TESDA-OP-IAS-01-F03

Rev. No. 01- 05/28/2020

**AUDIT TEAM CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **SUB-ACTIVITIES** | **DOCUMENTS NEEDED** |
| Opening Meeting | * Set the scene * Explain objective * Confirm Audit Scope * Confirm Time | TVI/Company Compliance Audit Plan (TESDA-OP-IAS-01-F02) |
| Conduct Audit | * The Audit Team checks completeness and validity of the TVI/Company program application documents filed in the Provincial Office (PO). * The Audit Team proceeds to the conduct of the audit in the TVI/Company.   (Refer to the Procedures Details on the step in the conduct of audit) | TVI/Company Compliance Audit Plan (TESDA-OP-IAS-01-F02)  Audit Team Checklist  (TESDA-OP-IAS-01-F03)  Compliance Audit Requirements Checklist for Institution-Based Program (TESDA-OP-IAS-01-F04-A)    Compliance Audit Requirements Checklist for Enterprise-based Program (TESDA-OP-IAS-01-F04-B)  List of Tools, Equipment and Materials (indicated in the TR)  TVI/Company Compliance  Audit Report (TESDA-OP-IAS-01-F05) |
|  | * Thank the Auditee * Summarize audit findings * Request TVI/Company sign Compliance Audit Report * Provide copy of the report to TVI/company | TVI/Company Compliance  Audit Report  (TESDA-OP-IAS-01-F05) |