



RIOS:2016 Transition Plan

	Activity	Responsible Personnel	Target Date for Completion	Current Status	Completion
1	Release of RIOS:2016 standard		11/1/2016		
2	Client training on new standard (to be conducted via webinar)	EHS Team	Started late 2017, still ongoing	On-going, last one delivered January 2019 by Austin Matthews	1/18/2019
3	Gap analysis of existing documentation, including audit workbooks	EHS Team	3/1/2017	Completed during the meeting	3/31/2017
4	Finalize updates to audit documentation	EHS Team	3/31/2017	Completed	3/31/2017
5	Salesperson, contract reviewer and Scheduling training	Shannon Craddock, Nancy Bednarz	Beginning August 2017 for Scheduling, addressed in December 2017 Sales Training	Completed	12/7/2017
6	Update PJR website with information on the transition	Shannon Craddock	August 2017	Completed	August 2017
7	RIOS:2016 auditor training at PJR December training meeting	Dwight Clark, Darrell Kendall	December 6-7, 2017	Completed	12/7/2017
8	Start conducting audits to RIOS:2016 (Note: This milestone works is coordinated with the one above. Only trained/competent auditors may conduct audits to RIOS:2016. Auditor status is indicated in PJView).	Qualified auditors	After December auditor training	Completed	
9	Last day to issue new certificates to RIOS: 2006		1/22/2018	Completed	1/22/18
10	Last day to conduct recertification audits to RIOS:2006 and issue recertifications to RIOS:2006		7/26/2018	Completed	7/26/18
11	Internal audit to monitor progress against the transition plan	Beth Pelland	Q3 2018	Completed	8/3/2018
12	Management review to discuss internal audit results and monitor effectiveness and progress against transition plan,	PJR Management	10/16/2018	Completed	11/14/2018
13	End of transition period – clients who have not successfully transitioned will no longer be certified as of this date. An initial audit will be required for certification.		9/30/2019	On-going	

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