



The Power of a Pre-Assessment

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Agenda

1. Introduction
2. Benefits of a Pre-Assessment
3. Who Should Have a PA?
4. Preparing for a Pre-Assessment
5. Q&A and Final Thoughts

1. Introduction





1. Introduction

What is Pre-Assessment?

- Occurs prior to a Stage I / Stage II Registration Audit
- Informal readiness assessment
- Not required by IAF or Accreditation Bodies

1. Introduction

Pre-assessment audits provide new or potential clients an opportunity to engage with a PJR Auditor prior to their official registration audit to help determine if “key” QMS requirements are in place.

They are *not* consultative; the PJR auditor cannot suggest improvements or advise how to resolve gaps. However, their feedback can provide valuable insight into strengths and weaknesses of the QMS.



2. Benefits of a Pre-Assessment Audit

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Gain insight into the third-party audit process



Identify gaps in the QMS that might delay a Stage II audit



In some cases, reduce time between a Stage I/Stage II



Streamline the registration audit process



Establish relationship with your PJR auditor



Gain deeper understanding of the ISO standard(s)



3. Who Should Have a Pre-Assessment?

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- New or potential customers who are not currently registered with PJR or another CB (not available to transferring clients)
- Clients interested in adding a new standard
- Clients who are unsure if they are truly ready for a Stage I / Stage II Registration Audit
- Clients who want to minimize time between a Stage I / Stage II, once they are ready to schedule
- Clients who are completely new to the ISO standards and registration process

3. Who Should Have a Pre-Assessment?

Reminders:

- Pre-Assessments are *not* consultative and should *not* be used in place of a consultant.
- There are no official “rules” for a Pre-Assessment, as they are not required. (No audit plans, no NCs/findings, no official audit report, although your auditor *will* provide an informal report based on what is sampled.)
- Pre-Assessments are client-driven, not auditor driven. *You* will determine what your auditor looks at, not the other way around.

4. Preparing for a Pre-Assessment



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- Have key QMS documents available (i.e., Quality Manual, Internal Audit Records, Management Review minutes, KPI/Metrics Data)
- If the PA is virtual (likely), ensure there is sufficient Wi-Fi coverage and familiarity with video conferencing platforms and screen-sharing
- Identify known areas of weakness to maximize results

4. Preparing for a Pre-Assessment

- Your auditor will not provide an audit plan but will reach out in advance to introduce themselves and establish start time
- If the audit is virtual, your auditor will provide a link
- Relax! 😊 There is no “passing” or “failing” a PA audit!

5. Q&A and Final Thoughts





Thank you!

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