



BINMALEY WATER DISTRICT

Luna St., Binmaley, Pangasinan

website: binmaleywaterdistrict.gov.ph

e-mail address : biwad_79@yahoo.com

Telefax: (075)540-0054 ; Tel.Nos. (075)540-0057 to 58

ISO 9001

BUREAU VERITAS
Certification



December 29, 2020

C E R T I F I C A T I O N

This is to certify that the BINMALEY WATER DISTRICT conducted an Internal Quality Audit (IQA) on October 14, 15 and 23, 2020 on all processes relevant to BIWAD's Quality Management System for the following areas:

1. Top Management
2. Commercial Division
3. Operation & Technical Division – Production Section
4. Document Control Officer
5. Operation & Technical Division – Records
6. Administrative & Finance Division – Human Resource Section / General Services

Attached herewith is the approved Internal Quality Audit Itinerary, Notice of Meeting for the QMS Internal Quality Audit, and the Attendance Sheet on the conduct of Internal Quality Audit.

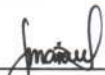
JUAN T. CASTRO

General Manager B



BINMALEY WATER DISTRICT
Binmaley, Pangasinan

ANNUAL QUALITY AUDIT PROGRAM

FUNCTION / PROCESS / AREA	P / A	CALENDAR YEAR :		AUDITOR / AUDIT TEAM	REMARKS
		Month	2020		
Opening	Plan	14-Oct	8:30 - 9:00 am	QMS Internal Audit Team	
	Actual	14-Oct	8:30 - 9:00 am		
Top Management	Plan	14-Oct	9:00 - 2:00 pm	Jacqueline F. Terrado / Louella A. Cano	
	Actual	14-Oct	9:00 - 2:00 pm		
Commercial Division	Plan	14-Oct	2:00 - 4:00 pm	Tristan Junyll P. Manuel	
	Actual	14-Oct	2:00 - 4:00 pm		
Operation & Technical Services Division - Production Section (Caloocan Sur WTP, Biec WTP, San Isidro Norte PS, Balagan PS)	Plan	14-Oct	2:00 - 5:00 pm	Manuela D. De Vera	
	Actual	14-Oct	2:00 - 5:00 pm		
DCO	Plan	14-Oct	4:00 - 5:00 pm	Jacqueline F. Terrado	
	Actual	14-Oct	4:00 - 5:00 pm		
Operation & Technical Services Division - Production Section (Records)	Plan	15-Oct	8:30 - 11:30 am	Manuela D. De Vera	
	Actual	15-Oct	8:30 - 11:30 am		
Administrative & Finance Division - Human Resource Section / General Services	Plan	15-Oct	1:00 - 4:00 pm	Jacqueline F. Terrado/ Louella A. Cano	
	Actual	15-Oct	1:00 - 4:00 pm		
Debriefing / Consolidation of Report	Plan	15-Oct	4:00 - 4:30 pm	QMS Internal Audit Team	
	Actual	15-Oct	4:00 - 4:30 pm		
Closing	Plan	15-Oct	4:30-5:00 pm	QMS Internal Audit Team	
	Actual	15-Oct	4:30-5:00 pm		
Internal Audit	Plan	23-Oct	9:00-12:00 pm	Mary Virginia A. Agustin	
	Actual	23-Oct	9:00-12:00 pm		
Prepared by:	Reviewed by:			Approved by :	
					
TRISTAN JUNYLL P. MANUEL	MANUELA D. DE VERA			JUAN T. CASTRO	
Document Control Officer	Quality Management Representative			General Manager	
October 14, 2020	October 14, 2020			October 14, 2020	
Date	Date			Date	



BINMALEY WATER DISTRICT

INTERNAL QUALITY AUDIT ITINERARY

TYPE of AUDIT : ☒ REGULAR ☐ SPECIAL ☐ Others **DATE:** October 14, 2020

AUDIT CRITERIA: Audit statutory and regulatory requirements for ISO 9001:2015 including implementation of procedures and documentation of BIWAD-QMS

AUDIT OBJECTIVE/S :

1. To establish and maintain an effective internal audit process related to the ISO 9001:2015 requirements.
2. To determine whether the QMS of BIWAD conforms with ISO standards
3. To ascertain the effectiveness of BIWAD's Quality Management System

SCOPE:

All processes of the Binmaley Water District's operation and quality management system.

	STARTING DAY		AREA/PROCESS/ FUNCTION	AUDIT FOCUS	AUDITEE/S	AUDITOR/S
	[TIME]	[DATE]				
A M	8:30 am - 9:00 am	14-Oct	OPENING MEETING	Audit Team		
	9:00 am - 2:00 pm	14-Oct	Top Management	4.1; 4.2; 4.3; 4.4; 5.1; 5.1.2; 5.2; 5.3; 6.2.1; 7.1.1; 7.1.2; 7.1.3; 7.1.4; 8.1; 9.1.1; 9.1.2; 9.1.3; 9.3; 10.3	General Manager	Jacqueline F. Terrado / Louella A. Cano
P M	2:00 pm - 4:00 pm	14-Oct	Commercial Division	4.3; 4.4; 4.4.1; 6.1; 7.5.3; 8.1; 8.7; 9.1; 9.1.2; 9.1.3; 9.3.2; 10.3	Division Manager / Customer Service Officer	Tristan Junyll P. Manuel
	2:00 pm - 5:00 pm	14-Oct	Operation & Technical Services Division (Caloocan Sur WTP, Biec WTP, San Isidro Norte PS, Balagan PS)	4.1; 4.2; 4.4; 5.1.2; 5.2.2; 5.3; 6.1; 6.2; 7.1; 7.2; 8.1; 8.2; 8.5; 8.5.1	Officer-in-Charge / Water Resources Facilities Operator/Plant Equipment/Mechanic B	Manuela D. De Vera
	4:00 pm - 5:00 pm	14-Oct	DCO	7.5.1, 7.5.2, 7.5.3.1, 7.5.3.2	DCO	Jacqueline F. Terrado



BINMALEY WATER DISTRICT

INTERNAL QUALITY AUDIT ITINERARY

TYPE of AUDIT : ☒ REGULAR ☐ SPECIAL ☐ Others **DATE:** October 15, 2020

AUDIT CRITERIA: Audit statutory and regulatory requirements for ISO 9001:2015 including implementation of procedures and documentation of BIWAD-QMS

AUDIT OBJECTIVE/S :

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	STARTING DAY		AREA/PROCESS FUNCTION	AUDIT FOCUS	AUDITEE	AUDITOR
	[TIME]	[DATE]				
A M	8:30 am - 11:30 am	15-Oct	Operation & Technical Services Division (Records)	4.1; 4.2; 4.4; 5.1.2; 5.2.2; 5.3; 6.1; 6.2; 7.1; 7.2; 8.1; 8.2; 8.5	Officer-in-Charge / Water Resources Facilities Operator/Plant Equipment/Mechanic B	Manuela D. De Vera
P M	1:00 pm - 4:00 pm	15-Oct	Administrative & Finance Division (Human Resource Section/General Services)	4.1; 4.2; 5.1; 5.2.2; 5.3; 6.1; 7.1; 7.2; 8.4.1; 9.1; 10.2	Division Manager / HR Head	Jacqueline F. Terrado / Louella A. Cano



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P M	STARTING DAY		AREA/PROCESS FUNCTION	AUDIT FOCUS	AUDITEE	AUDITOR
	[TIME]	[DATE]				
	4:00 pm - 4:30 pm	15-Oct	Debriefing / Consolidation of Reports	QMS Internal Audit Team		
	4:30 pm - 5:00 pm	15-Oct	Closing	QMS Internal Audit Team		
	9:00 - 12:00 pm	23-Oct	Internal Audit	Mary Virginia A. Agustin		

Prepared by:

TRISTAN JUNYLE P. MANUEL

Document Control Officer

October 14, 2020

Date

Reviewed by:

MANUELA D. DE VERA

Quality Management Representative

October 14, 2020

Date

Approved by:

JUAN T. CASTRO

General Manager

October 14, 2020

Date



BINMALEY WATER DISTRICT

Luna St., Binmaley, Pangasinan

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NOTICE OF MEETING

PROJECT		<u>QUALITY MANAGEMENT SYSTEM – INTERNAL QUALITY AUDIT</u>
DATE		<u>October 14, 15 & 23, 2020</u>
TIME		8:30 a.m
VENUE		Binmaley Water District's Office
PRESIDING OFFICER		Manuela D. De Vera Quality Management Representative
ATTENDEES		QMS Internal Quality Audit Team/ Management Review Team

Prepared by:

TRISTAN JUNYLL P. MANUEL
Document Control Officer

Noted by:

JUAN T. CASTRO
Overall Team Leader

Date: **October 12, 2020**

Received by:

1. Jacqueline F. Terrado
2. Louella A. Cano
3. Mary Virginia A. Agustin
4. Ariel F. Ibasan
5. Joe P. Ibasan

BIN-QM-QSP-06-F3

Revision: 0



BINMALEY WATER DISTRICT

ATTENDANCE SHEET (INTERNAL)

SUBJECT : QMS – INTERNAL QUALITY AUDIT
DATE : October 14, 2020
TIME : 8:00 AM
VENUE : BIWAD OFFICE

NO.	NAME	DIVISION	POSITION	SIGNATURE
	MANUELA D. DE VERA	A & F Div.	Div. manager B	
	LOUELA A. CANO	Oper. & Technical Services	Division Manager B	
	Jacqueline F. Tena	Commercial	Div. Manager B	
	Tristan Junyll P. Manuel	Admin & Finance	DCO	
	JOE P. IBASAN	TECHNICAL	SMV / SMM-A	
	ARIEL F. IBASAN	TECHNICAL	SW / SMM-A	
	Mary Virginia A. Agustin	Admin & Finance	AP B	



BINMALEY WATER DISTRICT

ATTENDANCE SHEET (INTERNAL)

SUBJECT : QMS – INTERNAL QUALITY AUDIT
DATE : October 15, 2020
TIME : 8:00 AM
VENUE : BIWAD OFFICE

NO.	NAME	DIVISION	POSITION	SIGNATURE
	MANUELA D. DE VERA	A & F Div.	Div. manager B	
	Louisa A. CANO	Open & Technical Services	Division manager B	
	Jacqueline T. Tornado	Commercial	Rev. manager B	
	Mary Virginia A. Agustin	Admin. & Finance	APB	
	Tristan Junyll P. Manuel	Admin & Finance	DCO	
	ARIEL F. IBASAN	TECHNICAL	SW/SMM-X	
	JOE P. IBASAN	TECHNICAL	SW/SMM-A	



BINMALEY WATER DISTRICT

ATTENDANCE SHEET (INTERNAL)

SUBJECT : QMS – INTERNAL QUALITY AUDIT
DATE : October 23, 2020
TIME : 8:00 AM
VENUE : BIWAD OFFICE

NO.	NAME	DIVISION	POSITION	SIGNATURE
	MANUELA D. DE VERA	A & F Div.	Div. manager B	
	LOUELLA A. CANO	Oper. & Technical Services	Division Manager B	
	JOE P. IBASAN	TECHNICAL	SW / SM M-A	
	Jacqueline F. Terrado	Commercial	Div. Manager B	
	ARIEL F. IBASAN	TECHNICAL	SW / SMM-A	
	Tristan Junyll P. Manuel	Admin & Finance	DCO	
	Mary Virginia A. Agustin	Admin & Finance	AP B	