TESDA-OP-IAS-02-F04A

Rev. No.00 - 05/20/2022

**ASSESSMENT AND CERTIFICATION COMPLIANCE AUDIT REPORT**

for Nonconformities of District Office / Provincial Office

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| District Office/Provincial Office | : |  | Accreditation Number | : |  |
| Assessment Center Audited | : |  | Qualification | : |  |
| Audit Method | : |  |  |  |  |

| **Process** | **Area** | **Details of Audit Findings**(to be accomplished by the Auditor) | **Degree of Criticality** |
| --- | --- | --- | --- |
| **NC** | **OFI** |
| **Accreditation of Assessment Center** |  | *Requirement:**Non-conformity:* |  |  |
|  | *Requirement:**Non-conformity:* |  |  |
| **Competency Assessment** |  | *Requirement:**Non-conformity:* |  |  |
|  | *Requirement:**Non-conformity:* |  |  |
| **Accreditation of Competency Assessor** |  | *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: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**ASSESSMENT AND CERTIFICATION 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, copy furnished the IAS via email, within one (1) 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 Assessment Center (AC) is accredited
	2. **Assessment Center –** Name of AC audited
	3. **Accreditation Number –** Accreditation Number of AC qualification audited
	4. **Qualification –** Qualification title audited
	5. **Audit** **Method** – Audit method employed during actual conduct of compliance audit
	6. **AREA** – specify the process area which the audit findings relate to (e.g. Administrative Requirements, Physical Structure-Location, Organize the Conduct of Assessment, Assessment Documentation and Reporting, among others)
	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 7.4.5.b and 7.4.6.c of this Operating Procedure. Audit findings are lifted from the Assessment and Certification Compliance Audit Checklist (TESDA-OP-IAS-02-F03 or -F03-A) 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[[1]](#footnote-2) 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 but are required in other TESDA-issued policies and guidelines.
	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 shall 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. 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-2)