

<b>Client:</b>	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.	
<b>Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery:</b>	Poblacion 1, Carcar City, Cebu, Philippines		
<b>Scope of application:</b>	Supply of Water Services to Concessionaires in the City of Carcar and its Neighboring Towns		
<b>Applicable standard, Audit criteria:</b>	ISO-9001:2015, Management system documentation of the organization		
<b>Type of audit:</b>	1st Surveillance Audit		
<b>Client's representative:</b>			
<b>Audit objective:</b>	<ul style="list-style-type: none"><li>- Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification</li><li>- Determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements</li><li>- Determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieving its specified objectives</li></ul>		
<b>Audit language(s):</b>	English / Filipino		
<b>Audit leader:</b>	Elisa Cruz (EC)*	<b>Auditor(s):</b>	Rhene Rose Zara (RZ)
<input type="checkbox"/> external, company:		<input type="checkbox"/> external, company:	
<b>Environmental verifier:</b>		<b>Expert(s):</b>	
<input type="checkbox"/> extern, Firma:		<input type="checkbox"/> extern, Firma:	
<b>City, date audit plan preparation:</b>	2020-November-29		
<b>Date of last update:</b>			
<b>Reasons for modification of the audit plan during the audit:</b>			

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

Refresh sums: Mark cell and press <b>F9</b>	9001 [Audit time in h]	Sum (on line):
Debit Location:	16 h	2.00 md
EC	8 h	1.00 md
RZ	8 h	1.00 md

**03 December 2020**

Date / Time	Organizational Unit and Processes <i>Information about shifts (number of shifts, time of shift changes)</i>	Auditor/ Abbrev.I	Interviewee	Standard Chapter
9:00	Opening Meeting	TUV-R Audit Team	<b>ALL AUDITEES</b>	Introduction to company  Presentation of audit objective, audit process  Fine-tuning of audit plan
9:15	Top Management	TUV-R Audit Team	<b>E. REMO, J. MANUGAS, R. ENRIQUEZ, R. GALICANO, S. PANGALAO, W. ABALO</b>	4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.4, 9.1, 9.3
10:00	Internal Audit / Corrective Action Process	EC	<b>ILA: S. BARGAYO TEAM: A. PANGCOGA, C.CAMPUGAN, T. PANUCAT</b>	7.2, 7.5, 9.2, 10.2
	Human Resource	RZ	<b>K. ALESNA, E. LERET</b>	4.1, 4.2, 5.3, 6.1, 6.2, 6.3, 7.1.2, 7.1.6, 7.2, 7.3, 8.2, 9.1,3, 10.3
11:00	Pump Station and Water Source	EC	<b>W. ABALO, J. PADIN, L. BARITUA, Y. UMBAY, J. CABARIDA</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
	Commercial Division	RZ	<b>S. PANGALAO, A. LEYSON, L. CUIZON, J. BACON</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
12:00	Lunch Break			
1:00	Control of Documented Information	EC	<b>M. TANQUE W/ K. ALESNA</b>	7.5
	Marketing & Customer Service	RZ	<b>S. PANGALAO, S. ALISER, L. CUIZON</b>	4.4, 6.1, 6.2, 6.3, 7.5, 9.1.2, 8.2

Date / Time	Organizational Unit and Processes <small>Information about shifts (number of shifts, time of shift changes)</small>	Auditor/ Abbrev.I	Interviewee	Standard Chapter
2:00	Construction & Engineering	EC	<b>W. ABALO, N. SORDILLA, M. PUABEN</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
	Maintenance & Calibration	RZ	<b>W. ABALO, B. BARDE, L. BARITUA, E. PEREZ</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
3:00	Warehouse & Motorpool	EC	<b>S. BARGAYO, D. MOMONGAN with L. MELLEJOR</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
	Production Team	RZ	<b>W. ABALO, J. PADIN, B. BARDE</b>	5.2, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2
4:00	Follow-up of Open Items and Consolidation of Audit Findings	TUV-R Audit Team		
5:00	Closing Meeting	TUV-R Audit Team	<b>ALL AUDITEES</b>	
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