

AUDIT PLAN

Audit Type: <input type="checkbox"/> Stage 1, <input type="checkbox"/> Stage 2, <input checked="" type="checkbox"/> Surveillance, <input type="checkbox"/> Re-assessment, <input type="checkbox"/> Special or other (<i>please specify</i>):		Certification standard(s): ISO 9001:2015	
Client ID Number: PHI-20774-2-QM		Date(s) of Audit: January 6, 2023	
Name of Organisation: Department of Energy			
Location(s) to be audited: Main Site: Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Philippines Site 3: DOE Visayas Field Office, Cebu City, Philippines Site 4: DOE Mindanao Field Office, Davao City, Philippines			
Certification Scope:			
FULL WORDED SCOPE OF CERTIFICATION with SITE ADDRESSES: Site Address		Full Worded Scope: Public Administration covering:	
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City		Energy Policy and Planning Bureau (EPPB)	Provision of Key Energy Statistics and other Energy Related Indicators / Information to Various Clients
		Energy Utilization Management Bureau (EUMB)	Energy Audit Services: Preliminary Energy Audit
		Energy Resource Development Bureau (ERDB)	Application for Safety Engineer's and/or Safety Inspector's Permit
			Application for Registration of Petroleum Sub-Contract
		Electric Power Industry Management Bureau (EPIMB)	Review and Evaluation of Direct Connection Applications
		Oil Industry Management Bureau (OIMB)	Issuance of DOE Endorsement for Board of Investments (BOI) Registration of the Downstream Oil Industry under Republic Act 8479
		Renewable Energy Management Bureau (REMB)	Processing of Safety Officer's Permit for Renewable Energy Developers
		Administrative Services– Human Resource Management Division (AS-HRMD)	Recruitment Process
		Administrative Services– Records Management Division (AS-RMD)	Receiving of Incoming documents
Administrative Services – Procurement Management Division (AS-PMD)	Procurement Process thru Public Bidding		
	Procurement Process thru Negotiated Procurement-Section 53.9: Small Value Procurement		

	Energy Research and Testing Laboratory Services-Lighting and Appliance Testing Laboratory (ERTLS-LATL)	Energy Performance Testing of Household Appliances and Lighting Systems Inspection of Generic Models / Exempted products Calibration of Electrical, Temperature and Energy-Monitoring Instruments
	Energy Research and Testing Laboratory Services-Geoscientific Research and Fuel Testing Laboratory (ERTLS-GRFTL)	Testing of Biofuels-Coconut Methyl Ester (B100) Testing of Petroleum Products-CME blended automotive diesel oil Testing of Biofuels-Anhydrous bioethanol and bioethanol fuel Testing of Petroleum Products-E - Gasoline Fuel Testing of Petroleum Products – Fuel Oils (Bunker)
	Consumer Welfare and Protection Office (CWPO)	Complaints Handling
	Investment Promotion Office	Provision of Investor Assistance and Support
DOE Luzon Field Office, Rosario, Pangasinan	Luzon Field Office (LFO)	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets
DOE Visayas Field Office, Cebu City	Visayas Field Office (VFO)	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets
DOE Mindanao Field Office, Davao City	Mindanao Field Office (MFO)	Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

Audit objective:

Surveillance: Maintain confidence that the certified management system continues to fulfill requirements between recertification audits.

Audit Criteria:

- Certification standard(s) and other normative references (if any): ISO 9001: 2015
- The organization's management system processes and documentation

Lead Auditor: Maria Fatima Mercurio

Support Auditor(s): Ringo Pabua, Jose Emmanuel Thomas Diel, Arcel Andres, Mark Anthony Ilagan, Marisse Cruz

Technical Expert(s):

Observer: Billy Sadangsal

Date	Timing		Audited Area	Scheme & clause	Auditees	Auditor(s)
	Starts	Ends				
Day 1: January 6, 2023						
Note: LUNCHBREAK – 12nn to 1pm						
Auditor's Meeting: 0845-0900 and 1300-1315						
January 6, 2023	0900	0920	Opening Meeting	-	All	Fatima
	0920	1000	Context of the Organization	QMS Clause 4, 5 & 6	Top Management (All sites)	All
Site 3: DOE Visayas Field Office, Cebu City, Philippines and Site 4: DOE Mindanao Field Office, Davao City, Philippines						
January 6, 2023	1000	1700	Energy Resource Development and Utilization Division (ERDUB), DOE Visayas Field Office (VFO) Site 3	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Ringo
	1000	1700	Energy Resource Development and Utilization Division (ERDUB), DOE Mindanao Field Office (MFO) Site 4	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Arcel
	1700	1800	Individual Wrap-up	-	All	All
Main Site: Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Philippines						
January 6, 2023	1000	1200	Energy Resource Development Bureau (ERDB) • Application for Registration of Petroleum Sub-Contracts • Application for Safety Engineers and/or Safety Inspectors Permit	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Jet
	1315	1500	Administrative Services (AS) • HRMD- Recruitment Process	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 7.5, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Jet
	1500	1600	Information Technology and Management Services	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Jet Billy (Observer)
	1000	1200	Administrative Services (AS) -Procurement Management Division (Procurement Process thru Negotiated Procurement-Section 53.9: Small Value Procurement and Procurement Process thru Public Bidding)	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.4, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Mark
	1300	1500	Administrative Service (AS) -General Services Division	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Mark Billy (Observer)
	1500	1600	Internal Audit	QMS 9.2, 10.2, 10.3	Lead Auditor / Internal Auditor	Mark
	1000	1200	Energy Policy and Planning Bureau (EPPB) • Provision of Philippine Energy Plan (PEP) Data/Key Energy Statistics and other Energy Related Indicators/Information to Various Clients	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Marisse Billy (Observer)
	1315	1430	IPO -Provision of Investor and Assistance Support	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Marisse

Date	Timing		Audited Area	Scheme & clause	Auditees	Auditor(s)
	Starts	Ends				
	1430	1600	Legal Services	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Marisse
	1000	1200	Energy Utilization and Management Bureau (EUMB) • Energy Audit Services: Preliminary Energy Audit	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Fatima
	1315	1430	Oil Industry Management Bureau (OIMB) • Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff	Fatima
	1430	1600	AS – RMD Receiving of Incoming Documents Document Control	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 10.1, 10.2, 10.3	Unit Head and/or Relevant Staff, Document Controller	Fatima
	1600	1700	Management Review	QMS 9.3	Top Management	All
	1700	1730	Auditor's Meeting	-	All	All
	1730	1800	Closing Meeting	-	All	Fatima