



2 December 2020

MEMORANDUM NO. 468

Series of 2020

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R E: **Preparation for TUV Rheinland's Conduct of Capability Assessment**
 and First Surveillance Audit

The First Surveillance Audit (FSA) for the sustenance of our ISO 9001:2015 QMS certification is fast approaching. TUV Rheinland has just communicated with us that they will conduct the Capability Assessment on January 6, 2021, to assess our readiness in terms of the information technology hardware and software capability including data management.

In this regard, I am calling an urgent meeting on **Friday, December 04, 2020 at 3 PM** to discuss how we can prepare and plan out with our existing IT resources and people so that we can be ready during the Capability Assessment and the Remote FSA tentatively scheduled on January 28-29, 2021. Since we are limiting only to less than 20 persons for a face-to-face meeting, all core dDRCs will attend virtually while the rest will meet at the OP Conference Room. A link to this meeting will be provided soon.

Thank you for your usual support in providing our clients with the quality service they deserve through our implementation of the QMS.


EDGARDO E. TULIN
President