

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

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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.

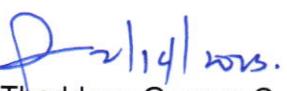
Prepared by:

  
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IQA Chairman

Approved by:

  
Mr. Oliver M. Filoteo  
QMR

Noted by:

  
Mr. Thaddeus George C. Roman  
Deputy QMR