TESDA-QP-03-F07

Rev. No. 02-05/04/22

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| REGIONAL/NATIONAL IQA SUMMARY REPORT |
| 1. **BACKGROUND**

 Include here the following information in narrative form: * Preparatory activities for the IQA such as preparation of preparation of Audit Checklist, identification of the Auditors, and actual date of the conduct of the IQA;
* The actual conduct of the IQA, and the reporting of such IQA to the National/Regional Quality Management Committee (N/RQMC) meetings.
	+ The actual conduct of verification/closure audit and reporting the results of the verification to the N/RQMC.
1. **ANALYSIS OF AUDIT FINDINGS**
	* Describe here the detailed findings of the IQA, i.e. conformities, major and minor nonconformities, opportunities for improvement (OFI) and OFI Action Item per audited process and ISO Standard clause, corrective actions taken by the auditees, opportunities for improvement and corresponding action items to address recommended improvements.
	* Summarize the IQA results in a tabular form as suggested below:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operating Unit** | **No. of Major NCs** | **No. of Major NCs Closed** | **No. of Major NCs Unclosed** | **No. of Minor NCs** | **No. of Closed Minor NCs** | **No. of UnclosedMinor NCs** | **No. of OFIs** | **No. of OFIs (Action Item)** | **No. of** **Ps** |
|  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |
| Most Deviated Clauses (ISO/QM/QP) |  |  |  |  |  |  |  |  |  |

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| **Prepared by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  COROPO IQA Focal**Date:** | **Approved by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Head, Operating Unit**Date:** |