

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-20758-1-QM	Date(s) of Audit: # January 27-29, 2021
Name of Organisation: Land Registration Authority	
Location(s): LRA Building, East Avenue corner NIA Road, Diliman, Quezon City, Philippines RoD Parañaque - Municipal Hall Complex, Dr. Santos Ave., Parañaque City RoD Marikina - 103 J.P. Rizal, Nangka, Marikina City RoD Morong, Rizal - Barangay San Pedro, Public Market, Morong Rizal 1960 RoD San Fernando, Pampanga - LRA Building, Provincial Capitol Compound, San Fernando, Pampanga RoD Toledo City, Cebu - 2nd Floor, JLM Building, D. Macapagal Highway, Poblacion, Toledo City, 6038 RoD Ilagan, Isabela - Capitol Compound, Barangay Alibago, Ilagan, Isabela 3300 RoD Cavite Province, Ground Floor, Capitol Building, Barangay Luciano, Trece Martirez	
Certification Scope: # Public Administration covering Property Registration Services including related processes	
Audit objectives <i>(delete what is not applicable):</i> Surveillance: maintain confidence that the certified management system continues to fulfil requirements between recertification audits	
Audit Criteria: <ul style="list-style-type: none"> • Certification standard(s) and other normative references (if any) • The organisation's management system processes and documentation 	
Lead Auditor: Auditor 1 Support Auditor(s): Auditor 2, Auditor 3 Technical Expert(s): Auditor 4 Auditor 5 Observer: Others <i>(please specify):</i>	

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
Day 1						
A. RoD Morong, Rizal - Barangay San Pedro, Public Market, Morong Rizal 1960						
B. RoD San Fernando, Pampanga - LRA Building, Provincial Capitol Compound, San Fernando, Pampanga						
C. RoD Parañaque - Municipal Hall Complex, Dr. Santos Ave., Parañaque City						
D. RoD Marikina - 103 J.P. Rizal, Nangka, Marikina City						
E. RoD Cavite Province, Ground Floor, Capitol Building, Barangay Luciano, Trece Martirez						
Day 1 2021	0900	0930	Opening Meeting	N/A	Top Mgt/Functional Managers/relevant staff/	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	0930	1000	Context	QMS 4, 5	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	1000	1200	Sampling of RoD Service Provision <ul style="list-style-type: none"> • Registered Land Transactions • Unregistered Land Transactions • Issuance of Certificate, Certified True Copies & Verifications (CCV) of Documents on File • Chattel Mortgage Transactions 	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	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	1400	1500	Cashier	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	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	1500	1600	Vault Registry	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	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	1600	1700	IT/Server Room	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 9.1	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4 E. Auditor 5
Day 1 2021	1700	1800	Wrap up (if requested)	N/A	Functional Managers/relevant staff	A. Auditor 1 B. Auditor 2 C. Auditor 3 D. Auditor 4

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
						E. Auditor 5
Day 2						
F. RoD Toledo City, Cebu - 2nd Floor, JLM Building, D. Macapagal Highway, Poblacion, Toledo City, 6038						
G. RoD Ilagan, Isabela - Capitol Compound, Barangay Alibago, Ilagan, Isabela 3300						
Day 2 2021	0900	0930	Opening Meeting	N/A	Top Mgt/Functional Managers/relevant staff/	F. Auditor 1 G. Auditor 3
Day 2 2021	0930	1000	Context	QMS 4, 5	Functional Managers/relevant staff	F. All G. All
Day 2 2021	1000	1600	Sampling of RoD Service Provision <ul style="list-style-type: none"> Registered Land Transactions Unregistered Land Transactions Issuance of Certificate, Certified True Copies & Verifications (CCV) of Documents on File Chattel Mortgage Transactions 	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	Functional Managers/relevant staff	F. Auditor 2 G. Auditor 4
Day 2 2021	1000	1200	Cashier	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	Functional Managers/relevant staff	F. Auditor 1 G. Auditor 3
Day 2 2021	1300	1500	Vault Registry	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	Functional Managers/relevant staff	F. Auditor 1 G. Auditor 3
Day 2 2021	1500	1600	IT/Server Room	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 9.1	Functional Managers/relevant staff	F. Auditor 1 G. Auditor 3
Day 2 2021	1600	1700	Wrap up (if requested)	N/A	Functional Managers/relevant staff	F. All G. All
Day 3						
LRA Building, East Avenue corner NIA Road, Diliman, Quezon City, Philippines						
Day 3 2021	0900	0930	Opening Meeting	N/A	Top Mgt/Functional Managers/relevant staff/	Auditor 1
Day 3 2021	0930	1000	Context	QMS 4, 5	Functional Managers/relevant staff	All
Day 3 2021	1000	1600	Sampling of Service Provision <ul style="list-style-type: none"> Original Registration Division Subdivision and Consolidation Division Docket Division 	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 8.1, 8.2, 8.5,	Functional Managers/relevant staff	Auditor 3

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
			<ul style="list-style-type: none"> Land Registration Monitoring Division 	8.6, 8.7, 9.1		
Day 3 2021	1000	1200	Planning and Management Division Public Relations and Information Section	QMS 6.1, 6.1, 6.3, 7.1, 8.1, 8.2, 9.1	Functional Managers/relevant staff	Auditor 1
Day 3 2021	1000	1200	Maintenance, Motorpool ICT Maintenance Calibration	QMS 6.1, 6.2, 6.3, 7.1, 7.3, 7.4, 9.1	Functional Managers/relevant staff	Auditor 2
Day 3 2021	1300	1600	Human Resources Recruitment Section Personnel Development Section	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 9.1	Functional Managers/relevant staff	Auditor 2
Day 3 2021	1300	1400	Control of Documented Information	QMS 7.5, 8.5.3	Functional Managers/relevant staff	Auditor 1
Day 3 2021	1400	1600	Internal Audit	QMS 9.2, 10.2	Functional Managers/relevant staff	Auditor 1
Day 3 2021	1600	1630	Management Review	QMS 9.3, 10.1, 10.3	Top Management	All
Day 3 2021	1630	1700	Consolidation of Findings	N/A	N/A	Auditor 1
Day 3 2021	1700	1800	Closing Meeting		Top Mgt/Functional Managers/relevant staff/ Managers / relevant staff	Auditor 1