

# Perry Johnson Registrars, Inc.

Virtual Auditing

Benefits, Features, Advantages & Best Practice



# Virtual Auditing

with

**Perry Johnson  
Registrars, Inc.**

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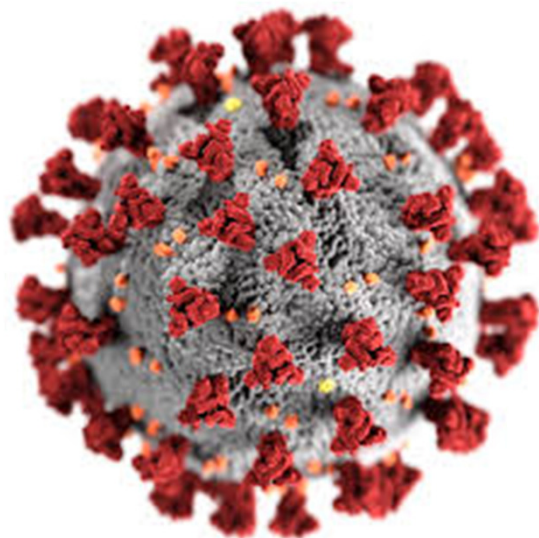
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Coronavirus – Best Practice & Guidance



# A WHOLE NEW WORLD

THE COVID19 PANDEMIC



At PJR , we are fully committed to the health and wellbeing of our staff, customers and communities during this time.

We have seen the effects of COVID-19 in Canada, USA and across the world, however, we have also seen the best in each other between our staff, our clients and our colleagues.

We see it in doctors, nurses and first responders who are on the front lines helping people directly affected by this situation. On behalf of PJR, we applaud you all and thank you to everyone for doing their part to get us through this unprecedented time.

**2.1 Extraordinary event or circumstance:** A circumstance beyond the control of the organization, commonly referred to as “Force Majeure” or “act of God”. Examples are war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flooding, earthquake, malicious computer hacking, other natural or man-made disasters.

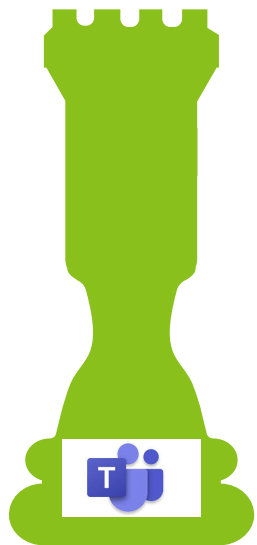
# IMPACT OF COVID 19 – PJR's RESPONSE



1. The effects of the Covid-19 virus (aka Coronavirus) began to be felt around the world in February 2020.
2. Countless countries including USA & Canada have already issued mandates pertaining to permitted gatherings of people (group size, etc.) and official "STAY AT HOME" orders to flatten the global curve of the virus.
3. Airlines have cancelled flights, the hospitality industry has temporarily closed, only "Essential Services" are now allowed to remain open.
4. Many of our clients have contacted us indicating a variety of situations that may impact their ability to host a successful audit:
  - Operations reduced or completely down;
  - A "no visitor" policy;
  - Restrictions on access to certain locations while others are still accessible for audit assessment.
5. Virtual workforces and remote auditing are now becoming an accepted practice. Countless organizations have large numbers of employees, multiple Regional, National & Global locations or based remotely, often spanning geographic borders. Given their current global climate, virtual audits become more effective and efficient when technology such as phone and video conferencing, webcams, smartphones and other smart technology are utilized.
6. At PJR, we have adapted to our "New Reality" and have gone virtual to protect our customers, our employees & our families!

**The Certification and Inspection industry has been deemed an essential service!**  
Here is a link of all [Essential Services Canada](#), Here is a link of all [Essential Services USA](#)

## VIRTUAL TECHNOLOGY & STRATEGY



**MICROSOFT TEAMS**



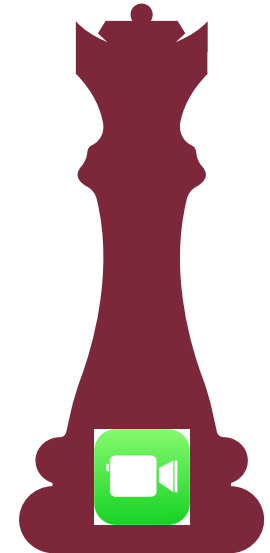
**ZOOM**



**GO TO MEETING**



**GO TO WEBINAR**



**FACETIME**

We use live streaming technology such as MS Teams, GoToMeeting/Webinar & Zoom to conduct your remote audits.

We will document, record and review all procedures & processes with live interviews with your teams

Secure sharing platforms will also be used to transfer documentation.

## WHAT OUR CUSTOMERS CAN EXPECT

### Your Remote Audit with PJR will Include ...

#### ✓ Planning

- We will discuss and confirm the use of remote audit activities with you at any stage of the audit process.
- Depending on the various scheme specific requirements and accreditation and your technology infrastructure, we will ensure we deliver an effective audit that is value added
- Once our approach is confirmed, we'll schedule a date and our audit team leader will start the detailed audit planning process with you. We'll discuss and agree with you the technology and audit methods used to perform the remote audit and circulate the final audit plan at least one week before the remote audit.

#### ✓ Conducting a remote audit

- A successful remote audit relies on adequate connectivity (i.e. voice and video) to ensure the communication between you and the auditor is stable.
- Once your connection is up and running, audit evidence will be collected via documentation review, records review and interviewing. Depending on your companies connectivity, we can use various programs (via screen sharing) to observe your processes and activities (via video sharing if possible).
- All evidence will be reviewed and reported to support our audit findings and conclusions – the only difference is it will be done using remote techniques.

#### ✓ Audit reporting

- In addition to a standard on-site audit report, remote audit reports will also include details about the remote auditing methods that have been used and will clarify the effectiveness of the audit in achieving the stated objectives.



# KNOW BEFORE YOU GO, A CUSTOMER CHECKLIST

## Points to consider before we conduct a remote audit:

### IT Infrastructure

- ✓ Test the applications (i.e. GoToMeeting, etc.) and connectivity
- ✓ Meet with the people who are involved in the audit to make sure they have seen the audit plan and understand how the remote audit will be conducted.
- ✓ Ensure the required documented information is available electronically and accessible remotely in a timely manner for our auditor to view.

### Please note:

- ✓ Information can be accessed virtually as long as it fulfils the agreed information security arrangements and/or your access control is aligned to your information security policy
- ✓ Access to documented information will be essential for demonstrating the effective implementation of your certified management system. Documentation will include, process procedures and evidence of implementation. Management review information, your process and activities.
- ✓ We will observe the implementation of processes and activities and our remote audits will use video technology

**We are all in this together.**

**Our promise to you is that we will make this new process as simple, cost effective, efficient and seamless as possible!**



## OUR FINAL THOUGHTS ON REMOTE AUDITS

### Remote audits are the future of auditing

- Remote audits have come to stay; their advantages are unquestionable over the traditional methods, although there are still some barriers to overcome.
- Traditional audits, even when they have been well planned and executed, may cause a certain amount of inconvenience and disruptions to the organization being audited. In addition, business managers are increasingly finding these e-audits very attractive, since reductions in costs and resources are undeniable using virtual methodologies.
- Also, remote audits are an alternative for a more efficient and productive method of auditing, not only from the point of view of the audited company, but to the audit team as well.





## IF YOU ARE INTERESTED IN MORE INFORMATION...

### For More Information:

- [Virtual Auditing Information](#)

### To Request A FREE Quote:

- [Request A FREE Quote](#)

