



Q completing corrective action

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# Completing Corrective Action (Firm)

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The article below describes the process for completing a corrective action or implementaiton plan in PRIMA. The completed case will be submitted to the technical reviewer. For information on requesting a waiver or replacement of a corrective action or implementation plan, see [Requesting Replacement for Corrective Action \(Firm\)](#) or [Requesting Replacement for Implementation Plan \(Firm\)](#).

**Note:** Corrective Actions should only be marked Complete and Submitted when they are actually complete. Any questions regarding your corrective action or implementation plan should be sent directly to your Administering Entity outside of PRIMA via telephone, email, or post.

To submit supporting documents as evidence for corrective actions, perform the following steps:

1. Under **Action Items**, click the corrective action (COA) **Case ID**.

Case ID	Review Number	Firm Number	Firm Name	Task Description	Status	Received Date	Comments
COA-112850				Complete Corrective Action	Pending-CA Assigned	12/10/2017	

Case ID	Review Number	Firm Number	Firm Name	Task Description	Status	Assigned To	Review Type
RWW-318322				Waiting for Corrective actions to complete	Pending-Corrective-Actions	Pending COA Plan Completion	System Review

2. On the **Perform Followup** page, for **Action To Be Taken**, select **Complete**.

**To Do** Additional Information

Perform Followup  
Complete Corrective Action 🕒 Due in 1 month from now

Review Details		
Review Number	Review Type System Review	Team Type FOF
Firm Name	State	Firm Number
RAB Code RAB1	RAB Description RAB	Meeting Date 08/16/2017
Review Status Pending-Corrective- Actions		

Follow-up Details		
Follow-up Code 009	Follow-up Code Description Submit Proof of Certain CPE Taken	Date Action Should Be Completed 07/19/2017
Number Of Hours 10		

Action To Be Taken \* ⌵

Comments

--Select--  
 --Select--  
**Complete**  
 Request Waiver  
 Request Replacement

**Submit**

3. Enter **Comments**.

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RAB109 Review Status Pending-Corrective- Actions 09/14/2017

Follow-up Details		
Follow-up Code 011	Follow-up Code Description Agree to Hire TC/Outside Party to Perform Inspection	Date Action Should Be Completed 09/14/2017

Action To Be Taken \* ⌵ Complete

Comments

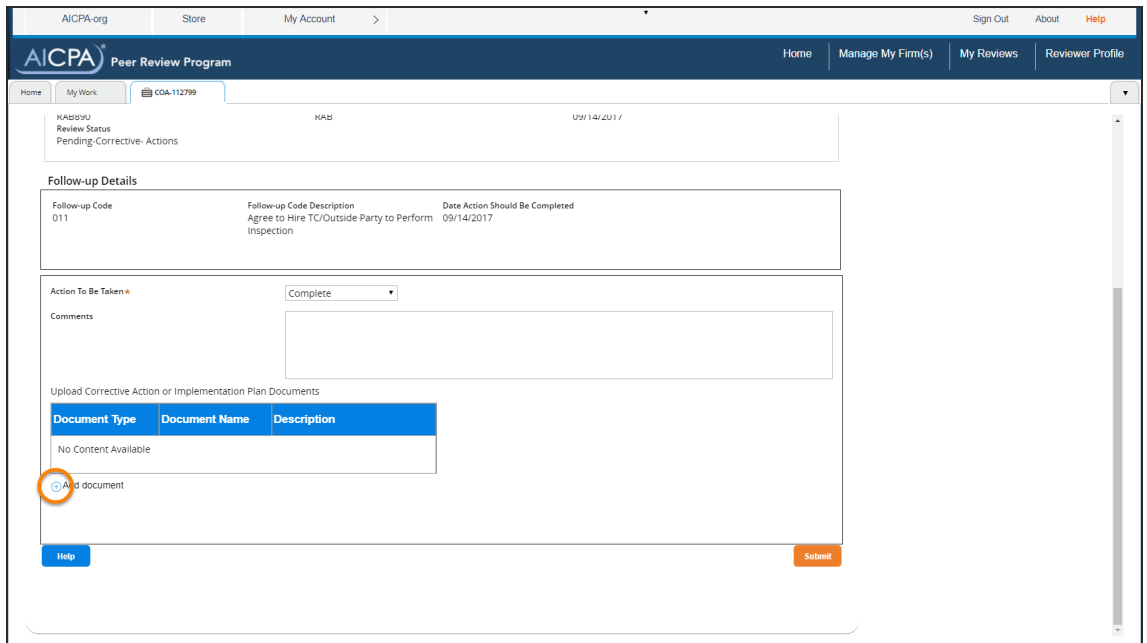
Upload Corrective Action or Implementation Plan Documents

Document Type	Document Name	Description
No Content Available		

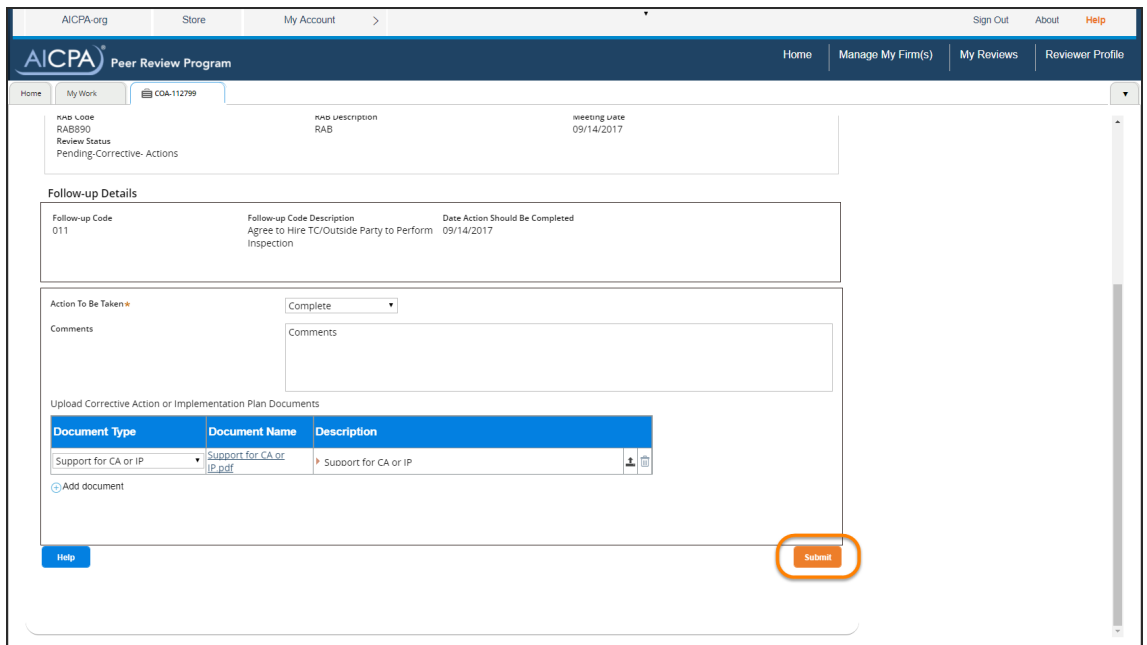
⊕ Add document

**Help** **Submit**

4. Upload supporting documents. Under **Upload Corrective Action or Implementation Plan Documents**, click the **Add document** plus (+) icon. For details on browsing for and uploading files, see [Uploading Documents in PRIMA](#).



5. Once all Details supporting documents are uploaded, click **Submit**.



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