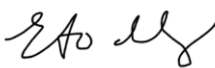


AUDIT REPORT

Client ID No: CIP/5279	Date of Audit: Oct 16, 2017	Total Pages:						
<i>Pre-Audit</i> <input type="checkbox"/> <i>Stage 1 Audit</i> <input type="checkbox"/> <i>Stage 2 Audit</i> <input type="checkbox"/> <i>Surveillance Audit</i> <input type="checkbox"/> <i>Re-Assessment Audit</i> <input type="checkbox"/> <i>Special / Extension</i> <input checked="" type="checkbox"/>								
Organization's Name & Address: Mindoro State College of Agriculture and Technology (MINS CAT)	Audit Location (if different) site visit: Main Campus: Alcalte, Victoria, Oriental Mindoro Site 1: Calapan Campus Site 2: Bongabong Campus							
Standard(s): ISO 9001:2008								
Recommended Scope: (Attach extra page if necessary) Provision of Secondary, Tertiary level education and graduate studies.								
Use of Certification Mark acceptable Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/> If "No" Raise Action Request RP2								
Are there any changes since the last audit Y <input type="checkbox"/> N <input type="checkbox"/> If Yes, please indicate change: Company name <input type="checkbox"/> main/site address(s) <input type="checkbox"/> scope <input type="checkbox"/> number of employees <input type="checkbox"/>								
1.Auditors Recommendation of clients Certification: - Recommending issuance of certificate to ISO 9001:2008 subject to submission of acceptable Action Requests to minor nonconformities issued.								
2.Executive Summary to Client: - The organization has taken significant steps to address the major and minor nonconformities issued during the Stage 1 and Stage 2 audits. A quality management system conforming to the requirements of the standard is now established.	Action Requests Raised							
	<table border="1"> <thead> <tr> <th># Major</th> <th># Minor</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>6</td> </tr> </tbody> </table>	# Major	# Minor	0	6	<table border="1"> <thead> <tr> <th>Initial date AR response due:</th> </tr> </thead> <tbody> <tr> <td>November 22, 2017</td> </tr> </tbody> </table>	Initial date AR response due:	November 22, 2017
	# Major	# Minor						
0	6							
Initial date AR response due:								
November 22, 2017								
This Report consists of this document (RP1) <input checked="" type="checkbox"/> , attachments (RP1-1) <input checked="" type="checkbox"/> , and action requests (RP2) <input checked="" type="checkbox"/> As indicated								

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<p style="text-align: center;">Lead Auditor</p>  <p>Name/ Signed ERNESTO O. DELA CRUZ Date 10/22/17</p>		<p style="text-align: center;">Company Representative</p> <p>Name/ Signed CHRISTIAN AGUTAYA, Ph.D. Date</p>	
Audit Team Members: Lead Auditor		ERNESTO O. DELA CRUZ	
Auditor 1		MARLON P. CAMPUED	
Auditor 2		JUSTO R. BATOON, JR.	
Auditor 3			
Auditor 4/Technical Advisor			
<p>3. Audit Summary</p> <p>What to report on within this section:</p> <p>All Audits. (a) Confirm Audit Plan was covered or provide details if not. (b) Comment on the organisations current activities related to the scope (existing business, new business etc.). Comment on (c) Level of compliance with the relevant standard(s), (d) <u>Effectiveness of links</u> between standards, organisation's policy, objectives and targets, legal requirements, responsibilities, personnel competence, operations, procedures, performance data and internal findings and conclusions as appropriate (e) Key positive comments</p> <p>Stage 1 (c) Comment on compliance of management system documentation (d) Level of preparedness (e) Identification of sites whether they are to appear on certificates or just support the main site and if they are considered key sites (attach list if possible)</p> <p>This is to confirm that all areas as specified in the audit plan were covered during the Verification Audit of Mindoro School of Agriculture and Technology. During the audit, conformity to the standard was now adequately demonstrated. Strategic plans were in place, along with objectives and targets and action plans for their implementation.</p> <p>Internal audit process and management review were established and implemented. Corrective and preventive actions were implemented to address most of the nonconformities issued during the past 2 audits.</p>			
<p>4. Management system status and performance</p> <p>What to report on within this section:</p> <p>Stage 1. Comment on maturity of management system and whether key processes, aspects and objectives have been identified with associated plans available, briefly list the key documents and records seen</p> <p>All other Audits. Report on performance monitoring, examples of objectives seen, results and achievements of targets, improvement and resource audit trails followed along with evidence</p>			

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<p>A quality policy is in place and expresses the organization's goals. Planned objectives and targets were set up in the organization's strategic plan and annual plans. OPCR's and IPCR's express the individual responsibilities and targets at the individual level.</p> <p>Monitoring and measurement of attainments against the set target of the objectives were now seen in objectives monitoring tools presented besides the IPCR's of individuals. Organization needs to strive for consistency in monitoring its quality objectives.</p> <p>A procedure for corrective and preventive action was set up. Its implementation was seen in addressing the nonconformities of the external audit.</p> <p>Annual Preventive Maintenance Program was established and evident. PM checklists for maintenance of IT equipment were presented.</p> <p>Procedures for document control and records control were established, although a lack of understanding among staff was evident. Approval process could be seen in the actual procedures themselves, although the document control procedure was not very explicit about this.</p>		
<p>5. Meeting requirements</p> <p>What to report on within this section:</p> <p>Stage 1. Comment on whether sector specific or customer specific legislation has been identified and briefly list the key documents and records seen</p> <p>All other audits. Report on whether the management system is effective in (a) meeting any specific organisations' clients' requirements, (b) legal compliance (Consider laws, regulations, national standards etc.) where applicable and (c) establishing operational control. Detail the audit trails followed along with evidence</p>		
<p>The organization provides for a means of obtaining customer feedback through surveys done in all areas. The results were at very satisfactory levels. Feedback and suggestions were compiled, verified, and acted upon. Analysis of results was shown during the verification audit.</p> <p>The general goal of providing quality education was expressed in all areas of the organization. The requirements of CHED for the programs offered were generally met and improvements area being worked out. Faculty manuals, administrative and other manuals were prepared and used to guide processes and comply with accreditation requirements.</p>		
<p>6. Internal auditing, management leadership and management review, risk and customer requirements</p> <p>What to report on within this section:</p> <p>Stage 1. Report on (a) Whether internal audits and management review are being planned and performed. Briefly list the key documents and records seen</p> <p>All other audits. Report on the status and effectiveness of internal auditing, and actions to address risk and opportunities additionally, customer complaints and management review; including dates of records seen. Detail the audit trails followed along with evidence</p>		

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<p>The organization has made improvements by training new auditors for its IQA. Audits were conducted on July 3-5, 2017 and Oct 5, 2017. Audit plans specify audit of all campuses and all functions. Audit checklists presented verify the actual audit of at least 5 departments or areas.</p> <p>Corrective actions issued for external audit findings demonstrate the functionality of the process of corrective action.</p> <p>Management reviews were conducted last June 28, 2017 and July 12, 2017 minutes of meeting showed a more detailed information on how the QMS will improved and perform accordingly.</p>		
Note:	<ul style="list-style-type: none"> (1) <i>Audit is based on a limited sample and other nonconformities may exist.</i> (2) <i>This report and its contents should be treated as confidential except with the prior agreement of the Company</i> (3) <i>Signing this report indicates acknowledgement of receipt of any related action requests.</i> (4) <i>For Stage 2 and Re-certification Audits all action requests must be closed and implemented prior to certification. Additional sites should be listed on continuation pages if necessary.</i> 	

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