	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES **Internal Quality Audit** Quality Form **AUDIT PROGRAM**	PCAF-QP05-F01 Version 2 *Reference Number* *Date:*

Objectives: (A complete detailed framework of audit activities to be performed on how to determine compliance of the ISO standards, effectiveness of the quality procedures, and compliance to applicable statutory and regulatory requirements.)

I. Scope and Frequency of Audit

All Divisions/procedures shall be audited and good housekeeping inspections shall be conducted twice this year.

II. Audit Calendar

A. Internal Quality Audit

Division/Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOP MANAGEMENT												
PDD												
PDCD												
PMKMD												
AFMD												

B. Good Housekeeping

Division/Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OED & ODED												
PDD												
PDCD												
PMKMD												
AFMD including common facilities												

III. Roles and Responsibilities

Audit Team	Auditee

IV. Audit Criteria

a. ISO 9001:2015 Standard;
b. PCAF Quality Manual and Procedures;
c. Statutory and Regulatory Requirements; and
d. Previous Internal and External Audit Findings

V. Audit Methodology

a. Conduct interviews;
b. Completing checklists and questionnaires with auditee participation;
c. Conducting document review with auditee participation;
d. Sampling;
e. Observation of work performed; and
f. Inspection of work areas and common facilities.

VI. Reporting

Results of audits shall be presented to the auditees during the closing meeting. Audit summary reports shall be submitted to the Head, IQA by the team leader within five working days after the conduct of each audit. Consolidated audit findings shall be submitted to the Executive Director through the Quality Management Representative (QMR) five days after the submission of all Audit Summary Reports.

VII. Audit Limitations

In order to advocate independence as an audit principle, cross-posting of auditors will be implemented. In no case will any auditor be assigned to audit his/her process.

Date prepared:

Prepared by:

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Head, Internal Quality Auditor

Reviewed by:

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Quality Management Representative

Approved by:

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Executive Director