

Title: Nadcap Virtual Verification Audit Process

Dear Nadcap Program Participant,

As a follow-up to the email sent on Wednesday 6th January titled "Revision of the Nadcap Response to COVID-19", this email explains the Virtual Verification Audit (VVA) process. The email is posted on eAuditNet at Documents > Public Documents > COVID-19: Nadcap Information.

The VVA process will allow accreditations to continue beyond the twelve (12) month risk assessment extension process if an onsite audit has not been possible. If you have not yet had twelve (12) months of accreditation extensions, you will need to continue with the Risk Assessment Survey process.

The VVA audit will be a one (1) day audit irrespective of the scope of accreditation.

Requesting a VVA Audit

Auditees should request their VVA audit(s) 60-90 days prior to the existing accreditation expiring based on meeting criteria 1 and 2 below.

To request a VVA audit please email VVAScheduling@p-r-i.org:

Email Title: Virtual Verification Audit Request

Email Content: To include the audit number of the audit which is about to expire. If there are any satellite audits, please include those audit numbers with the main audit.

A VVA audit is required when:

1. The "original" expiration date of the existing accreditation is 12 to 21 months old and your present accreditation expiration (due to being extended) will expire in 60-90 days' time,
and
2. A reaccreditation audit is not scheduled to take place before your present accreditation expires.

If you have multiple commodity accreditations, you will need to request separately for each based on the criteria in 1 and 2 above.

If you have an AQS accreditation, you will need to request it separately based on the criteria in 1 and 2 above.

The VVA audit will provide a three (3) month accreditation adjustment, if an onsite audit is not scheduled to be conducted before this three (3) month adjustment expires, you will need to request further VVA audits as applicable.

Scheduling a VVA Audit

The PRI Scheduling department shall schedule a 1 day Add Scope audit based on when the request is received and when the present accreditation is due to expire.

A VVA audit will be scheduled for each main and satellite audit but the audit fee will only be applied to the main audit. Audit prices are displayed in eAuditNet > Documents > Public Documents > General Nadcap User Information / Audit Information.

This is purely a process for granting a three (3) month expiration adjustment to an existing accreditation; the audit scope will be as the accredited audit and cannot be changed.

The VVA Audit

The Auditee shall complete a self-audit to the VVA questionnaire in preparation for their first VVA audit and upload it to eAuditNet prior to the audit date. For subsequent VVA audits, a t-frm-1114 Risk Assessment Survey is to be completed and uploaded to eAuditNet prior to the audit date. A separate Risk Assessment Survey shall be completed and uploaded for main and satellite sites.

Task Groups may also identify additional information that needs to be uploaded prior to the audit; this will be identified in the VVA Audit Questionnaire (these questionnaires are due to be published by the 16-Mar-2021).

The questions in the VVA Audit Questionnaire shall be a sample of the questions that were used on the accreditation audit.

Although the VVA Audit is scheduled as a one (1) day audit, the Auditor may complete the audit as a number of shorter sessions over several days.

The Defence Contractors Management Agency (DCMA) have stated that ITAR/EAR restricted data may be shared over WebEx, Facetime, and WhatsApp, so these platforms shall be used to conduct the audit.

VVA Audit Review

Because the VVA audit is being done under the banner of an Add Scope audit it will use the normal functionality within eAuditNet for failure and cycle time.

If the issues in the VVA audit are not significant, PRI Staff will grant a three (3) month adjustment of accreditation even though NCRs in the audit may still be open and the review process is continuing.

If there are any significant concerns based on the NCRs or information in the risk assessment, or any failure criteria are exceeded, the audit shall be subject to failure ballot and if failed the existing accreditation shall be expired.

Audits that are failed shall be subject to the risk mitigation process.

For questions regarding the content of the VVA Questionnaire or how the audit will be conducted then please contact a Staff Engineer for the Commodity.

For general questions not concerning scheduling or VVA Questionnaire, please contact Jerry Aston (jaston@p-r-i.org) or Nigel Cook (ncook@p-r-i.org).