




AUDIT PLAN

Audit Type: Second Surveillance (Offsite)		Page/s: 4	Man-day: 4.0	Revision: 0	
Client ID Number: CIP/5394		Date of Audit: 28 - 29 October 2021			
Name of Organization: CULTURAL CENTER OF THE PHILIPPINES		Team Leader: Aravilla G. Bukas Team Member/s: Renato G. Madrid, Jr.			
Location/Address: CCP Complex, Roxas Boulevard, Pasay City, Metro Manila, Philippines		Audit Criteria General: a) The following reference standards: ISO 9001:2015 b) The organisation's management system processes and documentation			
Scope: Provision of arts education services, cultural exchange management, production and exhibition management, cultural content management, venue and asset management					
Audit Objective: To assess the maintenance and effectiveness of the management system against specified requirements for continued certification					
TIME	AUDIT DETAILS (Day 1 of 2 - 28 October 2021)				
9:00	Opening Meeting with Management Team and CIP Audit Team AUDIT CHATROOM 13 GoToMeeting Access Code: https://global.gotomeeting.com/join/228968261				
Team Leader – Aravilla G. Bukas AUDIT CHATROOM 13 GoToMeeting Access Code: https://global.gotomeeting.com/join/228968261 Mobile Phone No.: 0917 773 3224 Email Address: hponesa2015@gmail.com		Team Member – Renato G. Madrid, Jr. AUDIT CHATROOM 12 GoToMeeting Access Code: https://global.gotomeeting.com/join/740180885 Mobile Phone No.: 0920 571 9731 Email Address: rgmj03@yahoo.com			
Time	Area to be audited	Resource Person/s	Time	Area to be audited	Resource Person/s
9:15	Context of the Organization Actions to Address Risks and Opportunities +Verification of TEAM-01-ST2 (Clause 4.1, 4.2, 6.1) <i>Documented Information for viewing, sharing, review - updates on the context of the organization, internal and external issues, interested parties, risk and opportunity register, monitoring of action plan to address risk & opportunity</i>	Auditee/s: Contact No.:	9:15	Maintenance & Engineering +Verification of TEAM-03-ST2 (Clause 6.2, 7.1.3, 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure, records of implementation in the maintenance of equipment & infrastructure</i>	Auditee/s: Contact No.:
10:45	Documented Information +Verification of TEAM-02-ST2 (Clause 7.5) <i>Documented information required for review, viewing and sharing - master list of documents, records, procedures in creating, updating, retention, control of documented information</i>	Auditee/s: Contact No.:	10:45	General Services (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedures & work instructions, implemented records under General Services</i>	Auditee/s: Contact No.:
12:00	<i>Lunch Break</i>				
1:15	Financial Management (Clauses 6.2, 7.1, 8.1, 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure & work instruction, records under Financial Management</i>	Auditee/s: Contact No.:	1:15	Competence, Awareness +Verification of TEAM-01-S1 (Clause 6.2, 7.2, 7.3, 9.1) <i>Documented information required for review, viewing & sharing - Training plans, training records, effectiveness evaluation, competency assessment, records for competence & awareness</i>	Auditee/s: Contact No.:

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2:45	Production and Exhibition Management (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure & work instruction, implemented records in production and exhibition management</i>	Auditee/s: Contact No.:	2:45	Provision of Arts and Education Services (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedures & work instructions, implemented records in the provision of arts & education services</i>	Auditee/s: Contact No.:
5:15	Audit Team's Meeting for Day 1 Audit				
6:00	End of Audit (Day 1 of 2)				
NOTES: <ul style="list-style-type: none"> Audit of all applicable clauses of the reference standard will be verified as well in areas where applicable. 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. For nonconformities to be verified, if any, please provide also evidences that corrective actions were implemented. 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 man-days for the remote audit. 					
Prepared by: ARAVILLA G. BUKAS Team Leader			for:  Signature		Date: 20 OCTOBER 2021
Confirmed by: Management Representative			Signature		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.



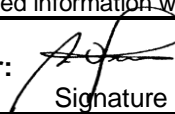
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Location/Address: CCP Complex, Roxas Boulevard, Pasay City, Metro Manila, Philippines		Audit Criteria General: a) The following reference standards: ISO 9001:2015 b) The organisation's management system processes and documentation			
Scope: Provision of arts education services, cultural exchange management, production and exhibition management, cultural content management, venue and asset management					
Audit Objective: To assess the maintenance and effectiveness of the management system against specified requirements for continued certification					
TIME	AUDIT DETAILS (Day 2 of 2 - 29 October 2021)				
	No Opening Meeting on Day 2 Audit				
Team Leader – Aravilla G. Bukas AUDIT CHATROOM 13 GoToMeeting Access Code: https://global.gotomeeting.com/join/847895061 Mobile Phone No.: 0917 773 3224 Email Address: hiponesa2015@gmail.com		Team Member – Renato G. Madrid, Jr. AUDIT CHATROOM 12 GoToMeeting Access Code: https://global.gotomeeting.com/join/992361989 Mobile Phone No.: 0920 571 9731 Email Address: rgmj03@yahoo.com			
Time	Area to be audited	Resource Person/s	Time	Area to be audited	Resource Person/s
9:00	Cultural Content Management +Verification of Minor NC's TEAM-01-S1, TEAM-02-S1 (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure, work instruction, implemented records under Cultural content management, Cultural R&D, Intertextual division</i>	Auditee/s: Contact No.:	9:00	Procurement +Verification of TEAM-03-ST2 (Clauses 6.2, 8.4, 9.1) <i>Documented information required for viewing and sharing - plans, procedure, procurement records, selection & evaluation criteria, controls of process, products, services, effectiveness evaluation</i>	Auditee/s: Contact No.:
			10:45	MIS (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure, work instruction, MIS related records of implementation</i>	Auditee/s: Contact No.:
12:00	Lunch Break				
1:15	Marketing Services (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedures & work instructions, implemented records related to Marketing Services</i>	Auditee/s: Contact No.:	1:15	Cultural Exchange Management (Clause 6.2, 8 and 9.1) <i>Documented information required for review, viewing and sharing - plans, process procedure & work instruction, implemented records in cultural exchange management</i>	Auditee/s: Contact No.:
2:30	Customer Satisfaction and Feedback Handling (Clause 9.1.2) <i>Documented information for review, viewing and sharing - Latest results of customer feedback/complaints and satisfaction measurements</i>	Auditee/s: Contact No.:			

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3:15	Management Review (Clause 9.3) <i>Documented information for review, viewing and sharing - Management review minutes and results of performance monitoring, validation of scope, use of certification mark</i>	Auditee/s: Contact No.:	3:15	Internal Audit, Nonconformity and Corrective Action +Verification of ALE-02-ST2 (Clause 9.2, 10.2) <i>Documented Information viewing, sharing and review - Internal Audit Program, Internal Audit Plan, Internal Audit Report, Nonconformity reports, Corrective Action Reports</i>	Auditee/s: Contact No.:	
4:15	Audit Team's Preparation for Closing Meeting					
5:00	Closing Meeting with Management Team and CIP Audit Team AUDIT CHATROOM 13 GoToMeeting Access Code: https://global.gotomeeting.com/join/847895061					
6:00	End of Audit (Day 2 of 2)					
NOTES: <ul style="list-style-type: none"> Audit of all applicable clauses of the reference standard will be verified as well in areas where applicable. 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. For nonconformities to be verified, if any, please provide also evidences that corrective actions were implemented. 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 man-days for the remote audit. 						
Prepared by: ARAVILLA G. BUKAS Team Leader			for:  Signature	Date: 20 OCTOBER 2021		
Confirmed by: Management Representative			Signature	Date:		

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