

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

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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		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	Sep 06	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

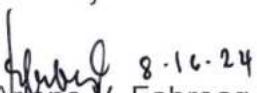
Auditor(s) will review the processes, conducts random records sampling, interview process owner, review data performances and other activities that could help the assessment. Your cooperation to these activities is highly appreciated.

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.

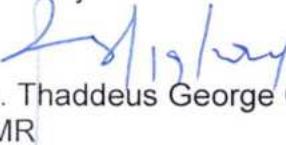
Prepared by:

  
8.16.24  
Ms. Arlene V. Fabreag  
IQA Chairman

Approved by:

  
Mr. Oliver M. Filoteo  
Chief Executive Officer

Noted by :

  
8/19/24  
Mr. Thaddeus George C. Roman  
QMR

**KOLIN PHILIPPINES INTERNATIONAL, INC.**  
**INTERNAL QUALITY AUDIT**

**2<sup>nd</sup> INTERNAL QUALITY AUDIT SCHEDULE**  
September 2024

March	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Date</i>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<i>Area</i>			<b>AIS</b> 8:00 am - 4:00 pm	<b>MKTG</b> 8:00 am - 4:00 pm	<b>OP / PCO</b> 8:00 am - 4:00 pm
<i>Auditor</i>			M.Norte	A. Fabreag	M. Perez
<i>Date</i>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<i>Area</i>		<b>HRD</b> 8:00 am - 4:00 pm	<b>Sales</b> 8:00 am - 4:00 pm	<b>DC</b> 8:00 am - 12:00 nn	<b>Fin</b> 8:00 am - 4:00 pm
<i>Auditor</i>		A. Fabreag	M.Solis / C. Salazar	QMR	R.Abaquita / C.Canicola
<i>Date</i>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<i>Area</i>					
<i>Auditor</i>					
<i>Date</i>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<i>Area</i>					<b>INTERNAL QUALITY AUDIT</b> 2:00 pm - 4:00 pm
<i>Auditor</i>					QMR