

Client: **Carcar Water District** If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.
Poblacion 1, Carcar City, Cebu, Philippines

Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery: Pump Station: Ilaya PS, Brgy. Ilaya, Carcar City / Bahabaha Pumping Station, Brgy. Liburon, Carcar City
Water Source: Badang Spring, Brgy. Guadalupe, Carcar City

Scope of application: Supply of Water Services to Concessionaires in the City of Carcar and its Neighboring Towns

Applicable standard, Audit criteria: ISO-9001:2015, Management system documentation of the organization

Type of audit: Second Follow-up Audit (100% Remote Audit)

Client's representative: Josefa Manugas, QMR

Audit objective: Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification
Determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements
Determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieving its specified objectives

Audit language(s): English / Filipino

Audit leader: Anjela Buenavista (AB) **Auditor(s):** Elisa Cruz (EC)*

external, company: external, company:

Environmental verifier: **Expert(s):**
 extern, Firma: extern, Firma:

City, date audit plan preparation: Quezon City, 21 October 2021

Date of last update:

Reasons for modification of the audit plan during the audit: NA

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

Audit plan
CN: 01 100 1634742



<i>Refresh sums: Mark cell and press F9</i>	9001 [Audit time in h]	Sum (on line):
Debit Location:	16.0	16.0 hr / 2.0 md
Anjela Buenavista	8.0	8.0 hr / 1.0 md
Elisa Cruz	8.0	8.0 hr / 1.0 md

01 December 2021

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	Office: Monday – Friday, 8am -5pm Leak Detection Team: Monday to Friday, 9pm to 6am Pump Stations: Monday to Friday (24 hours) while Saturday and Sunday, 8am to 5pm			
9:00	Opening Meeting <ul style="list-style-type: none"> - Introduction to company - Presentation of audit objective, audit process - Fine-tuning of audit plan 	TUV-R Audit Team	Top Management including all Auditees	NA
9:30	Top Management <ul style="list-style-type: none"> - Changes - Scope of application and context of the organization - Understanding the needs and expectations of interested parties - Quality Policy and Objectives - Statutory and regulatory requirements - Risks and opportunities - Management review - Resources - Overall results - Continual improvement - Customer satisfaction/ complaints 	TUV-R Audit Team	E. Remo J. Manugas R. Enriquez R. Galicano E. Inot S. Pangalao W. Abalo	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2, 10.3
10:30	Internal Audit / Corrective Action Process	AB	S. Bargayo S. Pangalao	7.2, 7.5, 9.2, 10.2
10:30	Pump Station Operation and Water Source (spring & well) <ul style="list-style-type: none"> - Production - Facility - Actual Chlorine Residual - Water Quality - Risks and Opportunities - Quality Objectives 	EC	W. Abalo B. Barde J. Padin L. Baritua	6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

Audit plan
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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	Office: Monday – Friday, 8am -5pm Leak Detection Team: Monday to Friday, 9pm to 6am Pump Stations: Monday to Friday (24 hours) while Saturday and Sunday, 8am to 5pm			
12:00	LUNCH			
1:00	Purchasing - External provider/ supplier accreditation and evaluation - Control of outsourced processes	EC	K. Carreon H. Alcoriza	4.1, 4.2, 6.1, 6.2, 7.1, 7.4, 7.5, 8.4, 8.5, 9.1, 10.1, 10.2, 10.3
1:00	Finance	AB	J. Manugas S. Aliser	6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2
2:00	Administrative - Personnel - Administrative Services	AB	E. Inot & K. Alesna R. Galicano A. Leelian	7.3, 7.4, 7.5, 8.4, 9.1, 10.1, 10.2, 10.3
2:00	Construction and Engineering - Planning - Design and Development	EC	E. Remo N. Sordilla	4.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.2, 8.3, 9.1, 10.1, 10.2, 10.3
4:00	Follow-up open/pending items, initial audit report preparation	TÜVR Audit Team		
5:00	Closing Meeting	TÜVR Audit Team	Management Team, Process Owners	
6:00	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:

Client Certification Body (Bodies) Auditor/Expert Database