

Client:	Department of Science and Technology – Science Education Institute	If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.	
Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery:	1st and 2nd Levels, Science Heritage Building, DOST Compound, General Santos Avenue, Bicutan, Taguig City Philippines		
Scope of application:	Provision of Science and Technology Scholarship, Innovative Science Education Resources, Teacher Trainings, Science Promotions, and Other Related Services		
Applicable standard, Audit criteria:	ISO 9001:2015 Management system documentation of the organization		
Type of audit:	2nd Follow-up Audit		
Client's representative:	ALBERT G. MARIÑO		
Audit objective:	Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification Determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements Determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieving its specified objectives		
Audit language(s):	English, Filipino		
Audit leader:	Mary Grace Balobalo (GB)	Auditor(s):	Rolando Remitar (RR)
<input type="checkbox"/> external, company:	NA	<input type="checkbox"/> external, company:	
Environmental verifier:		Expert(s):	
<input type="checkbox"/> extern, Firma:		<input type="checkbox"/> extern, Firma:	
City, date audit plan preparation:	Bacoor City, Philippines/ 2020 October 16		
Date of last update:	November 3, 2020 Rev01		
Reasons for modification of the audit plan during the audit:			

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

Audit time Overview Location xxx

	9001 [Audit time in h]	Sum (on line):
Debit Location:		
Mary Grace Balobalo	8 HRS	1 MD
Rolando Remitar	8 HRS	1 MD
TOTAL	16 HRS	2 MD

Date / Time	Organizational Unit and Processes Single Shift 8:00H – 5:00H	Auditor/ Abbrev.I	Interviewee	Standard Chapter
06 November 2020				
8:00AM	Opening Meeting	TÜVR Audit Team	Top Management, Management Representative, Process Owners	<ul style="list-style-type: none"> - Introduction of the participants - Scope of certification - Audit objectives - Audit plan (security advices, audit proceeding, special features)
8:15AM	Top Management <ul style="list-style-type: none"> - Business Planning - Strategic Directions Special Focus: <ul style="list-style-type: none"> - Management Review - Changes in the QMS - Quality Policy; - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements 	TÜVR Audit Team		4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 9.1,9.3, 10.1, 10.2, 10.3

Date / Time	Organizational Unit and Processes Single Shift 8:00H – 5:00H	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	<ul style="list-style-type: none"> – Customer Satisfaction; Feedback and Complaints Handling – Risk and Opportunities Management 			
9:00AM	Internal Audit / Nonconformity & Corrective Action Control of Documented Information	RR		6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2,9.3, 10.1,10.2, 10.3 7.5 Note: verification of corrective action from previous audit if any, use of logo
9:00AM	Science and Technology Scholarship Division (STSD) <ul style="list-style-type: none"> – Scholarships Administration and Monitoring – Science Scholarship Technical Support and Services 	GB		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1, 9.2,9.3 10.1, 10.3
10:00AM	Human Resource Development <ul style="list-style-type: none"> – Competence/ Training 	RR		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1, 9.2,9.3 10.1, 10.3
10:30AM	Science Education and Innovations Division (SEID) <ul style="list-style-type: none"> – Innovations – Program Development 	GB		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1, 9.2,9.3 10.1, 10.3
11:00 AM	Finance and Administrative Division (FAD) Admin	RR		6.1, 6.2., 6.3 7.1.2, 7.1.3, 7.1.4, 7.1.6, 7.2, 7.3, 7.4, 7.5 8.1 9.1.1, 9.1.3 10.2, 10.3
12:00NN	Lunch Break			
1:00PM	Science and Technology Manpower Education Research and Promotion Division (STMERPD) <ul style="list-style-type: none"> – Promotion 	GB		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1,

Audit plan
CN: 01 100 1634782



Date / Time	Organizational Unit and Processes Single Shift 8:00H – 5:00H	Auditor/ Abbrev.I	Interviewee	Standard Chapter
				10.1, 10.3
1:00PM	Customer Satisfaction; Customer Feedback; Handling of Complaints	RR		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1, 10.1, 10.3
2:00PM	General Administrative Services (Facilities Maintenance)***	RR		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 9.1, 10.1, 10.3
3:00PM	Auditor's Time - Report Preparation - Consolidation of Audit Findings	TÜVR Audit Team		
4:00PM	Closing Meeting	TÜVR Audit Team	Top Management, Management Representative, Process Owners	Presentation of Audit Findings
5:00PM	End of Audit			

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

Client
 Certification Body (Bodies)
 Auditor/Expert
 Database