

AUDIT PLAN

Audit Type: <input type="checkbox"/> Stage 1, <input type="checkbox"/> Stage 2, <input checked="" type="checkbox"/> Surveillance, <input type="checkbox"/> Re-assessment, <input type="checkbox"/> Special or other (<i>please specify:</i>) Remote Audit	Certification standard(s): ISO 9001:2015
Client ID Number: PHI-18581-1-QM	Date(s) of Audit: 28 December 2020
Name of Organization: Abra State Institute of Sciences and Technology	
Location(s): Lagangilang, Abra, 2802, Philippines	
Certification Scope: Student Support Services in the following areas: Registrar, Guidance and Library	
Audit objectives: Surveillance: maintain confidence that the certified management system continues to fulfil requirements between recertification audits.	
Audit Criteria: <ul style="list-style-type: none"> • Certification standard(s) and other normative references (if any): ISO 9001:2015 • The organization's management system processes and documentation 	
Lead Auditor: Eugene Herradura Support Auditor(s): Technical Expert(s): Eugene Herradura Observer: Others (<i>please specify</i>):	

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS 4 and 5 and 6	Top Management	All
	1000	1100	Registrar	QMS 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, 10.2	Functional Manager/Staff	Eugene
	1000	1200	Library	QMS 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, 10.2	Functional Manager/Staff	Eugene
	1300	1500	Control of documented information	QMS 7.5	Document Controller	Eugene
	1500	1600	Internal Audit Team	QMS 9.2, 10.1, 10.2, 10.3	Lead Auditor and members	Eugene
	1600	1700	Top Management as defined in the Management System	QMS 2015 5, 9.3, 10.1, 10.2, 10.3,	Top Management	Eugene
	1700	1800	Closing Meeting		All	All