



AUDIT PLAN

Audit Type	Reassessment (Remote)	Client ID Number:	CIP/5350	Date of Audit	20 October 2022	Page/s:	3	Revision:	0 3 Mandays	
Organization and Location	PHILIPPINE PUBLIC SAFETY COLLEGE - NATIONAL FIRE TRAINING INSTITUTE Head Office: Lot 2 MWSS Compound, Katipunan Avenue, Old Balara, Quezon City National Fire Training Institute: Camp Vicente Lim, Calamba City, Laguna			Audit Criteria General: a) The following reference standards: ISO 9001:2015 b) The organisation's management system processes and documentation						
Audit Team	Overall Team Leader: Renato G. MADRID JR. Team Member: Ermelinda P. ANDRES; Carlos Isidoro I. SOMERA			Audit Scope	Education and training services.					
Audit Objective: To evaluate and confirm continued compliance and effectiveness of the management system as a whole, and continued relevance and applicability of scope including significant changes against the requirements for recertification.										
TIME	AUDIT DETAILS									
9:00	Opening Meeting with Management Team. AUDIT CHATROOM 13 GoToMeeting Access Code: https://meet.goto.com/671912093									
	Team Leader – Renato G. MADRID JR. AUDIT CHATROOM 13 GoToMeeting Access Code: https://meet.goto.com/671912093 Contact Information: 0920 571 9731 Email: rgmj03@yahoo.com	Time	Team Member– Ermelinda P. ANDRES AUDIT CHATROOM 14 GoToMeeting Access Code: https://meet.goto.com/246436117 Contact Information: 0906 525 2989 Email: mitz_andres@yahoo.com	Time	Team Member– Carlos Isidoro I. SOMERA AUDIT CHATROOM 15 GoToMeeting Access Code: https://meet.goto.com/224023509 Contact Information: 0918 922 2078 Email: carlosisidorosomera@gmail.com					
9:15	Review of Internal and External Issue, Needs and Expectation of Interested Parties; Action Plan to Address Risks and Opportunities (Clause 4.1, 4.2, 6.1 of ISO 9001) <i>Documented Information for viewing, sharing and review – updates on the internal and external issues, interested parties, risk and opportunity register, monitoring of action plan to address the risk or opportunity or similar documented information</i>	Auditee/s:	9:15	Course Implementation (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s:	9:15	Admission of Students (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s:	Contact Information:	

Disclaimer: Changes to the audit plan (if any) will be discussed during the opening meeting.
 For any comments, suggestions, complaints or appeals, e-mail us at info@certintph.com

AUDIT PLAN

10:30	Conduct of Training (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:	11:00	Financial Management (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:	10:45	Graduation (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:
12:00	Lunch Break							
1:00	Repair and Maintenance (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:	1:00	Procurement (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:	1:00	Human Resource (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:
2:00	Information and Communication (Clause 6.2, 8, 9.1, 10.1 and 10.2 of ISO 9001) <i>Documented information required for review, viewing and sharing – plans, process procedures & work instructions, records of implementation</i>	Auditee/s: Contact Information:	2:00	Control of externally provided process products and services (Clause 8.4 of ISO 9001) <i>Documented Information required for review, viewing and sharing: Procedure, Objectives, Monitoring, Criteria for Selection, Evaluation, Re-Evaluation and Result of Effectiveness review of controls</i>	Auditee/s: Contact Information:	2:30	Documented Information (Clause 7.5 of ISO 9001) <i>Documented information required for review, viewing and sharing: Masterlist of Documented Information; Procedure for Creating and Updating; Control of Documented information and other records related to documented information</i>	Auditee/s: Contact Information:
3:00	Management Review -validation of scope -changes in the QMS (Clause 9.3 of ISO 9001) <i>Documented Information for viewing, sharing and review – Latest Result of Management Review and Performance Monitoring or similar documented information.</i>	Auditee/s: Contact Information:	2:45	Internal Audit/ Nonconformity and Corrective Action (Clause 9.2, 10.1, 10.2 of ISO 9001) <i>Documented Information viewing, sharing and review – Internal Audit Program, Internal Audit Plan, Internal Audit Report, Nonconformity and Corrective Action or Similar Documented Information</i>	Auditee/s: Contact Information:	3:15	Customer Satisfaction and Complaint Handling (Clause 9.1.2 and 10.2 of ISO 9001) <i>Documented information required for viewing and sharing – Records or documents related to customer feedback and any related actions to address feedback from clients and customers</i>	Auditee/s: Contact Information:
3:45	Audit Team's Preparation for closing meeting.							
4:30	Closing Meeting with Management Team. AUDIT CHATROOM 13 GoToMeeting Access Code: https://meet.goto.com/671912093							
6:00	End of NFTI Audit.							
NOTES: 1. Other documented information may be required such as objectives and targets, and procedures. 2. Audit of all applicable clauses of the reference standard will be verified as well in areas where applicable.								

Disclaimer: Changes to the audit plan (if any) will be discussed during the opening meeting.
 For any comments, suggestions, complaints or appeals, e-mail us at info@certintph.com



AUDIT PLAN

3. Please prepare soft copies of documents and records that will be shared and viewed during the audit. This will facilitate easy viewing and sharing of this documented information using your computer during the audit.
4. For nonconformities to be verified, if any, please provide also evidences that corrective actions were implemented.
5. Actual remote audit time may be shortened as the auditor can request for other documented information to be sent thru email. Review of these documented information will form part of the mandays for the remote audit.

Prepared by: For: RENATO G. MADRID JR. Overall Team leader	Date: 17 October 2022	Confirmed by: Management Representative	Date:
---	-----------------------	--	-------

Please forward audit plan to the Management Representative for review and confirmation. Please email/fax back a confirmed copy to CIP with names of resource person/s in the areas to be audited. Thank you.

Disclaimer: Changes to the audit plan (if any) will be discussed during the opening meeting.
 For any comments, suggestions, complaints or appeals, e-mail us at info@certintph.com