

## ISO ROADMAP 2019-2020

ACTIVITIES	PARTICIPANTS	Jan	Feb	Mar	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ISO Awareness Seminar	Batch 1 of all OGCC employees														
	Batch 2 of all OGCC employees														
ISO Management Systems Documentation Seminar	Section Heads														
Risk Management Establishment and Development Workshop	Risk Assessment and Planning Team, Section Heads														
Meeting on Quality Manual, Work Instructions Manual, Systems and Procedures Manual, R2R Assignment Slips	ADOF Daet														
Meeting regarding BAC Concerns on Certifying Body's Scope of Services	AGCC Isidoro, Jr. / ADOF Daet														
Audit Training Workshop (Part 1)	Internal Quality Audit Team														
Audit Training Workshop (Part 2)	Internal Quality Audit Team														
Preparation of Internal Quality Audit Checklist/Plan	Internal Quality Audit Team														
ISO Mandated Procedures	ADOF Daet														
Meeting regarding Reports and Updates on the Activities/Assignments of the IQA Team	Internal Quality Audit Team with AGCC Mallari														
Management Review Seminar	Top Management														
DQS Pre-Assessment	AGCC Derayunan, GCA Santos, CAO Arabe, ADOF Daet														
First Management Review Meeting	Top Management, CAO, Section Heads														
DQS Stage 1 Audit															
DQS Stage 2 Audit															
Receipt of Certification from DQS															
Submission Copies of Certification to various agencies (DOJ, AO25)															
<b>2020</b>															
Submission of Quarterly Audits	3rd Monday of the last month of every Quarter														
Management Review	4th Monday of the last month of every Quarter														
Preparation for DQS 2nd Year Surveillance															
DQS 2nd Year Surveillance															