

FOR : DEPARTMENT HEADS AND EMPLOYEES  
 FROM : IQA / QMR  
 SUBJECT : INTERNAL QUALITY AUDIT PLAN  
 REFERENCE: IQA-000-24-1-003  
 DATE : 15 February 2024  
 CC : DC, File

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In preparation for the First Surveillance Audit by CIP on May 2024 under ISO 9001:2015 standard, the FIRST INTERNAL QUALITY AUDIT for this year will be on March 5 to 26, 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
Human Resource	Mar 5	8:00 am – 4:00 pm	Princess Calpe
Service		8:00 am – 4:00 pm	Arlene Fabreag
Sales		8:00 am – 4:00 pm	Rhenalyn Manzano
Office of the President / PCO	Mar 6	8:00 am – 4:00 pm	Reiner Abaquita
Marketing		8:00 am – 4:00 pm	Abegail Caplis
Administration		8:00 am – 4:00 pm	Leonard Amodente
Finance	Mar 7	8:00 am – 4:00 pm	Rowena Pausal
MIS		8:00 am – 4:00 pm	Marnille Norte
Audit Information		8:00 am – 4:00 pm	Ma.Michelle Perez
Production	Mar 8	8:00 am – 4:00 pm	Alfredo Vecino
Engineering & Maintenance		8:00 am – 4:00 pm	Jorge Resley Mauricio
QC/QA		8:00 am – 4:00 pm	Engr. Mark Christian Solis
FG Whse		8:00 am – 4:00 pm	Arlene Fabreag
Parts Whse		8:00 am – 4:00 pm	Leonard Amodente
DC	Mar 11	8:00 am – 4:00 pm	Deputy QMR
Internal Quality Audit	Mar 26	2:00 pm – 4:00 pm	Deputy QMR / 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:

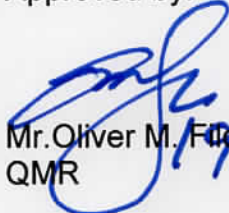
1. Prior to audit schedule, everyone are advise to prepare their records, reports and other documented information that would support the audit findings and conformity to the standard.
2. Regular audit will be observed again within your working area. Expect auditor to be in your work station but still 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 for auditors and heads during the audit schedule.

For your information.


Prepared by:

 2-15-24  
Ms. Arlene V. Fabreag  
IQA Chairman

Approved by:

  
Mr. Oliver M. Floteo  
QMR

Noted by:

  
Mr. Thaddeus George C. Roman  
Deputy QMR