



## **Calamba Water District**

Lakeview Subdivision, Halang, Calamba, Laguna  
Tel. Nos. 545-2863, 545-1614, 545-7895, 545-1389  
Tel./Fax. (049) 545-9752

### **CERTIFICATION**

This is to certify that Calamba Water District conducts the Internal Quality Audit and Risk Assessment as compliance with the ISO 9001:2015 requirements.

Attached herewith is a copy of the documents.

Engr. Restituto B. Sumanga Sr.  
General Manager A



# 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.

Date:

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:

*[Signature]*

Confirmed By:

*[Signature]*





## 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	Root Cause	Correction	Corrective Action	Proposed Date of Implementation	Actual Date of Implementation	Status
18-Jul-17	TM	Engr. Reutilio Sumanga Sr.	MLRinas	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	7/29/2017	closed
18-Jul-17	DOC	Ethel Padres	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 Process due to prioritization of other tasks.	Immediately correct the entry and update the information on ALL the Masterlist to ensure that the records are within the DCC Process	The DCC Head shall re orient thru information dissemination on the DCC Process; 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.	7/28/2017	7/20/2017	closed
19-Jul-17	Motorpool	Emmanuel Salvador	Carminha Pairang	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 the Dept. Head.	7/30/2017	7/21/2017	closed
19-Jul-17	Motorpool	Emmanuel Salvador	Carminha Pairang	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 acquire the 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 the Dept. Head.	7/31/2017	7/21/2017	closed



24-Jul-17

[illegible]

Prepared By:

1. CAR response is 5 days minimum after issuance or as per customer requirements.
2. For customer complaint, response date shall be at least 1 day prior to submission to customer
3. CAR contri | register shall be updated at least once a month

Checked By: J. D. D.