

# Nonconformity Report No. to



Client	Standard(s)	Certification Number(s)	Audit Type
<b>Carcar Water District</b>	ISO 9001:2015	01 100 1432623	First Follow-up Audit

**Client's representative:** Ms. Josefa Salvacion N. Manugas  
**Audit Team Leader:** Rhene Rose Zara  
**Auditor(s)/Expert:** Elisa Cruz  
**Audit Date:** December 03, 2020 – December 03, 2020

03 December 2020

  
 Rhene Rose Zara

  
 JOSEFA SALVACION N. MANUGAS

Date

Audit Team Leader

Client's representative

The client is required to analyse the root cause of the nonconformities. This results and the correction(s) and corrective action(s) has (have) to be described in the nonconformity report.

Please forward the completed nonconformity report until **December 20, 2020** to the audit team leader considering:

- for major nonconformities the **actions have to be accomplished** and corresponding documents have to be submitted
- for minor nonconformities as minimum requirement information about **planned actions, planned dates** of these actions must be submitted

<input checked="" type="checkbox"/>	Minor nonconformities: Plan for correction(s) and corrective action(s) was reviewed and accepted.	<input type="checkbox"/>	Major nonconformities: Correction(s) and corrective action(s) were reviewed, accepted and verified.
<input type="checkbox"/>	Minor nonconformities: Correction(s) and corrective action(s) were reviewed, accepted and verified.	<input type="checkbox"/>	A re-audit was performed.

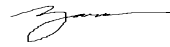


15 December 2020 / Rhene Rose Zara

Date, processing auditor

# Nonconformity Report No. to

Client	Standard(s)	Certification Number(s)	Audit Type
<b>Carcar Water District</b>	ISO 9001:2015	01 100 1432623	First Follow-up Audit

No	Standard Clause	NC Type *1	Nonconformity a) Description of nonconformity b) Evidence for nonconformity	Re-audit *2	Root Cause	Actions (incl. evidences) *3 a) Corrections b) Corrective Action	Evidence and decision of review/ verification (by auditor) *4
1	8.3.4 Design and Development Controls	Minor	<p>a) The standard requires that the organization shall apply controls to the design and development process to ensure that:</p> <p>f) documented information of these activities is retained.</p> <p>However, there were no evidence /documented information that reviews and verification activities are conducted</p> <p>b) Evidence: Were not presented any documented information of design review, verification/validation for the two projects Construction of Laboratory and Additional Water Source at Lumbia Can-asujan</p>	No	<ul style="list-style-type: none"> <li>The procedures manual for Design and Development (PM-OM-01) was not updated ever since its registration date last August 20, 2016.</li> </ul>	<p>a) <b>Correction:</b></p> <ul style="list-style-type: none"> <li>The minutes of the meeting shall be prepared for to document the conducted discussion <b>on December 15, 2020</b> regarding the design review, verification/validation of the construction projects (Construction of Laboratory and Additional Water Source at Lumbia, Can-asujan).</li> </ul> <p>b) <b>Corrective Action:</b></p> <ul style="list-style-type: none"> <li>The process owners and other key personnel shall review and update the procedures manual for Design and Development (PM-OM-01) and to incorporate/indicate necessary retained/documentated information to the process <b>on December 21, 2020</b>.</li> </ul>	<p><input checked="" type="checkbox"/> Plan accepted OK <input type="checkbox"/> Verification</p> <p>Evidences:  RM Zara 15 Dec 2020</p>

\*1) Remarks under NC Type = "Major" or "Minor"

\*2) Remarks under re-audit = "Yes" or "No"

\*3) in case of minor nonconformities at least please list the planned actions incl. action dates

\*4) in case of minor nonconformities and verification during next regular audit only "Plan accepted" is mandatory