VISAYAS
STATE UNIVERSITY

20 November 2019

MEMORANDUM CIRCULAR NO. ___119___
Series of 2019

T   O: **All VPs, Deans and Directors (UADCO members)**

R   E: **Audit Plan for the ISO 1st Stage Certification Audit**

We are providing you of the audit plan/schedule (attached) prepared by TUV Rheinland for the 1st stage Certification Audit on **Friday, November 22, 2019** for your information and reference. As such, you are requested to attend the opening meeting on this day at **10:00AM** at the **QAC Conference Room**. Reiterating again to stay put and be ready in case the audit team will pass by at your respective offices during their site visit. Hence, your immediate surroundings and offices should be kept clean and orderly.

Your wholehearted support and cooperation is enjoined to make this 1st stage visit an impressive one.

EDGARDO E. TULIN
President ale 11/20/19

Client:	**Visayas State University**	If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.
Location(s) / Production facility (facilities):	Visca, Baybay City, Leyte	
Scope of application:	Provision of educational services related to instruction in higher and advanced education programs (academic units/colleges, the Graduate School and the support units) in the main campus	
Applicable standard, Audit criteria:	ISO 9001:2015, Management system documentation of the Organization	
Type of audit:	Stage 1 Certification Audit	
Client's representative:	Milagros C. Bales	
	Quality Assurance Director (QAD)	
Audit language(s):	English/Filipino	
Audit leader:	Jogina Mendiola (JM)*	**Auditor(s):** Madilyn Plaza (PM)
☐ external, company:		☐ external, company:
Environmental verifier:		**Expert(s):**
☐ extern, Firma:		☐ extern, Firma:
City, date audit plan preparation:	Makati City, 15 November 2019	
Date of last update:		
Reasons for modification of the audit plan during the audit:		

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

Audit time Overview Location xxx

Refresh sums: Mark cell and press F9	9001 [Audit time in h]	Sum (on line):
Debit Location:	0,00	0,00
JM	8,00	8,00
PM	8,00	8,00

	employees, exclusions, no. of shifts) - Quality Policy - Quality Objectives/Targets - Management Review Results - Applicable statutory and regulatory requirements			
12:00	LUNCH BREAK			
1:00	Continuation Top Management…			
2:00	**Review of Documentation** - Roles, responsibility & Authority - HR / Training Documentation - Internal Quality Audit	JM, PM	Internal unit	5.3, 7.2, 7.5, 7.5.1, 9.2.2
3:00	**Review of Management System Documentation** - Quality Manual/ Business Process - Quality Plan - Process map, fundamental processes, outsourced processes - Organizational chart *Document Information Control Non-*	JM PM		7.5, 7.5.1, 7.5.3, 8.4, 8.5, 8.5.1, 8.5.3, 8.7.2, 9.2.2,10.2.2

	conforming Services Control, Internal Audit Corrective Action Risk Management			
5:30	**Planning and preparation of audit plan for Stage 2 audit**	TUVR Audit Team		n/a
6:30	**Closing Meeting**	TUVR Audit	Top Management, Management Representative	Presentation of Audit Findings
7:00	**End of Audit**			

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

X Client	X Certification (Bodies)	Body Auditor/Expert		X Database

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