

Fw: AUDIT NOTICE / REMOTE : Camarines Norte College 9k FA2

From: Email Upgrade (lukbaneloisa@yahoo.com)
To: jeffersondacer@gmail.com; raynzabala@gmail.com
Date: Friday, December 11, 2020, 07:46 AM GMT+8

— Forwarded Message —

From: Lorrie Lei Credo <lorrielei.credo@tuv.com>
To: dorisvolante@gmail.com <dorisvolante@gmail.com>
Cc: lukbaneloisa@yahoo.com <lukbaneloisa@yahoo.com>; Xylene Tagorio <xylene.tagorio@tuv.com>; Aljune Salinog <aljune.salinog@tuv.com>; Jimalaya Quizon <jimalaya.quizon@tuv.com>; Ailen Jardinero <ailen.jardinero@tuv.com>; Isabel Tiu <isabel.tiu@tuv.com>
Sent: Thursday, December 10, 2020, 6:00:59 PM GMT+8
Subject: AUDIT NOTICE / REMOTE : Camarines Norte College 9k FA2

Dear Ms. Volante,

Good day!

Because of the current pandemic affecting certification activities, we'd like to inform you about the subsequent on site audit arrangement and your certificates status.

First Surveillance Audit (FSA) / Surveillance Audit (SA) / Re-certification Audit (RA)

- *If on-site audits cannot be carried out on time, TÜV Rheinland will determine whether the validity of the certificate or the time-frame for audits can be extended for 6 months based on the collected information. The audit will be split into two parts. Part of the audit will be done remotely on schedule and the remaining on-site proportion as soon as this is possible again.*
- *The percentage of remote audit time with regard to the total audit time will depend on the processes eligible for remote auditing.*
- *The on-site audit will be implemented within three months at the end of travel restrictions (when travel ban lifted).*
- *For Certification Audit types, TÜV Rheinland cannot issue a Certificate until on-site audit is done.*

Nonconformity Management

- *For major nonconformities defined in the remote part correction/corrective actions must be verified within 3 months after last day of remote audit or during the subsequent on-site audit if necessary.*
- *For minor nonconformities defined in the remote part the plan of correction and corrective actions*

must be reviewed and accepted within 3 months after last day of remote audit.

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 for Business, Zoom, Google Meet, MS Teams, Viber, 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 (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 schedule it at least 3 weeks after the Capability Assessment.

Kindly see attached ICT and Extraordinary checklist for your reference. This will be filled-out by the assigned auditor during the Capability Assessment together with you. You may review the form and discuss with your team to determine who are required to attend on the Capability Assessment.

Further, may we schedule the **2nd Surveillance Audit** for **ISO 9001:2015** on below dates:

Capability Assessment - 19 December 2020

Remote Audit - 11-12 January 2021

On-site Audit - TBD

Hope to hear from you soonest time.

Thank you and stay safe!

**“May the spirit of Christmas infuse your life and
that of your family members with hope, positivity and joy.
Merry Christmas and Happy New Year. J”**

Regards,

Lorrie Lei D. Credo ("Lei")
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Covid-19 brought challenges to all companies.
The TÜV Rheinland team is working on solutions that will
reduce the impact of this pandemic on its certification process.
That's why we've created a page where you can get up to date
information on requirements changes.

Click here!

This email and any attachments are confidential and are intended solely for the use of the named addressee. If you have received this e-mail in error please contact TUV Rheinland Philippines, Inc.

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331.9kB
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