

**RE: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College**

**From:** Aljune Salinog (aljune.salinog@tuv.com)  
**To:** lukbaneloisa@yahoo.com  
**Cc:** isabel.tiu@tuv.com  
**Date:** Monday, September 28, 2020, 02:14 PM GMT+8

**Dear Ms. Eloisa,**

*Good day!*

*Audit due date this year is November 22, 2020 and audit type this year is 2<sup>nd</sup> surveillance with 1 month extension.*

*Thank you!*

*Best regards,*

**Al June Salinog**

*Senior Sales Coordinator*

*Sales Department*

[Aljune.Salinog@tuv.com](mailto:Aljune.Salinog@tuv.com)

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**From:** Email Upgrade <[lukbaneloisa@yahoo.com](mailto:lukbaneloisa@yahoo.com)>  
**Sent:** Monday, 28 September 2020 10:07 AM  
**To:** Aljune Salinog <[Aljune.Salinog@tuv.com](mailto:Aljune.Salinog@tuv.com)>  
**Subject:** Re: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College

Good day!!

Inquiring regarding the conduct of Capability Assessment. Thank you.

On Wednesday, August 5, 2020, 1:42:41 PM GMT+8, Aljune Salinog <[aljune.salinog@tuv.com](mailto:aljune.salinog@tuv.com)> wrote:

1231 Makati City, Philippines

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**From:** Email Upgrade <lukbaneloisa@yahoo.com>  
**Sent:** Monday, 28 September 2020 1:57 PM  
**To:** Aljune Salinog <Aljune.Salinog@tuv.com>  
**Subject:** Re: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College

Is it not that our certification will expire on November 22, 2020? please clarify, we understand that Capability Assessment & Remote Audit will be conducted before the actual remote audit. Thank you. Please reply

On Monday, September 28, 2020, 10:25:47 AM GMT+8, Aljune Salinog <[aljune.salinog@tuv.com](mailto:aljune.salinog@tuv.com)> wrote:

**Dear Ms. Eloisa,**

*Good day!*

*Please send us the scan copy of signed proposal for us to plot and finalize your audit schedule.*

*Also, we would like to inform you that we can conduct the **Capability Assessment & Remote Audit** until **December 22, 2020.***

*Thank you!*

*Best regards,*

Dear Ms. Eloisa,

Good day!

Please see attached proposal for **ISO 9001:2015 Second Surveillance Audit** which is due on **November 22, 2020.**

Once signed, please send it back for us to plot and finalize your audit schedule.

Thank you!

Best regards,

**Al June Salinog**

Senior Sales Coordinator

Sales Department

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**From:** Aljune Salinog  
**Sent:** Tuesday, 4 August 2020 11:39 AM  
**To:** 'Eloisa Lukban' <[lukbaneloisa@yahoo.com](mailto:lukbaneloisa@yahoo.com)>  
**Cc:** Isabel Tiu <[Isabel.Tiu@tuv.com](mailto:Isabel.Tiu@tuv.com)>  
**Subject:** RE: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College

*Dear Ms. Eloisa,*

*Good day!*

*This is noted.*

*Thank you!*

*Best regards,*

**Al June Salinog**

*Senior Sales Coordinator*

*Sales Department*

[Aljune.Salinog@tuv.com](mailto:Aljune.Salinog@tuv.com)

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**From:** Eloisa Lukban <[lukbaneloisa@yahoo.com](mailto:lukbaneloisa@yahoo.com)>  
**Sent:** Tuesday, 4 August 2020 10:26 AM  
**To:** Aljune Salinog <[Aljune.Salinog@tuv.com](mailto:Aljune.Salinog@tuv.com)>  
**Subject:** Re: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College

Acknowledged your email, informing your organization is already amenable to ptocess/arrangement for a remote auditing, thank you and God bless.

On Monday, August 3, 2020, 5:30:57 PM GMT+8, Aljune Salinog <[aljune.salinog@tuv.com](mailto:aljune.salinog@tuv.com)> wrote:

**Dear Ms. Eloisa,**

*Good day!*

*Acknowledge your email. We will send the proposal once we received the approved audit man-days from our Technical Reviewer.*

*Also, we would like to inform you that we offer **Capability Assessment & Remote Audit until October 31, 2020**. Please see below for more details.*

**Remote Audit**

*Prior the conduct of the actual Remote Audit, we shall schedule a Capability Assessment (more or less four (4) hours, our auditor will get in touch with you, fill-out a checklist with your help and discuss whether you are eligible for remote auditing, furthermore, we have to consider the following:*

- 1. Ensure the availability and correct functioning of the necessary information and communication technology (ICT) : **Skype meeting, Viber, Zoom, Webex, We-chat or tele call etc.**;*
- 2. Define Assessment and Audit time and day;*

3. Define together (TUVR and client) which processes are suitable for remote audit. In principle, office based processes are likely to be suitable for remote audit. In no case will production activities or laboratories be audited remotely

4. Determine how much percentage of remote audit time (max. 50%) (c/o TUVR Auditor). The percentage of remote audit time with regard to the total audit time will depend on the processes eligible for remote auditing

If your Organization is already amenable to the process/arrangement for a remote auditing then we can immediately schedule it minimum three (3) days after the Capability Assessment.

Thank you!

Best regards,

**Al June Salinog**

Senior Sales Coordinator

Sales Department

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**From:** Eloisa Lukban <lukbaneloisa@yahoo.com>  
**Sent:** Monday, 3 August 2020 3:52 PM  
**To:** Aljune Salinog <Aljune.Salinog@tuv.com>  
**Subject:** Re: Reminder for Follow-up Audit Due Date \_ Camarines Norte State College

Please find updated response to the questionnaire you have sent to us. Thank you and God Bless

On Friday, July 17, 2020, 8:07:28 AM GMT+8, Aljune Salinog <aljune.salinog@tuv.com> wrote:

*Dear Ms. Volante,*

*Good day!*

*Please see attached filled out questionnaire used last 1<sup>st</sup> Surveillance Audit and let us know if there are changes on the following information before we proceed on the calculation of audit man-days for Second Surveillance Audit.*

**QMS Second Surveillance Audit Due Date : November 22, 2020.**

*Thank you!*

*Best regards,*

**Al June Salinog**

*Senior Sales Coordinator*

*Sales Department*

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