

FOR : DEPARTMENT HEADS AND EMPLOYEES
FROM : IQA / QMR
SUBJECT : INTERNAL QUALITY AUDIT PLAN
REFERENCE: IQA-000-25-2-003
DATE : 07 February 2025
CC : DC, File

In preparation for the Internal Audit by CIP under ISO 9001:2015 standard, the FIRST INTERNAL QUALITY AUDIT for this year will be on March 4 to 28, 2025. 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
OP / PCO	Mar 4	8:00 am – 4:00 pm	Michelle Perez
MIS		8:00 am – 4:00 pm	Jasmin Dale Discar
Production	Mar 5	8:00 am – 4:00 pm	Rowena Pausal
FG Whse		8:00 am – 4:00 pm	Rhenalyn Manzano
QC/QA		8:00 am – 4:00 pm	Arlene Fabreag
Parts Whse		8:00 am – 4:00 pm	Alfredo Vecino
Engineering		8:00 am – 4:00 pm	Princess Calpe
DCO	Mar 07	8:00 am – 4:00 pm	Joy Elaine Chichioco
Marketing		8:00 am – 4:00 pm	Jorge Resley Mauricio
Finance	Mar 11	8:00 am – 4:00 pm	Engr. Mark Solis / Marnille Norte
Audit	Mar 12	8:00 am – 4:00 pm	Bryan Atienza
Sales		8:00 am – 4:00 pm	Arlene Fabreag
Service		8:00 am – 4:00 pm	Reiner Abaqua / Abegail Caplis
Admin		8:00 am – 4:00 pm	Renzo Mandolado
Human Resource		2:00 pm – 4:00 pm	Leonard Amodente / Carlo Canicola
Internal Quality Audit	Mar 28	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:

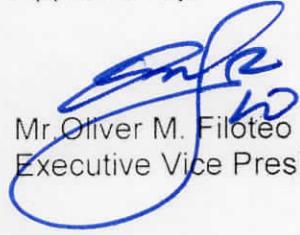
1. Prior to audit schedule, everyone are advise to prepare their records, reports and other documented information that would support the audit findings and conformity to the standard.
2. A regular audit will be conducted within your work area or as requested by the auditors in the designated room.
3. Auditor will furnish a written report to the department within three (3) working days after the audit schedule.
4. The audit team will provide lunch meal for the auditors and department heads during the scheduled audit.

For your information.

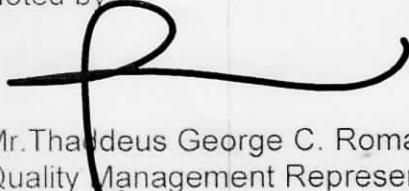
Prepared by:


Ms. Ahrene V. Fabreag
IQA Chairman

Approved by:


Mr. Oliver M. Filoteo
Executive Vice President

Noted by:


Mr. Thaldeus George C. Roman
Quality Management Representative