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## Responding to an FFC in PRIMA (Firm)

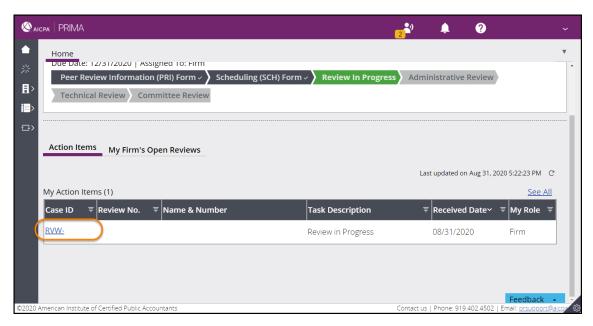
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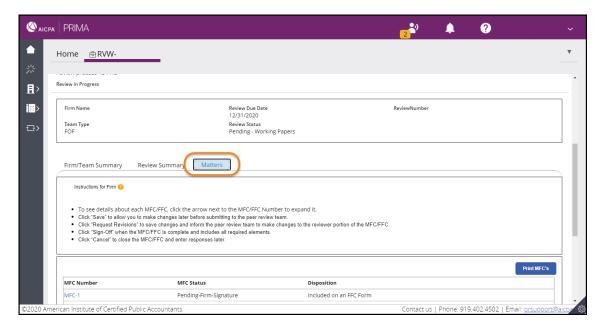
For video instructions, see Responding to MFCs/FFCs (Firm) - Video.

If the reviewer / team captain creates FFCs, they are sent to the firm for review and response. To respond to FFCs, perform the following steps:

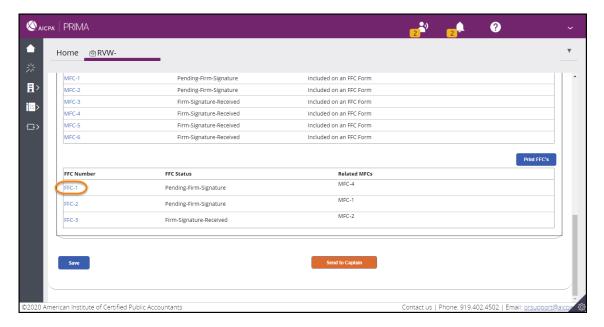
1. Under **Action Items**, click the review (RVW) **Case ID**.



2. Click the **Matters** tab.

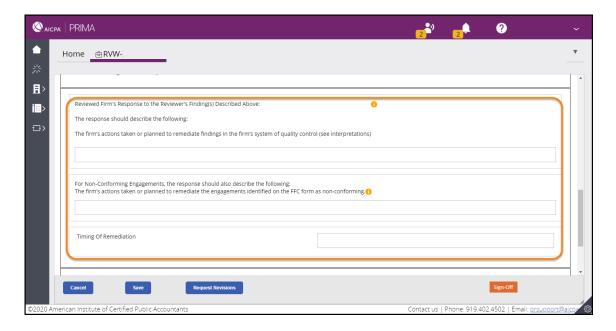


3. Select the **FFC Number** to access the FFC.

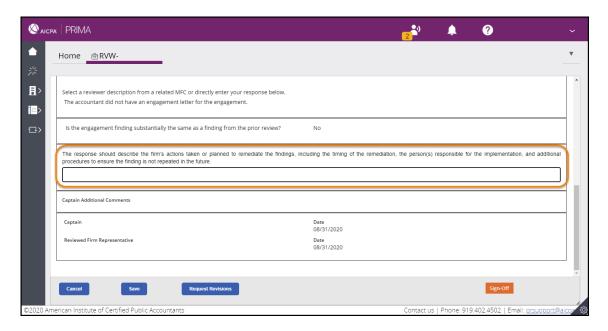


4. Review FFC details and enter your firm responses for **how it plans to remediate the findings in its system of quality control** and **how it plans to remediate the non-conforming engagements**. Both sections should include the timing of the remediation.

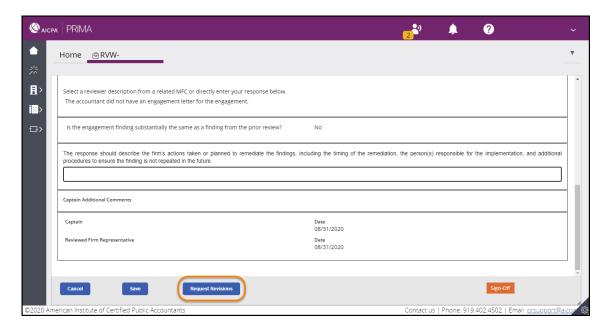
**Note:** How the firm plans to remediate any non-conforming engagements, will only show if there is a non-conforming engagement that was identified by the review team.



5. For Engagement Reviews, review FFC details and enter your firm responses for **how it plans to remediate the findings**, including the timing of the remediation and the person responsible for the implementation.

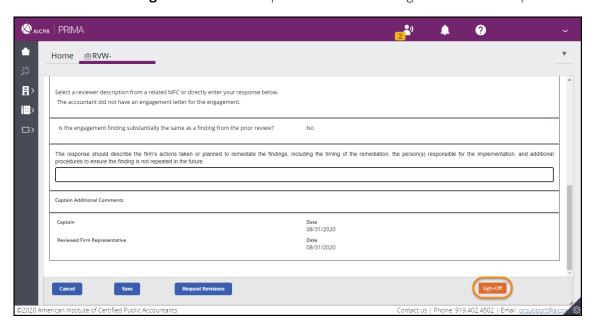


6. To request revisions to the reviewer, click **Request Revisions**.

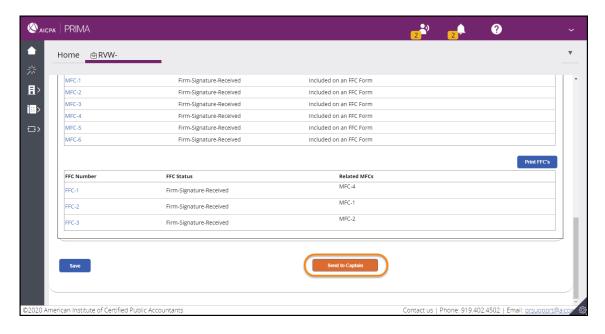


7. To accept FFC, click **Sign-Off**.

**Note**: You must click **Sign-Off** for each accepted FFC before sending to the reviewer captain.



8. Once all responses have been entered and **Sign-Off** has been clicked for all MFCs and FFCs, click **Send to Captain**.



The case will be assigned to the reviewer for completion and submitting working papers.

## **Related Articles:**

Creating an FFC in PRIMA (Reviewer)

Creating a Disposition of MFC (DMFC) (Reviewer)

Sending MFCs / FFCs to the Firm

MFCs/ FFCs Not Appearing for Peer Review Contact

Editing MFCs / FFCs (Reviewer)

Printing MFCs, FFCs, and DMFCs

Responding to an FFC in PRIMA (Firm)

Responding to an MFC in PRIMA (Firm)

Submitting MFCs on License Issues for an Engagement Review

Requesting Revisions for MFCs and FFCs (Firm)

Responding to Request for Revisions for MFCs and FFCs (Reviewer)

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