



STATUS/PROGRESS REPORT ON QMS

For the 2nd Semester, 2017



Office/Agency: DOLE, Regional Office No. X Date Accomplished: 1 December 2017

I. STATUS

Major Activities	Objective
1. Prepared Migration from 9001:2008 to 9001:2015	Top management agreed to do away with the re-certification of 2008 version since it will be costly and valid only until CY2018.
2. Conducted Training on ISO 9001:2015 Transition Seminar on 22 August 2017 at Pearlmont Restaurant, Cagayan de Oro City to all permanent employees	Re-orientation on the 2015 standards and risk-based process.
3. Awarded the Consultancy Services to BMCH Incorporated for the ISO 9001:2015 migration on 10 October 2017	<ul style="list-style-type: none"> • The consultant will facilitate the DOLE-X's the evaluation on the current QMS, identify the gaps in the system, types and numbers of required documents, content of existing documents and all other requirements • Conduct orientation-trainings upon the requirements of ISO 9001:2015. • Assist in the preparation of Terms of Reference for the procurement of services of certifying organization. • Provide professional assistance in writing all documentations for the different requirements of ISO 9001:2015. • Review all written documents. • Carry out Pre-certification Audit. • Provide immediate assistance in facilitating the conduct of the assessment and assist the staff in correcting non-conformances found by the assessor. • Provide professional assistance to carry out correction action identified as non-conformances found by the accrediting party during the main accreditation assessment for ISO 9001:2015.

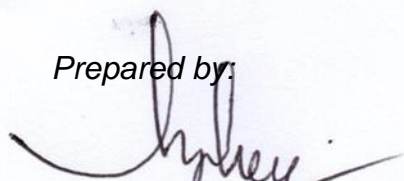
II. ALLOTTED BUDGET FOR THE PROJECT

PARTICULAR	AMOUNT (PhP)
BMCH Inc. Consultancy Services	160,000.00
Trainings/Seminars	555,000.00
Travelling Expenses of Consultants	90,000.00
Certifying Organization	300,000.00
Supplies and materials	100,000.00
Travelling expenses of staff/IQAs	180,000.00
Total	1,385,000.00

III. NEXT STEPS/TARGET TIMELINES

Activities	Target Date of Completion	Remarks
1. Conduct on Risk-Based Training	4-5 January 2018	Participated by the QMT, All Focal Persons, and All DCOs
2. Conduct Training on Effective Document Control and Process Management	17-19 January 2018	-do-
3. Conduct Training on Internal Quality Audits	22-25 January 2018	Participated by the QMT and All the IQAs
4. Conduct Training on Root Cause Analysis	26 January 2018	Participated by the QMT, All Focal Persons, All IQAs, and All DCOs
5. Conduct internal audit by the organization	1 st week of February 2018	To be conducted in the Regional Office and all the six Provincial Field Offices.
6. Preparation of all documentations as requirement of the ISO 9001:2015	Whole month of February 2018	
7. Conduct Management Review	February 2018	Inclusion during the month's Management Committee meeting
8. Audit by the Certifying Organization	March 2018	

Prepared by:



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Noted by:



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