

PCI Erector Post-Company Audit Guide



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ERECTOR NAME

COMPANY AUDIT DATE

ERECTOR ADDRESS

COMPANY AUDITOR

COMPLETING THE COMPANY QUALITY AUDIT REPORT

In the applicable section of the Company Quality Audit Report, the Company Auditor must:

1. Complete the company audit checklist and indicate which findings are incomplete conformance, major nonconformance or minor nonconformance.
 - Finalize the scoring/grading for the company audit
2. List all incomplete conformance and nonconformance items.
 - Include reference to the applicable standard (i.e. – MNL-127/4.2)
 - State the standard requirement
 - Explain the nonconformance issue
3. Indicate which nonconformances are repeat nonconformances from the erector's previous company audit and include written verification of the corrective actions taken by the erector for nonconformances cited in the previous company audit.
 - Follow-up with the erector's previous nonconformance issues and state whether the action(s) taken by the erector are acceptable and the nonconformance can be closed, or state the action(s) taken or lack of action(s) are not acceptable.

EXAMPLE

Checklist Item Number	Reference standard	Repeat NC or New NC	Incomplete Conformance, Major NC or Minor NC	Reason for Nonconformance
1.9	MNL-127/1.3	Repeat	Major NC	<p>All existing property to be protected, such as underground utilities, tanks, tunnels, trees shrubs, existing asphalt and concrete shall be clearly identified. Hazards were not identified for more than 15% of all projects requiring identification.</p> <p>The erector previously drafted a form to use and planned on completing this form for each project then to include each form into the project's Job Hazard Assessment. Observations indicate the form was not used on the projects reviewed.</p>

DISTRIBUTION OF THE COMPANY QUALITY AUDIT REPORT

Company Auditor emails the final report to PCI (audit@pci.org) within fifteen (15) calendar days of the audit. The email must contain:

1. a written statement to PCI providing the scope of the audit,
2. indicate whether the erector has passed or failed the audit, and
3. provide a recommendation for certification or recertification, including
 - the scope/category(ies) which to certify the erector for.
 - The company auditor can make recommendations to upgrade, downgrade, and/or remove certification categories. PCI will review the report and the recommendations then make the final certification decision(s).

The Company Auditor's recommendation statement should include a disclaimer that recertification is recommended pending acceptance of the erector's corrective actions for the nonconformance items cited in the Company Quality Audit Report.

PCI will review the report from the Company Auditor for completeness and accuracy. If the report meets PCI's standards, then PCI will distribute the report to the erector via email within fifteen (15) calendar days of receiving the audit report to the authorized audit contact. This email will contain:

4. The Company Quality Audit Report
5. Certification Status with current certification categories, including any changes in their scope of certification
6. Description of the process to submit a Corrective Action Response (CAR)

If the report has a failing grade, the report will be sent by PCI via certified mail, with return receipt requested.

CORRECTIVE ACTION RESPONSE(S) (CAR OR CARS)

The erector shall respond in writing to all Minor and Major Nonconformance items contained in the Company Quality Audit Report. This response shall address the measures to be taken to mitigate the nonconformance items.

1. Erectors must submit their corrective action response to PCI (audit@pci.org) within thirty (30) calendar days of the Client's receipt of the Company Quality Audit Report.
2. The written response must be written onto the CAR form provided by PCI.
3. The written response shall include:
 - A summary explaining the nonconformance issue, including identification of the underlying problem.
 - A brief summary of how the nonconformance issue will be corrected. This should include the erector's Corrective/Preventive actions taken to:
 - mitigate the issues the underlying problem caused and
 - to support the potential elimination of the problem.
 - State whether the actions were immediately taken or planned to be taken for the next project.
 - For planned actions, the erector should explain the process revisions to be taken and commit to training employees to the revised process(es)
 - For immediate actions, the erector should explain the actions that were taken and commit to best practices and PCI requirements going forward.
 - For new nonconformances, both Major and Minor, only a written response is required; however, for Applicants, objective evidence and a written response are required for all Major nonconformances.

For recurring Major Nonconformance items, a written response including objective evidence is required. Objective evidence should be documented and provided to PCI as supporting evidence of the actions planned or taken.

1. Objective evidence could include one or more of the following examples of documentation:
 - Meeting minutes showing that employees were trained to the new processes.
 - Completed forms or missing records now available (See the Relevant Documents for a Company Audit for reference to the required documentation.)
 - Change(s) in process(es), such as revised procedure(s), policy(ies) and/or form(s)

COMPLETING THE COMPANY AUDIT AND CONTINUED CERTIFICATION

PCI will review the CAR for completeness within two weeks of the erector's CAR submittal.

1. If the CAR is complete, then PCI will forward the CAR to the Company Auditor who conducted the Company Audit for review for acceptance or non-acceptance of the erector's corrective actions taken or planned.
 - If the Company Auditor is not available to review, then PCI staff can review the CAR for acceptance.
 - PCI staff can use technical experts to aid in this review, if necessary.

Note - Follow-up to these actions will be verified during the erector's next Company Audit.

The Company Auditor must submit their review of the CAR to PCI within two weeks of receiving the erectors CAR from PCI.

1. If the Company Auditor accepts the erector's CAR, they should notify PCI of this and state that the CAR appears to be adequate, and implementation should be verified during the erector's next Company Audit.
2. For review of object evidence submitted to support recurring nonconformances, the Company Auditor should state that the CAR is adequate, based on the objective evidence submitted, and the erector's maintenance of the corrective actions taken and/or implementation of the erector's planned actions will be verified during the erector's next Company Audit.
3. If the Company Auditor does not accept the erector's CAR, they should notify PCI of this and state the reasons why the CAR is not adequate.

PCI will communicate the acceptance or non-acceptance of the erector's CAR directly to the erector via email within 30 days of the receipt of the erector's CAR submittal to PCI. This email will contain:

1. A statement that the CAR has been accepted or not accepted by PCI
2. If the CAR has been accepted, then include the erector's scope of certification in which they are to continue or note any changes to this scope.
3. If the CAR has not been accepted, then include the reasons why it is not adequate and include reference back to the applicable standards and/or program requirements.
4. Include any relevant correspondence regarding conformance to the program requirements or eligibility for renewal.