

Audit plan
CN: 01 100 1934904



Client:	National Intelligence Coordinating Agency	If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.
Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery:	No. 5 V. Luna Road, Quezon City 1100, Philippines	
Scope of application:	Directing, Coordinating, and Integrating All Government Activities Involving National Intelligence in the Production of Intelligence Reports and Estimates	
Applicable standard, Audit criteria:	ISO-9001:2015, Management system documentation of the organization	
Type of audit:	1st Surveillance Audit	
Client's representative:		
Audit objective:	<ul style="list-style-type: none">- 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:	Eufronio Alonzo (EA)	Auditor(s): Mary Grace Balobalo (GB) Philura Hipe (PH)
<input type="checkbox"/> external, company:		<input type="checkbox"/> external, company:
Environmental verifier:		Expert(s):
<input type="checkbox"/> extern, Firma:		<input type="checkbox"/> extern, Firma:
City, date audit plan preparation:	Taguig City, 2020-December-05	
Date of last update:	DRAFT AUDIT PLAN ONLY	
Reasons for modification of the audit plan during the audit:		

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 F9	9001 [Audit time in h]	Sum (on line):
Debit Location:	20 h	2.50 md
Eufronio Alonzo (EA)	6.67 h	0.83 md
Mary Grace Balobalo (GB)	6.67 h	0.83 md
Philura Hipe (PH)	6.67 h	0.83 md

December 11, 2020 - Remote

Date / Time	Organizational Unit and Processes Information about shifts (number of shifts, time of shift changes)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
9:00	Opening Meeting - Introduction of participants - Scope of certification - Audit objectives - Audit plan (security advices, audit proceeding, special features)	TUVR Audit Team	Top Management, Management Representative	Introduction to company Presentation of audit objective, audit process, fine-tuning of audit plan
9:30	Top Management - Clarification of QMS Scope of Application (Context Organization) - Clarification of Contract details (e.g. number of employees, exclusions, no. of shifts) - Quality Policy - Quality Objectives/Targets - Management Review Results - Applicable statutory and regulatory requirements	TUV R Audit Team	Top Management team	4.1,4.2,4.3, 4.4, 5.1,5.2,5.3, 6.2, 7.1, 9.1, 9.2,9.3,10.1,10.2,10.3
10:30	Internal Audit / Corrective Action Process	EA		5.3, 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 9.2, 10.1, 10.2
	Human Resources / Training and Competence	PH		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.1, 10.2, 10.3
	Core Process – Production of : - Intelligence Reports - Intelligence Estimates	GB		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
12:00	Lunch Break			

Date / Time	Organizational Unit and Processes Information about shifts (number of shifts, time of shift changes)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
1:00	Customer Satisfaction, Feedback, and Complaints	EA		5.3, 6.1, 6.2,6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.2, 9.1, 10.1, 10.2, 10.3
	Procurement Process including Control of Externally Provided Product & Services	PH		5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.4, , 8.7, 9.1, 10.1, 10.2
	Core Process – Production of: - Domestic Intelligence Briefs - Foreign Information Briefs	GB		5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
2:00	IT Infrastructure Maintenance	EA		5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.7, 9.1, 10.1, 10.2, 10.3
	Control of Documented Information	PH		7.5, 5.3, 8.6, 8.7
3:00	Consolidation of audit findings by the auditors. Report preparation.	TUVR Audit Team		
4:00	Closing Meeting	TUVR Audit Team	Top Management, Management Representative	Presentation of Audit Findings
5:00	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