

FOR : DEPARTMENT HEADS AND EMPLOYEES
 FROM : IQA / QMR
 SUBJECT : INTERNAL QUALITY AUDIT PLAN
 REFERENCE: IQA-000-24-8-07
 DATE : 16 August 2024
 CC : DC, File

In preparation for the Second External Audit by CIP on November 2024 under ISO 9001:2015 standard, the SECOND INTERNAL QUALITY AUDIT for this year will be on September 4 to 27, 2024. The objective of this audit is to assess the level of maintenance, effectiveness of our Quality Management System and raised opportunities for improvement in accordance with the requirements of ISO 9001:2015.

Please expect the IQA Auditor(s) to visit your respective department on the scheduled date below:

Department / Area	Date	Time	Auditor
AIS	Sep 4	8:00 am - 4:00 pm	Marnille Norte
Marketing		8:00 am - 4:00 pm	Arlene Fabreag
Office of the President / PCO	Sep 5	8:00 am - 4:00 pm	Michelle Perez
QC/QA	Sep 06	8:00 am - 4:00 pm	Jorge Resley Mauricio
FG Whse		8:00 am - 4:00 pm	Rowena Pausal
Parts Whse		8:00 am - 4:00 pm	Princess Calpe / Joy Elaine Chichioco
Engineering & Maintenance		8:00 am - 4:00 pm	Alfredo Vecino
Production		8:00 am - 4:00 pm	Rhenalyn Manzano / Jasmine Dale Discar
Human Resource	Sep 10	8:00 am - 4:00 pm	Arlene Fabreag
Sales		8:00 am - 4:00 pm	Engr. Mark Solis / Carl Salazar
DC	Sep 11	8:00 am - 12:00 pm	QMR
Finance	Sep 12	8:00 am - 4:00 pm	Engr. Reiner Abaquita / Carlo Canicola
Service		8:00 am - 4:00 pm	Leonard Amodente / Engr. Renzo Mondolado
Administration		8:00 am - 4:00 pm	Abegail Caplis / Bryan Atienza
Internal Quality Audit	Sep 27	2:00 pm - 4:00 pm	QMR


Auditor(s) will review the processes, conducts random records sampling, interview process owner, review data performances and other activities that could help the assessment. Your cooperation to these activities is highly appreciated.

Guidelines for this audit are as follows:

1. Prior to audit schedule, everyone are advise to prepare their records, reports and other documented information that would support the audit findings and conformity to the standard.
2. Regular audit will be observe again within your working area. Expect the auditor to be in your workstation.
3. Auditor will furnish a written report to the department within three (3) working days after the audit schedule.
4. The audit team will provide meal for auditors and heads during the audit schedule.

For your information.

Prepared by:

 8-16-24
Ms. Arlene V. Fabreag
IQA Chairman

Approved by:


Mr. Oliver M. Filoteo
Chief Executive Officer

Noted by :


Mr. Thaddeus George C. Roman
QMR

KOLIN PHILIPPINES INTERNATIONAL, INC.
INTERNAL QUALITY AUDIT

2nd INTERNAL QUALITY AUDIT SCHEDULE
September 2024

March	Monday	Tuesday	Wednesday	Thursday	Friday					
Date	2	3	4	5	6					
Area			AIS 8:00 am - 4:00 pm	MKTG 8:00 am - 4:00 pm	OP / PCO 8:00 am - 4:00 pm	QC / QA 8:00 am - 4:00 pm	FG WHSE 8:00 am - 4:00 pm	ENGG ⁺ R 8:00 am - 4:00 pm	PROD 8:00 am - 4:00 pm	PART S WHSE 8:00 am - 4:00 pm
Auditor			M.Norte	A. Fabreag	M. Perez	J. Mauricio	R. Pausai	A. Vecino	R. Manzano / J. Discar	P. Calpe / E. Chichico
Date	9	10	11	12	13					
Area		HRD 8:00 am - 4:00 pm	Sales 8:00 am - 4:00 pm	DC 8:00 am - 12:00 nn	Fin 8:00 am - 4:00 pm	Adm 8:00 am - 4:00 pm	Svc 8:00 am - 4:00 pm			
Auditor		A. Fabreag	M.Solis / C. Salazar	QMR	R. Abaquita / C. Canicola	A. Caplis / B. Atienza	L. Amodente / R. Mondolado			
Date	16	17	18	19	20					
Area										
Auditor										
Date	23	24	25	26	27					
Area					INTERNAL QUALITY AUDIT 2:00 pm - 4:00 pm					
Auditor					QMR					