

AUDIT SUMMARY REPORT



Updated as of: 28-Jul-17
 Audit Date: July 18-19, 2017

Objective To verify compliance to ISO 9001:2015 (Quality Management System).

Date Audited	Area of Audit	Auditee	Auditor	Classification Minor NC/ Major/ Observation	Audit Findings	Rootcause	Correction	Corrective Action	Proposed Date of Implementation	Actual Date of Implementation	Status
18-Jul-17	TM	Engr. Restituto Sumanga Sr.	MLRimas	Minor NC	OTP were presented however some Dept. were not presented	The Objectives, Targets & Programs was not properly monitored ; The Top Management neglects to double check the records from time to time; The Departments concerned overlooked the dates of the said documents for updating on a monthly basis	Immediately submit the stated Objectives, Targets & Programs for updating from the said Departments	Updating of Objectives, Targets & Programs shall be on a monthly basis and subject for review and approval by the department head. ; Specifically include in the internal audit checklist to ensure consistency of implementation.	7/28/2017	7/20/2017	closed
18-Jul-17	DCC	Ethel Paderes	Chona Santos	Observation	The Masterlist of All Records from Internal Records, External Records, Quality REcords and Records were presented however, records shows that the Documents were not updated	The DCC Personnel has not yet familiarize with the DCC Process ; The Masterlist of all Records were not properly monitored ; Overlook the implementation of the DCC PProcess due to prioritization of other tasks,	Immediately correct the entry adn update the information on ALL the Masterlist to ensure that the records are within the DCC Process	The DCC HEAD shall re oriern thru information dessimination on the DCC PProcess ; The DCC Personnel must Familiarize themselves the proper documentation of the DCC Process ; The Masterlist must be completed and update on a monthly basis and subject for review and approval of the Dept. Head to ensure the completeness of the information.	7/29/2017	7/20/2017	closed
19-Jul-17	Motorpool	Emmanuel Salvador	Carmina Paringit	Minor NC	The Masterlist of Service Vehicle/Equipment were not presented.	The Motorpool Personnel neglects to oversee the motorpool process due to the emphasis on other tasks	Immediately update the Masterlist of Service Vehicle/Equipment with its frequency	The Motorpool Personnel must completely update and presented the Masterlist of SErvice Vehicle/Equipment and subject the review and approval by teh Dept. Head.	7/30/2017	7/21/2017	closed
19-Jul-17	Motorpool	Emmanuel Salvador	Carmina Paringit	Minor NC	The Job Order & Breakdown Report were not presented.	The Motorpool Personnel neglects to oversee the motorpool process due to the emphasis on other tasks	Immediately acquirethe Job Order and Breakdown Report with updated Data	The Motorpool Personnel must completely update and presented the Job Order and Breakdown Report and subject the review and approval by teh Dept. Head.	7/31/2017	7/21/2017	closed