

Audit Report (1st Surveillance)

Organisation Central Board of Assessment Appeals
Audits (ZA): SE930291



Master Data of Organisation

Name of Organisation	Central Board of Assessment Appeals
Name of corporate group (in case of group certification)	N/A
Street	7F EDPC Building, BSP Complex, Roxas Boulevard, (Central Office and Luzon Field Office)
Postcode / Town / Country	1004 Manila Philippines
Contact	Mr. Elmer Nev C. Valenzuela
E-Mail	elmer.valenzuela@cbaa.gov.ph
Phone/Fax	(02) 5251411
Language	English / Filipino
Scope Description	Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services
	<input type="checkbox"/> more description regarding scope in annex
Industry / Scope (EA, TA, ...)	36

Audit profile

Standards under contract / Audit type	ISO 9001:2015 1 st Surveillance Audit	
<input type="checkbox"/> Wechsel auf ISO 45001:2018		
System documentation: Revision / Issue	Quality Management System Manual: TMA-01 Rev.03 / 13 Nov. 2020	
Surveillance mode	Yearly surveillance	
Audit team leader / responsible	Edmund Angelo Larroza (EL)	
Audit team	Romarico Santos (RS)	
Technical expert	N/A	
Trainee	N/A	
Multisite-organisation	All sites are listed in: <input checked="" type="checkbox"/> Audit Reference Data Sheet <input type="checkbox"/> separate Listing <input checked="" type="checkbox"/> Audit program/ATEA <input type="checkbox"/> Multisite-certification (Sample)	
Shift operation	no shift operation	

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Audited Standards	
ISO 9001 : 2015	1st Surveillance Audit
Non-applicability of chapters: 8.3	
Audit team leader: Edmund Angelo Larroza	Audit number(ZA): SE930291
Certificate number: PHP QMS 19 93 0024	Valid until: 25.12.2022
Audit-Details	
Sites	Main Site: 7F EDPC Building, BSP Complex, Roxas Boulevard, Manila, Philippines 1004 (Central Office and Luzon Field Office) Site 1: Unit 301 CARDOC Bldg., No. 5 Maxilom Ave., Cebu City, Philippines 6000 (Visayas Field Office) Site 2: 3rd Floor, Room 309, Rodisa Bldg., A. Velez corner Gomez Sts., Cagayan de Oro City, Philippines 9000 (Mindanao Field Office)
Audit date	16.11.2020
Audit duration	2,00 person days via remote audit

Details for Stage 1 - Audit	
Stage 1 - Audit	not necessary
Duration Stage 1 - Audit	ISO 9001 : 2015 0,00 person-day (s) 0,00 total
Date Stage 1 - Audit	not necessary

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Distribution/Confidentiality/Rights of ownership/Limitations/Responsibilities

This report is sent to the certification body or bodies, the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities or weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.

Salvo clause:

The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

Annex/Enclosures

Annex/ corresponding audit documentation	<input checked="" type="checkbox"/> Questionnaire(s) / Checklist(s) <input type="checkbox"/> Additional annexes, number
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Summary of results

ISO 9001:2015			--			--			--		
Clause	Audited	Result*	Clause	Audited	Result*	Clause	Audited	Result*	Clause	Audited	Result*
4.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
4.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
5.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
6.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.1	<input checked="" type="checkbox"/>	2		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
7.5	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.3	<input type="checkbox"/>	-		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.4	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.5	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.6	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
8.7	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
9.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.1	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.2	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
10.3	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Additional requirements in accordance to ISO 17021:2015									Audited	Result	
a) internal audits and management review									<input checked="" type="checkbox"/>	1	
b) review of actions taken on nonconformities identified in previous audit									<input type="checkbox"/>	-	
c) responsiveness to complaints									<input checked="" type="checkbox"/>	1	
d) effectiveness of the management system with regard to fulfilment of objectives									<input checked="" type="checkbox"/>	1	
e) progress of planned activities aimed at continual improvement									<input checked="" type="checkbox"/>	1	
f) the client's management system ability and its performance regarding meeting of applicable requirements									<input checked="" type="checkbox"/>	1	
g) operational control of the client's processes									<input checked="" type="checkbox"/>	1	
h) review of any changes including system documentation									<input checked="" type="checkbox"/>	1	
i) use of marks and/or any other reference to certification									<input checked="" type="checkbox"/>	1	
audited: <input checked="" type="checkbox"/> = audited sections of the standard;											
Result: 1 = fulfilled; 2 = basically fulfilled / potential for improvement; 3 = not fulfilled / nonconformity; - = not applicable / excluded.											
Details are listed in the section "Detailed results". Fields with a coloured background are obligatory elements in every audit.											

Obligatory elements from A00VA02

a) Are temporary sites (i.e installation sites, project locations etc.) available?	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
b) Which one are visited?	N/A	

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Organisations profile

Organization Profile

Business registration:

Registration Number RA no. 7160 – Local Government Code of 1991
PD no. 464

Info for org. Profile.

Historically, in 1972 P.D. 25, as amended, created a Central Board of Tax Appeals, the forerunner of the Central Board of Assessment Appeals, comprising the Secretary of Finance, as Chairman and the Secretaries of Justice and Local Government and Community Development as Members. In 1974, the Board of Hearing Commissioners was created to ensure expeditious disposition of all cases involving contested assessments. It was composed of a Chief Hearing Commissioner as Presiding Commissioner and four Hearing Commissioners as Members. It served also as the administrative body of the Central Board of Tax Appeals. Under P.D. 464 it was known as the CENTRAL BOARD OF ASSESSMENT APPEALS (CBAA), with the same composition, powers and duties.

In 1991, upon the enactment and approval of Republic Act No. 7160, otherwise known as the new Local Government Code of 1991, the Central Board of Assessment Appeals was made into an independent body. It is composed of a Chairman and two Members, to be appointed by the President, who shall serve for a term of seven years, without reappointment. Of the first appointed, the Chairman shall hold office for seven years, one member for five years and the other member for three years. The Board shall have appellate jurisdiction over all assessment and collection cases decided by the Local Board of Assessment Appeals. The Board of Hearing Commissioners was replaced by the Hearing Officers to be appointed by the Central Board of Assessment Appeals, pursuant to Civil Service laws, rules and regulations, one each for Luzon, Visayas and Mindanao, who shall hold office in Manila, Cebu City and Cagayan de Oro City, respectively, and who shall serve for a term of six years without reappointment.

The Central Board of Assessment Appeals, mandated under RA 7160, is a collegial appellate quasi-judicial body which decides on appeal before it, decision of the Local Board of Assessment Appeals of municipalities and cities of Metro Manila and provincial and city Local Board of Assessment Appeals nationwide. Under section 229 (c) of the said law, its decision is final and executory and the only remedy available for seeking a review of its decision is the special civil action of certiorari before the Supreme Court. However, in a recent issuance of Administrative Circular #1-95 (Revised Circular #1-91) by the Supreme Court, all decisions by the Central Board of Assessment Appeals shall be appealable to the Court of Appeals through a petition for review.

The provisions of R.A. 7160 explicitly enumerates the cases covered by the jurisdiction and powers of the Central Board of Assessment Appeals as appealed from the decision of the Local Boards of Assessment Appeals nationwide. These are the following:

All real property tax assessment cases (Section 230 R.A. 7160)

Claim for Refund of erroneous payment of real property taxes (Section 252 R.A. 7160)

Claim for tax credit for excessive payment of real property taxes and interests (Section 253 R.A. 7160) and

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	<p><i>Protest against excessive or illegal special levy by local government units. (Section 244 R.A. 7160)</i></p> <p><i>In the performance of its powers and duties, the Central Board may establish and organize staffs, offices, units and prescribe the titles, functions and duties of their members and shall adopt and promulgate its rules of procedures relative to the conduct of its business.</i></p> <p><u>Brief of processes & Important process</u></p> <p><i>Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</i></p> <p><u>Number of effective employees:</u> 17</p> <p><u>Shift operation:</u> Single shift</p> <p><u>Office hour :</u> 08.00-17.00</p>					
Product Types / Services & Application Requirements	<p><u>Products /or services:</u> <i>Public Service</i></p> <p><u>Majors clients:</u> General Public</p>					
Any special application of the product / services	No special application of product / service.					
Regulatory Requirements / Licencing Requirements	<p>RA no. 7160 – Local Government Code of 1991</p> <p>PD no. 464</p>					
QMS EA code Risk classification in the technical area	EA: 36, Risk: Low					
Statement of implementation :	<p><i>The organization has been implemented, and maintained management system in accordance to the ISO 9001:2015.</i></p> <p><i>Strategical direction of the organisation has established by their understanding internal and external issues in related contexts such as economics, technologies, politics, and etc. As well as interested parties needs expectations are determined such as customer, obligations compliance, top management, suppliers, and etc. They have been considered into identification of organization risks & opportunities and the ways to mitigate these risks to the acceptable levels and incorporated into the action plan which measured and monitored in the regular basis.</i></p>					
QMS: QA/QC control	Document review; appeals					
Major customer	General Public					
Legal Or Mutual Relationship With The Central Office (Multisite)	<p>Yes. The operation site has mutual relationship with the central office.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Multisite Organization: Central Board of Tax Appeals</p> </td> <td style="width: 50%;"> <p>EA: 36</p> <p>Scope: Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p> </td> </tr> <tr> <td> <p>Central Function: 7F EDPC Building, BSP Complex, Roxas</p> </td> <td> <p>Brief process/ or activities: QUASI Judicial Unit</p> </td> </tr> </table>		<p>Multisite Organization: Central Board of Tax Appeals</p>	<p>EA: 36</p> <p>Scope: Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p>	<p>Central Function: 7F EDPC Building, BSP Complex, Roxas</p>	<p>Brief process/ or activities: QUASI Judicial Unit</p>
<p>Multisite Organization: Central Board of Tax Appeals</p>	<p>EA: 36</p> <p>Scope: Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p>					
<p>Central Function: 7F EDPC Building, BSP Complex, Roxas</p>	<p>Brief process/ or activities: QUASI Judicial Unit</p>					

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	<p>Boulevard, Manila, Philippines 1004 (Central Office and Luzon Field Office) Central Board of Tax Appeals</p>	<p>(Adjudication, Handling of other requests, Client service evaluation, Complaint handling)</p> <p>Scope : Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p>
	<p>Site 1 : Unit 301 CARDOC Bldg., No. 5 Maxilom Ave., Cebu City, Philippines 6000 (Visayas Field Office) Central Board of Tax Appeals</p>	<p>Brief process / or activities: QUASI Judicial Unit (Adjudication, Handling of other requests, Client service evaluation, Complaint handling)</p> <p>Scope : Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p>
	<p>Site 2: 3rd Floor, Room 309, Rodisa Bldg., A. Velez corner Gomez Sts., Cagayan de Oro City, Philippines 9000 (Mindanao Field Office) Central Board of Tax Appeals</p>	<p>Brief process / or activities: QUASI Judicial Unit (Adjudication, Handling of other requests, Client service evaluation, Complaint handling)</p> <p>Scope : Adjudication of cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes and other related services</p>
	<p>The auditor has verified and confirmed that:</p> <ul style="list-style-type: none"> • The defined central function has authorized of controls the management system, including authority to define, establish and maintain the single management system over the individual sites. • The organization's internal audit programm has been verified and all sites have subjected into internal audits program. • The management review coverage all sites under the certified locations and scope 	
<p>Year's Been Certified</p>	<p>Since 2019</p>	

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Summary / explanations of results

Organisational or functional units or processes audited: Top Management / Management review, Internal Audit, Disbursement, Procurement/ Purchasing, QUASI Judicial Unit (Adjudication, Handling of other requests, Client service evaluation, Complaint handling), Preventive Maintenance and Repair

Aspect of the company and/or audit to be highlighted:

No activities or situations found during audit that the company has plan to change, process change, new equipment technology.

Summary of the findings in this visit:

NC A: 0

NC B: 0

PI: 2

GP: 4

CM: 2

Last year's Non Conformity Verification for Effectiveness: Not applicable

Reason selecting the site audited to be detailed)if any(: Not applicable

Expert feedback)if using expert(: Not applicable

Remote Audit)if using remote audit(: The 100% remote audit via Zoom was effective as all the infrastructure requirements were met. All auditees were the respective in-charge persons of each area and documented information was readily available.

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Conclusion

Taking into account the size and structure of the organisation, the products/services supplied and the process used, the organisation has basically demonstrated that it operates its management system in order to ensure fulfilment of its own requirements, the requirements of its customers and the relevant legal requirements.

This includes in particular:

- The policies from 2019, objectives and their implementation in the organisation
- The processes which exist in the management system and their interaction
- The management system documentation
- The recording system
- The resource management
- The measuring and analysis (management review from 21.10.2020, audit planning from 21.09.2020, audit report(s) from 21.09.2020 and examples for indicators)
- The continual improvement process

also the implementation and the effectiveness of the management system and the processes for providing services/production/product realisation were assessed by the audit team by means of on-site inspection and examination of documents on a random sample basis.

Nonconformities, observations and the potential for improvement are described in the "Detailed Results" section.

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Notes for the detailed results

The evaluation of the audit results basically follows the scheme shown below:

Stage	Classification	Meaning
NC A	Major Nonconformity (Nonconformity A)	Nonconformities could be classified as major in the following circumstances: <ul style="list-style-type: none">• if there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;• a number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.
NC B	Minor Nonconformity (Nonconformity B)	Nonconformities could be classified as minor, if these do not affect the capability of the management system to achieve the intended results.
PI	Potential for improvement	Items which would allow optimisation of the management system in relation to the requirements of the relevant standard. It is recommended that the company implements these items.
GP	Positive aspects/ Good Practice	Positive aspects of the management system worthy of special mention (see also point 4.3 if applicable).
CM	Comments	Special situation and information to be traced in next audit.

Follow-up action(*):

NC A: Action plan with follow-up Audit or action plan and submission of documents.

NC B: Action plan and if necessary submission of documents.

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Detailed results

No.	Major Nonconformity (Nonconformity A)	Area / Process	Standard:clause	Set date
	None			

No.	Minor Nonconformity (Nonconformity B)	Area / Process	Standard:clause	Set date
	None			

No.	PI	Area / Process	Standard:clause
1	Internal and External Issues as well as Risks and Opportunities are identified and assessed accordingly. Consider to also include issues and risks related to natural calamities (e.g. typhoons, earthquakes, etc.) for better monitoring.	Internal and External Issues / Risk and Opportunities	4.1 / 6.1.1
2	The primary needs for the maintenance of the facility is endorsed to the Department of Finance (DOF). May consider to record all maintenance activities as reference to all maintenance works.	Preventive Maintenance	7.1.3

No.	GP	Area / Process	Standard:clause
1	The commitment of the management on the implementation of the Quality Management System is commendable. Likewise, the larger and more accessible field offices is also commendable.	Top Management	5.1
2	The acquisition of equipments to support operations is commendable. e.g. laptop computer, webcam, aircondition unit, etc.	Top Management	7.1.3
3	The processes audited were clear cut and covered by applicable laws, rules and procedures.	Mindanao Field Office / Visayas Field Office / Luzon Field Office / Central Office	8.5.1
4	The consistent Very Satisfactory to Excellent feedback of respondents and receiving zero (0) complaints is commendable.	Customer satisfaction	9.1.2

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No.	CM	Area / Process	Standard:clause
1	The results of the Client Satisfaction Survey Form using the improved form (TFO-12 Rev.00 01Oct2020) will be verified on the next audit.	Main Site / Site 1 / Site 2: QUASI Judicial Unit – Client service evaluation	9.1.2
2	The updated CBAA Organizational Structure will be checked on the next audit. This in line with the follow-up letter dated Sept. 14, 2020 regarding the implementation of CBAA's Rationalization Plan.	Organization roles and responsibilities	5.3

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Management of non-conformities

- Nonconformities were not found - the procedure can continue.
 Nonconformities were found.

Follow-up action:

NC A: Action plan with follow-up Audit or action plan and the submission of documents

Action plan and follow-up audit

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day). Based upon the action plan the on-site review and evaluation of the introduction, implementation and effectiveness of implemented guided corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).

or

Action plan and the submission of documents

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day). Based upon the action plan the evaluation of the effectiveness and the implementation of corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).

NC B: Action plan and if necessary the submission of documents

Action plan

A scheduled plan of actions with the serial number of the findings, root cause analysis, corrections (to eliminate the non-conformity) and corrective actions (to eliminate the cause of the non-conformity) have to be submitted to the auditors for reviewing (Deadline: Within 6 weeks after the last audit day).

Submission of documents (if necessary)

Based upon the action plan the on-site review and evaluation of the introduction, implementation and effectiveness of implemented guided corrections and corrective actions take place (Deadline: Within 3 months after the last audit day).


Note: The audit team leader directs the non-conformities as needed to the responsible auditor for processing.

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Results				
Results	ISO 9001:2015	--	--	--
Fulfilled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open nonconformities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not fulfilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up actions				
None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Next audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations				
Grant/Extension*/Renewing*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refusing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>*) Grant / Extension / Renewing / Maintenance in the case of open nonconformities assumes that the nonconformities will be cleared as agreed.</p> <p>Explanation of the terms: Renewing: New issue of the certificate for the re-certification. Restoring: End of the temporary invalidity of certificate after the suspension or after delayed re-certification.</p>				
Comments for next audit				
<p>In the next audit, the final evidence of effectiveness, corrections and corrective actions will be assessed for the possible nonconformities from this audit.</p> <p>The comments and potentials for improvement will be taken up again.</p> <p>For the next audit it is preliminarily agreed: 17.12.2021</p>				

Signatures	
Date: 16.11.2020 Name: Mr. Edmund Angelo Larroza	Signature Audit team leader 
Date: 16.11.2020 Name: Mr. Elmer Nev C. Valenzuela	Signature Representative of organisation