TESDA-OP-IAS-02-F08-PO

Rev. No. 00 - 05/20/2022

**COMPLIANCE AUDIT NONCONFORMITIES TRACKING SHEET – ASSESSMENT AND CERTIFICATION**

**For the year: \_\_\_\_\_\_**

**As of \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| District/Provincial Office | : |  |

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| AC Name | Qualification Title | Area/ Process | Audit Findings | Receipt of the Compliance Audit Report by the AC | Receipt of DO/PO of the Compliance Audit Report from Lead Auditor  [1 WD after the conduct of audit] | Auditee AC prepares and submits to DO/PO the Action Catalogue  [3 WDs after receipt of the Compliance Audit Report] | | DO/PO reviews and accepts the accomplished CA Action Catalogue  [2 WDs after receipt of the AC-accomplished Compliance Audit Action Catalogue] | | Assessment Center’s Compliance with Correction and Corrective Action | | DO/PO reviews the accomplished CA Action Catalogue together with the supporting documents.  If disapproved, DO/PO returns the report to the AC for compliance  [3 WDs after receipt of documents/ pieces of evidence] | |
| Submits documents/pieces of evidence as proof of compliance/implementation of the AC’s Correction and/or Corrective Actions approved by the DO/PO | |
| 1 WD | 3 WDs | | 2 WDs | | 30 WDs | | 3 WDs | |
| Date Received | Date Received | Date Started | Date Finished | Date Started | Date Finished | Date Started | Date Finished | Date Started | Date Finished |
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*Note: A total number of 39 working days of compliance and monitoring period of the non-conformity/ies reckoned on the day of receipt by DO/PO of the Compliance Audit Report from Lead Auditor.*

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| Prepared by: | Approved by: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DO/PO Compliance Audit Focal | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  District/Provincial Director |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |