

AUDIT PLAN



Date:	13-Jul-17
To:	CWD Team
From:	IQA Lead Auditor
Re:	Internal Audit for QMS 2015

Objective: To measure the QMS conforms to requirements; ensure the QMS is maintained and effective; seek out opportunities for process, product and services, improvement; and to intentionally look for situations that if left uncorrected could cost the organization's time and money.

Scope: Activities, Product, and Services

Audit Impartiality & Methodologies: Interviews with relevant personnel; inspection of relevant documents and records; observations of ongoing processes; record any observations made (potential for improvement, nonconformities; including good points);

Disclaimer: The foregoing may only serve as guide but should not restrict the time to be consumed by the auditor. Auditors are not assigned to audit their own work.

Responsibility: Auditees: Auditees shall ensure necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes.

Auditors: All Auditors shall conduct follow-up activities for both internal and external audit findings; including the verification of the actions taken and the reporting of the verification results.

TIME	AREA	ELEMENT	AUDITOR	AUDITEE
Day 1	18-Jul-17			
9:00-10:00	Top Management	4.1-4.4, 5.1-5.3, 6.1-6.3, 7.1-7.4, 9.1-9.3, 10.1-10.3	M.L. Rimas	Engr. Sumanga Sr.
10:00-12:00	DCC	7.5, 7.5.2, 7.5.3	C. Santos	E. Paderes
12:00-1:00	LUNCH BREAK			
1:00-2:00	HR/Training	7.2, 7.3, 7.4, 7.5	R. Sierva	G. Olea
2:00-3:00	Operations (Laboratory)	7.1.4, 8.1, 8.5, 8.6, 8.7,	G. Manguiat	E. Paderes
3:00-4:00	Commercial	4.1, 4.2, 5.2, 6.1.1, 6.1.2, 7.3, 8.1, 8.2, 8.2.1, 9.1, 9.1.1, 9.1.2, 9.1.3, 10.2	G. Olea	J. Rico
4:00-5:00	Audit Team	Auditor's Time		
Day 2	19-Jul-17			
9:00-10:00	Purchasing	8.4, 8.4.1, 8.4.2, 8.4.3	R. Sierva	G. Manguiat
10:00-11:00	Warehouse	8.5.2, 8.5.3, 8.5.4, 8.6, 8.7	M. Gratela	E. Salvador
11:00-12:00	Motorpool	7.1.3	C. Paringit	E. Salvador
12:00-1:00	LUNCH BREAK			
1:00-3:00	Engineering	8.2, 8.2.1, 8.2.2, 8.2.3	M. Tan	Engr. Avillanosa
3:00-4:00	Internal Quality Audit	9.2, 9.2.1, 9.2.2	E. Paderes	Engr. Jojo Gillera
4:00-5:00	Audit Team	Auditor's Time		

For your information.

Prepared By:

Confirmed By:

