the stage 2.

The care taken during the pre-stage 1 phase is crucial to the ultimate success of both stages. PJR encourages all clients to take full advantage of the support offered by your scheduler, auditor(s), and the PJR Executive Committee to help make the entire process as seamless as possible.

If you have questions about the audit process, or would like more information in general, reach out to PJR at (248) 358-3388 or visit www.pjr.com. ♦



PJR Is Hiring!

IN-OFFICE POSITIONS (based in Troy, MI)

Administrative Assistant: Basic administrative work, answering phones, maintaining calendars, supporting multiple departments with documentation and filing.

Certificate Coordinator: Customer service and data entry position, requires strong attention to detail and Microsoft Office proficiency.

Sales Coordinator: Customer service, data entry, support sales and scheduling teams with contracts and amendments; ideal for math-minded candidates.

Receptionist/Front Desk: Basic administrative work, answering phones, maintaining calendars, strong customer service a must.

Scheduler: Coordinate audit dates with clients, provide excellent customer service through phone and email, strong communication and organizational skills a must.

Recruiter and Qualifications Coordinator: Recruiting and maintaining records for all contract and full-time employees, requires strong communication and negotiation skills, ability to learn technical language/requirements.

Accounts Receivable Specialist: Processing payments, generating receipts, managing payment records, requires strong attention to detail and Microsoft Office proficiency.

POTENTIALLY REMOTE POSITIONS

QMS Lead Auditor

- Conduct third-party audits on behalf of PJR
- Contract position, travel required
- Must have ISO 9001:2015 Lead Auditor certificate and Quality Management experience
- Must have strong interpersonal, time-management, and communication skills
- Bachelor's degree in quality or related field strongly preferred

Information Security Lead Auditor

- Conduct third-party audits on behalf of PJR
- Some travel required
- Must have a minimum of four years information technology experience (non-academic)
- Must have at least two years cyber security experience (non-academic)
- Must have strong interpersonal, time-management, and communication skills
- Bachelor's degree in IT, Cyber Security, or related field required

EHS Lead Auditor

- Conduct third-party audits on behalf of PJR
- Some travel required
- Must have a minimum of two years of work experience in an Environmental-related industry
- Must have strong interpersonal, time-management, and communication skills
- Bachelor's degree in Environmental Science, Sustainability, Ecology, Biology, or related field required ◆



PJR Auditors: Save The Date!

The 2021 Annual Auditor Training is fast approaching! This year's training will be held virtually commencing Wednesday, December 8th with the General Session taking place on Friday, December 10th. Keep an eye out for emails regarding the training details as training registration opens soon! ♦



The Perry Johnson Registrars, Inc. Podcast

PJR Podcasts

PJR is now hosting a series of podcasts on our website on a wide variety of topics. Here is a listing of just a few that you might be interested in listening too!

- RIOS 2016 Overview
- R2V3 Overview
- Statutory and Regulatory Requirements – Expectations in an ISO 9001 QMS Audit
- Foundations for Planning Your ISMS
- Non Applicable Clauses, Permissible Exclusions & Exemptions
- What to Expect During Your Stage 1 Audit ♦

FREE Training! Exclusively From PJR!

PJR continues to expand their webinar topics to include: “ISO 45001 Overview” to “ISO 13485: 2016 Overview”! Check out PJR's current webinar schedule at www.pjr.com. Registration is easy! ♦



Upcoming Webinars:

Wednesday, December 15th
Statutory and Regulatory Requirements –
Expectations in an ISO 9001 QMS Audit

More dates can be found on our
website at: www.pjr.com

