TESDA-OP-IAS-01-F05-C

Rev. No. 00 – 07/05/2022

**COMPLIANCE AUDIT REPORT**

for Nonconformities of District Office / Provincial Office

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| District Office/Provincial Office | : |  | CTPR Number | : |  |
| Name of TVI Audited | : |  | Qualification | : |  |
| Audit Method | : |  |  |  |  |

| **Process** | **Area** | **Details of Audit Findings**  (to be accomplished by the Auditor) | **Degree of Criticality** | |
| --- | --- | --- | --- | --- |
| **NC** | **OFI** |
| **Program Registration** |  | *Requirement:*  *Non-conformity:* |  |  |
|  | *Requirement:*  *Non-conformity:* |  |  |
|  | *Requirement:*  *Non-conformity:* |  |  |
|  | *Requirement:*  *Non-conformity:* |  |  |
|  | *Requirement:*  *Non-conformity:* |  |  |
|  | *Requirement:*  *Non-conformity:* |  |  |
| **Other Observations** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Lead Auditor | Name of Member Auditor | Name of Member Auditor | Name of Member Auditor |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**COMPLIANCE AUDIT REPORT**

for Nonconformities of District Office/Provincial Office

*INSTRUCTIONS*

1. This Report shall be accomplished by the Lead and Member Auditors and shall be provided to the District Office/Provincial Office within one (1) working day after the conduct of audit.
2. This form shall be accomplished as follows:
   1. **District Office/Provincial Office –** Name of DO/PO where the TVET program of the TVI is registered
   2. **Name of TVI Audited –** Name of Technical Vocational Institution (TVI) audited
   3. **CTPR Number –** Certificate of TVET Program Registration (CTPR) Number of registered TVET program audited
   4. **Qualification –** Qualification title audited
   5. **Audit** **Method** – Audit method employed during actual conduct of compliance audit
   6. **AREA** – specify the Program Registration Area which the audit findings relate to
   7. **Details of Audit Findings –** detailed description or information of the audit findings in relation to the complete, accurate, concise, and clear record of the audit conducted consistent with the format provided under section 6.8.1.b and 6.8.2.c of the Operating Procedure[[1]](#footnote-2). Audit findings are lifted from the Compliance Audit Checklists (TESDA-OP-IAS-01-F04-A, -F04-B, -F04-C or -F04D) duly accomplished by the lead and member auditors. Indicate “COMPLIANT” to those Process having no nonconformity at the time of audit.
   8. **Degree of Criticality –** Put a check "✓" mark on the applicable row to indicate the criticality[[2]](#footnote-3) of individual audit findings.
   9. **Other Observations –** Details/information of observations noted for which no specific Process/Question has been provided in the Compliance Audit Checklists.
   10. **Prepared by –** names and signatures of the Lead and Member Auditors who prepare the report and the date it was signed.
3. Original copy of this report will be submitted to the Provincial/District Office concerned, through the Lead Auditor, together with the pieces of evidence gathered and other supporting documents, if any.

1. Operating Procedure on Compliance Audit for Registered TVET Programs (TESDA-OP-IAS-01) [↑](#footnote-ref-2)
2. NC (Nonconformity) refers to a failure to comply with the requirements while OFI (Opportunity for Improvement) refers to an observed situation which is not nonconformity, but where the results achieved are not optimal, less than well-organized, or over complicated. [↑](#footnote-ref-3)