

Temporary Procedure for Verification Audits

To reduce the time in the checklist completion and Audit report finalization specific to verification audits, please refer to the following instructions.

1. When certification or surveillance audit results indicate no pass with verification audit create a new Engagement record for the Verification audit process.
2. Do not generate a new checklist for this process, as you may use the previous audit report with no pass results and follow-up on the non-conformities detected in that process.
3. The certification or surveillance checklist needs to be modified to a Verification Audit type and close the non-conformities.
4. Once the checklist has gone through the quality review and is ready to be uploaded to the audit report, submit a case via the helpdesk or send an email to SANSFsupport@ra.org
5. IT will support as a temporary solution, and will fix the coding for the updated verification audit and CB will receive modified file to upload into the audit report and submit results within the Engagement record for the verification process.
6. Please keep in mind that a new Engagement, type: Verification Audit must be created and the Audit Report needs to be generated from that record to upload the fixed checklist that you will receive back from us.