

FOR : DEPARTMENT HEADS AND EMPLOYEES  
 FROM : IQA / QMR  
 SUBJECT : INTERNAL QUALITY AUDIT PLAN  
 REFERENCE: IQA-000-23-2-001  
 DATE : 14 February 2023  
 CC : DC, File

---

In preparation for the First Surveillance Audit by CIP on May 2023 under ISO 9001:2015 standard, the FIRST INTERNAL QUALITY AUDIT for this year will be on March 7 to 30, 2023. 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                    |
|-------------------------|--------|--------------------|----------------------------|
| Marketing               | Mar 7  | 8:00 am – 4:00 pm  | A.Vecino / M.Perez         |
| QC / QA                 |        | 8:00 am – 4:00 pm  | L.Amodente / A. Olida      |
| Finance                 | Mar 8  | 8:00 am – 4:00 pm  | K.Racca / M.C. Solis       |
| Audit Information       | Mar 10 | 8:00 am – 4:00 pm  | R. Pausal / J.R. Mauricio  |
| Sales                   | Mar 14 | 8:00 am – 4:00 pm  | M. Norte / A. Vecino       |
| Human Resource          | Mar 15 | 8:00 am – 4:00 pm  | R.Manzano / P.Calpe        |
| Parts Whse              | Mar 16 | 8:00 am – 4:00 pm  | R. Abaquita / M.A. Moralde |
| FG Warehouse            | Mar 17 | 8:00 am – 4:00 pm  | F.Ceruma / A. Caplis       |
| Production              | Mar 21 | 8:00 am – 4:00 pm  | L. Amodente / R. Abaquita  |
| MIS                     | Mar 22 | 8:00 am – 4:00 pm  | A. Fabreag / R. Pausal     |
| Administration          | Mar 24 | 8:00 am – 4:00 pm  | P.Calpe / A. Fabreag       |
| Service                 | Mar 28 | 8:00 am – 4:00 pm  | M.C. Solis / R. Manzano    |
| Document Control        | Mar 29 | 9:00 am – 12:00 nn | F. Ceruma / J.R. Mauricio  |
| Office of the President |        | 2:00 pm – 4:00 pm  |                            |
| Internal Quality Audit  | Mar 30 | 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 observed again within your working area. Expect auditor to be in your work station but still practice heath protocol as we still give priority to a healthy working environment.
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 during the audit schedule.

For your information.

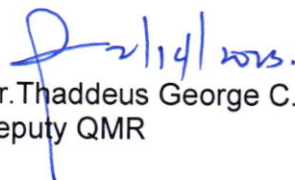
Prepared by:

  
Ms. Arlene V. Fabreag  
IQA Chairman

Approved by:

  
Mr. Oliver M. Filoteo  
QMR

Noted by:

  
Mr. Thaddeus George C. Roman  
Deputy QMR