



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**MEMORANDUM**

**FOR/TO :** All Undersecretaries  
All Assistant Secretaries  
The Head Executive Assistant  
All Service Directors  
All Division Chiefs  
All Personnel  
All Service Providers

The Central Office Quality Management Representative  
The Head of DENR Internal Quality Audit Team  
Members of QMS Teams  
QMS Core Team  
Internal Quality Audit Teams  
Planning Team  
Workplace and Infrastructure  
Training and Human Resources

**FROM :** The Assistant Secretary  
Finance, Information Systems and Mining Concern  
and Deputy Quality Management Representative

**SUBJECT :** **EXTERNAL QUALITY AUDIT OF THE DENR CENTRAL OFFICE FOR THE RECERTIFICATION OF THE DENR QUALITY MANAGEMENT SYSTEM**

In conformance with ISO 9001:2015 and in accordance with Executive Order No. 605 s. 2007 entitled "Institutionalizing the Structure, Mechanism and Standards to Implement the Quality Management Program, Amending for the Purpose Administrative Order No. 161 s. 2006", SOCOTEC Certification Philippines (SOCOTEC) will conduct external audit of the DENR for the recertification of its Quality Management System (QMS). The external audit is scheduled from April 1 to 12, 2022 via online virtual conference. Central Office external audit will be on April 1 and April 11 to 12, 2022.

DATE	TIME	LOCATION/OFFICE/AUDITEE	CRITERIA/CLAUSE
1 Apr 2022	0900 to 0915	CO Top Management, Staff Bureaus, All Field Offices	Opening Meeting
	0915 to 1000	Top Management / QMR, DQMR, Core Team	Top Management Context – Clause 4, 5, 6
1 Apr to 7 Apr 2022	0900 to 1700	Representative Regions, PENROs and CENROs <ul style="list-style-type: none"><li>• Office QMR</li><li>• Unit/Section Head and or Relevant Staff</li></ul>	Processes including customer feedback and 8888 (if any)  QMS Clause 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 7.4; 8.1; 8.2; 8.5; 8.6; 8.7; 9.1; 10.1; 10.2; 10.3
8 Apr to 11 Apr 2022	0900 to 1700	Staff Bureaus <ul style="list-style-type: none"><li>• Office QMR</li><li>• Unit/Section Head and or Relevant Staff</li></ul>	Processes including customer feedback and 8888 (if any)  QMS

			Clause 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 7.4; 8.1; 8.2; 8.5; 8.6; 8.7; 9.1; 10.1; 10.2; 10.3
11 Apr to 12 Apr 2022		Main Office / Central Office <ul style="list-style-type: none"> <li>Office QMR</li> <li>Unit/Section Head and or Relevant Staff</li> </ul>	Processes including customer feedback and 8888 (if any)  QMS Clauses
11 Apr 2022	0900 to 1700	Policy and Planning and International Affairs <ul style="list-style-type: none"> <li>Policy and Planning Service</li> <li>Foreign Assisted and Special Projects Service</li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.2; 7.3; 7.4; 8.1; 8.2; 8.5; 8.6; 8.7; 9.1; 10.1; 10.2; 10.3
	0900 to 1700	Field Operations <ul style="list-style-type: none"> <li>Undersecretary or</li> <li>Asst. Secretary</li> </ul>	
		Strategic Communications and Initiative Service <ul style="list-style-type: none"> <li>Strategic Alliance and Environmental Partnership</li> <li>Public Information Division</li> <li>Development Communication Division</li> <li>Stakeholders Management and Conflict Resolution Division</li> </ul>	
	0900 to 1700	Climate Change Service	
	0900 to 1700	Undersecretary for Attached Agencies	
	0900 to 1700	Supervising Usec for Manila Bay	
12 Apr 2022	0900 to 1600	Legal Affairs Service <ul style="list-style-type: none"> <li>Claims and Conflicts Division</li> <li>Internal Affairs Division</li> <li>Legal Research and Opinion Division</li> <li>Investigation and Arbitration Division</li> <li>Litigation and Prosecution Division</li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 8.5; 9.1; 10.1; 10.2; 10.3
	0900 to 1600	Knowledge and Information Systems Service <ul style="list-style-type: none"> <li>Information Systems Division</li> <li>Network Infrastructure Management Division</li> <li>Statistics and Data Resource Management Division</li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 8.5; 9.1; 10.1; 10.2; 10.3
	0900 to 1200	Administrative Service <ul style="list-style-type: none"> <li>General Services Division <ul style="list-style-type: none"> <li>Logistics/Maintenance/General services</li> </ul> </li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 8.5; 9.1; 10.1; 10.2; 10.3
	0900 to 1200	<ul style="list-style-type: none"> <li>Property and Supply Management Division <ul style="list-style-type: none"> <li>BAC / Purchasing</li> <li>Incoming Inspection</li> <li>Supply</li> <li>Property</li> </ul> </li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 8.4; 8.5; 8.7; 9.1; 10.1; 10.2; 10.3
	0900 to 1030	Financial and Management Service <ul style="list-style-type: none"> <li>Accounting Division (COA compliances, e.g. AOMs)</li> <li>Budget Division (Obligation and disbursement rates)</li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 9.1; 10.1; 10.2; 10.3
	1030 to 1200	KISS – SDRMD SCIS Action Center <ul style="list-style-type: none"> <li>Customer Satisfaction</li> <li>Complaints</li> </ul>	QMS Clause 9.1; 10.1; 10.2; 10.3
	1300 to 1500	PPS -PPD; PPS-PSD <ul style="list-style-type: none"> <li>Strategic and Operational Planning</li> <li>Policy Issuance and standards development</li> </ul>	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 9.1; 10.1; 10.2; 10.3

	1300 to 1400	HRDS – PD; TTD - Human resources - Training	QMS Clause 6.1; 6.2; 6.3; 7.1; 7.3; 7.4; 9.1; 10.1; 10.2; 10.3
	1400 to 1500	AS - RMD - Document Control	QMS Clause 7.5; 8.5 Certification mark
	1300 to 1500	IAQ Team - Internal audit	QMS Clause 9.2, 10.2; 10.3
	1500 to 1600	QMR /Top Management / Core Team - Management Review	QMS Clause 9.3; 10.3
	1600 to 1700	Audit Debriefing / Auditors Meeting	
	1700 to 1800	Closing Meeting	

All Offices are enjoined to take note of the above schedule. All Officials and QMS Teams are requested to attend the opening meeting on April 1, 2022 and the Closing Meeting on April 12, 2022. All Offices are likewise enjoined to ensure that no activities will be scheduled in conflict with the above, particularly during the scheduled audit of the respective Offices.

The Administrative Service is requested to make available necessary online conference resources (Zoom) to support the external audit while HRDS is requested to assist during the audit by providing hosts, administrators and logistics support for the virtual meetings. KISS is likewise, requested to provide technical support to ensure connectivity.

Attached for reference is the Audit Plan issued by the SOCOTEC.

For information and cooperation of all concerned.

  
 ENGR. NONITA S. CAGUIOA

Encls.: a/s  
Cc.: The Secretary

# AUDIT PLAN

<b>Audit Type:</b> <input type="checkbox"/> Stage 1, <input type="checkbox"/> Stage 2, <input type="checkbox"/> Surveillance, <input checked="" type="checkbox"/> Re-assessment, <input checked="" type="checkbox"/> Special or other ( <i>please specify:</i> ) Remote audit	<b>Certification standard(s):</b> ISO9001:2015
<b>Client ID Number:</b> PHI-20898-1-QM	<b>Date(s) of Audit:</b> 1, 4~8, 11 & 12 April 2022
<b>Name of Organisation:</b> Department of Environment and Natural Resources	
<b>Location(s):</b> <ol style="list-style-type: none"> <li>1. Department of Environment and Natural Resources (Central Office) - DENR Compound, Visayas Avenue, Diliman, Quezon City 1100</li> <li>2. DENR Region 5 Regional Office - Regional Center Site, Rawis, Legazpi City Philippines 4500</li> <li>3. PENRO Camarines Sur - Panganiban Drive, Naga City</li> <li>4. PENRO Sorsogon - B. Flores St., Burabod Sorsogon City</li> <li>5. CENRO Goa - Catagbacan, Goa, Camarines Sur</li> <li>6. DENR Region 8 Regional Office - Sto. Niño Ext. Tacloban City</li> <li>7. PENRO Eastern Samar - Capitol Site, Brgy. Alang-alang, Borongan, Eastern Samar</li> <li>8. PENRO Biliran - Brgy. Larrazabal, Naval, Biliran</li> <li>9. CENRO Palo - Baras, Candahug, Palo, Leyte</li> <li>10. CENRO Catarman - UEP Compound, Catarman, Northern Samar</li> <li>11. DENR Region 9 Regional Office - President Corazon C. Aquino Regional Government Center Balintawak, Pagadian City</li> <li>12. PENRO Zamboanga del Sur – PENRO Pagadian, Zamboanga del Sur</li> <li>13. CENRO Liloy - Liloy, Zamboanga del Norte</li> <li>14. CENRO Kabasalan - Kabasalan, Zamboanga - Sibugay</li> <li>15. Region 10 Regional Office - DENR 10 Compound, Puntod, Cagayan de Oro City</li> <li>16. PENRO Misamis Occidental - Capitol Complex, Oroquieta City, Misamis Occidental</li> <li>17. PENRO Camiguin - Lakas, Poblacion, Mambajao, Camiguin</li> <li>18. CENRO Valencia - Valencia City Integrated Bus Terminal, Valencia City, Bukidnon</li> <li>19. CENRO Iligan - 4th East Ext., Rosario Heights, Tubod, Iligan City, Lanao del Norte</li> <li>20. Biodiversity Management Bureau - Ninoy Aquino Parks and Wildlife Center, Quezon City</li> <li>21. Ecosystems Research and Development Bureau - UPLB Campus, College, Laguna</li> <li>22. Forest Management Bureau - Visayas Ave., Diliman, Quezon City</li> <li>23. Land Management Bureau - 880 F.R. Estuar Building Quezon Ave. Brgy. Paligsahan, Quezon City</li> </ol>	
<b>Certification Scope:</b> Public Administration covering the Conservation, Management, Development and Proper Use of the Country's Environment and Natural Resources	
<b>Audit objective:</b> <b>Stage 2:</b> Evaluate the implementation, including effectiveness, of the management system	
<b>Audit Criteria:</b> <ul style="list-style-type: none"> <li>• Certification standard(s) and other normative references (if any)</li> <li>• The organisation's management system processes and documentation</li> </ul>	
<b>Lead Auditor:</b> Robert 'Bob' Jarquio <b>Support Auditor(s):</b> Laarni Narido, Allen Roy Cruz, Ringo Pabua, Joel Ravanilla, Eugene Herradura, Mercedeline Flores, Ingrid Manglapus, Melvin Grueso, Mike Matundan, Dr. Mark Vera, Kim Winston Pajares, Laureen Calmerin, Joseph Denoga, Merian Domingo, Olive Eco <b>Technical Expert(s):</b> <b>Observer:</b> <b>Others (<i>please specify</i>) :</b>	

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) Initials
	Starts	Ends				
<b>Lunchbreak: 1200-1300</b>						
1 Apr 2022	0900	0915	Opening Meeting	-	All	All
	0915	1000	Top Management Context	QMS Sections 4, 5 & 6	Top Management	All
	1000	1700	1. CENRO Valencia 2. CENRO Liloy 3. CENRO Goa 4. CENRO Kabasalan 5. CENRO Iligan  Processes, incl. customer feedback & 8888 (if any): a. Law Enforcement b. Conservation and Development c. License, Patents and Deeds	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	1.a Laarni 1.b Allen 1.c Ringo  2.a Joel 2.b Eugene 2.c Merce  3.a Ingrid 3.b Melvin 3.c Mike  4.a Dr. Mark 4.b Winston 4.c Laureen  5.a Bob 5.b Joseph 5.c Merian
4 Apr 2022	0900	1700	1. PENRO Biliran 2. CENRO Catarman 3. PENRO Misamis Occ 4. PENRO Zamboanga Del Sur 5. PENRO Sorsogon  Processes, incl. customer feedback & 8888 (if any): a. Law Enforcement b. Conservation and Development c. License, Patents and Deeds	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	1.a Joel 1.b Bob 1.c Eugene  2.a Ingrid 2.b Olive 2.c Melvin  3.a Dr. Mark 3.b Allen 3.c Joseph  4.a Merian 4.b Ringo 4.c Mike  5.a Laureen 5.b Merce 5.c Winston
5 Apr 2022	0900	1700	1. PENRO Eastern Samar 2. PENRO Camarines Sur 3. CENRO Palo 4. PENRO Camiguin  Processes, incl. customer feedback & 8888 (if any): a. Law Enforcement b. Conservation and Development c. License, Patents and Deeds	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	1.a Laarni 1.b Merce 1.c Winston  2.a Bob 2.b Allen 2.c Ingrid  3.a Olive 3.b Melvin 3.c Eugene  4.a Laureen 4.b Ringo 4.c Mike

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
6 Apr 2022	0900	1700	1. Regional Office 5  Processes, incl. customer feedback & 8888 (if any): a. Enforcement Division b. Conservation and Development Division c. License, Patents and Deeds Division d. Surveys and Mapping Division e. Legal Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	a. Olive b. Bob c. Merian d. Laureen e. Ringo
	0900	1700	2. Regional Office 10  Processes, incl. customer feedback & 8888 (if any): a. Enforcement Division b. Conservation and Development Division c. License, Patents and Deeds Division d. Surveys and Mapping Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	a. Eugene b. Merce c. Winston d. Mike
7 Apr 2022	0900	1700	1. Regional Office 8  Processes, incl. customer feedback & 8888 (if any): a. Enforcement Division b. Conservation and Development Division c. License, Patents and Deeds Division d. Surveys and Mapping Division e. Planning & Management Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	a. Laami b. Joseph c. Allen d. Ingrid e. Merian
	0900	1700	2. Regional Office 9  Processes, incl. customer feedback & 8888 (if any): a. Enforcement Division b. Conservation and Development Division c. License, Patents and Deeds Division d. Surveys and Mapping Division e. Legal Division f. Planning and Management Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	a. Laureen b. Merce c. Winston d. Ringo e. Bob f. Mike

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
8 Apr 2022	0900	1700	<p>1. Ecosystems Research and Development Bureau</p> <p>Processes, incl. customer feedback &amp; 8888 (if any):</p> <p>a. Planning and Management Information Services Unit</p> <p>b. Technology Transfer Division</p> <p>c. Forest Ecosystem Research Division</p> <p>d. Coastal Zone and Freshwater Ecosystems Research Division</p> <p>e. Urban Ecosystem Research Division</p> <p>f. Laboratory and Experimental Services Division</p>	<p>QMS</p> <p>6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3</p>	<p>Unit/Section Head and/or Relevant Staff</p>	<p>a. &amp; b. Joel</p> <p>c. Merce</p> <p>d. Merian</p> <p>e &amp; f. Mike</p>
8 Apr 2022	0900	1700	<p>2. Forest Management Bureau</p> <p>Processes, incl. customer feedback &amp; 8888 (if any):</p> <p>a. Forest Policy, Planning and Knowledge Management Division</p> <p>b. Forest Resources Conservation Division</p> <p>c. Forest Resources Management Division</p> <p>d. Forest Investment Development Division</p>	<p>QMS</p> <p>6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3</p>	<p>Unit/Section Head and/or Relevant Staff</p>	<p>a &amp; b. Ingrid</p> <p>c. Joseph</p> <p>d. Ringo</p>
8 Apr 2022	0900	1700	<p>1. Biodiversity Management Bureau</p> <p>Processes, incl. customer feedback &amp; 8888 (if any):</p> <p>a. Biodiversity Policy and Knowledge Management Division</p> <p>b. Wildlife Resources Division</p> <p>c. National Parks Division</p> <p>d. Caves, Wetlands and Other Ecosystem Division</p> <p>e. Coastal and Marine Division</p> <p>f. Sampling of Center - Ninoy Aquino Parks and Wildlife Center</p>	<p>QMS</p> <p>6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3</p>	<p>Unit/Section Head and/or Relevant Staff</p>	<p>a &amp; b. Bob</p> <p>c &amp; d. Lauren</p> <p>e &amp; f. Winston</p>
11 Apr 2022	0900	1700	<p>1. Land Management Bureau</p> <p>Processes, incl. customer feedback &amp; 8888 (if any):</p> <p>a. Geodetic Surveys Division</p> <p>b. Land Management Division</p> <p>c. Land Policy and Planning Division</p>	<p>QMS</p> <p>6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3</p>	<p>Unit/Section Head and/or Relevant Staff</p>	<p>a. Merce</p> <p>b. Ringo</p> <p>c. Mike</p>

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
	0900	1700	<p><b>2. Main Office</b></p> <p>Processes, incl. customer feedback &amp; 8888 (if any):</p> <p>a. Policy and Planning and International Affairs</p> <ul style="list-style-type: none"> <li>- Policy and Planning Service</li> <li>- Foreign Assisted and Special Project Service</li> </ul> <p>b. Field Operations (Undersecretary and / or Assistant Secretary)</p> <p>c. Legislative Affairs and Strategic Partnership (Strategic Communications and Initiatives Service)</p> <ul style="list-style-type: none"> <li>- Strategic Alliance and Environmental Partnership</li> <li>- Public Information Division</li> <li>- Development Communication Division</li> <li>- Stakeholders Management and Conflict Resolution Division</li> </ul> <p>d. Assistant Secretary for Staff Bureaus</p> <p>e. Director, Climate Change Service</p> <p>f. Assistant Secretary for Anti-Corruption</p> <p>g. Usec for Attached Agencies and Supervising Usec for Manila Bay Coordinating Office</p>	<p><b>QMS</b></p> <p>6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3</p>	<p>Unit/Section Head and/or Relevant Staff</p>	<p>a &amp; b. Eugene c. Joseph d &amp; e. Laureen f &amp; g. Bob</p>
<b>Main Office</b>						
<b>12 Apr 2022</b>	0900	1600	<p><b>Legal Affairs Office</b></p> <ul style="list-style-type: none"> <li>- Claims and Conflicts Division</li> <li>- Internal Affairs Division</li> <li>- Legal Research and Opinion Division</li> </ul>	<p><b>QMS</b></p> <p>6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.5, 9.1, 10.1, 10.2, 10.3</p>		<p>Laureen</p>
	0900	1600	<p><b>Legal Affairs Office</b></p> <ul style="list-style-type: none"> <li>- Investigation and Arbitration Division</li> <li>- Litigation and Prosecution Division</li> </ul>	<p><b>QMS</b></p> <p>6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.5, 9.1, 10.1, 10.2, 10.3</p>		<p>Mike</p>
	0900	1600	<p><b>Knowledge and Information System Service</b></p> <ul style="list-style-type: none"> <li>- Information System Division</li> <li>- Network Infrastructure Management Division</li> <li>- Statistics and Data Resource Management Division</li> </ul>	<p><b>QMS</b></p> <p>6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.5, 9.1, 10.1, 10.2, 10.3</p>		<p>Merce</p>
	0900	1200	<p><b>Logistics / Maintenance /General Services</b></p>	<p><b>QMS</b></p> <p>6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.5, 9.1, 10.1, 10.2, 10.3</p>		<p>Ringo</p>



Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
	0900	1200	BAC (Purchasing) / Incoming Inspection / Supply and Property	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.4, 8.5, 8.7, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	Eugene
	0900	1030	Finance Management – Accounting (COA Compliances, e.g. AOMs) Budget (obligation and disbursement rates)	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	Bob
	1030	1200	ISO Team / Customer Satisfaction / Complaints	QMS 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	Bob
	1300	1500	Strategic and Operational Planning / Policy Issuance and Standards Development	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	Eugene
	1300	1400	HR / Training	QMS 6.1, 6.2, 6.3, 7.2, 7.3, 7.4, 9.1, 10.1, 10.2, 10.3	Unit/Section Head and/or Relevant Staff	Ringo
	1400	1500	Document Control	QMS 7.5, 8.5, certification mark	Document Control Team	Ringo
	1300	1500	Internal Audit	QMS 9.2, 10.2, 10.3	Internal Audit Team	Bob
	1500	1600	Management Review	QMS 9.3, 10.3	Top Management	All
	1600	1700	Audit Debrief / Auditors' Meeting	-	-	All
	1700	1800	Closing Meeting	-	All	All