TESDA-OP-CO-02-F03

REV. No. 00-03/08/17

**AUDIT TEAM CHECKLIST**

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| **ACTIVITY** | **SUB-ACTIVITIES** | **DOCUMENTS NEEDED** |
| Opening Meeting | * Set the scene
* Explain objective
* Confirm Audit Scope
* Confirm Time
 | TVI/Company Compliance Audit Plan (TESDA-OP-CO-02-F02) |
| Conduct Audit | * The Audit Team checks completeness and validity of the TVI/Company program application documents filed in the Provincial Office (PO).
* The Audit Team proceeds to the conduct of the audit in the TVI/Company.

(Refer to the Procedures Details on the step in the conduct of audit) | TV/Company Compliance Audit Plan (TESDA-OP-CO-02-F02)Audit Team Checklist(TESDA-OP-CO-02-F03)Compliance Audit Requirements Checklist for Institution Based (TESDA-OP-CO-02-F04-A) Compliance Audit Requirements Checklist for Enterprise-based (TESDA-OP-CO-02-F04-B)List of Tools, Equipment and Materials (indicated in the TR)TVI/Company Compliance Audit Report(TESDA-OP-CO-02-F05) |
|   | * Thank the Auditee
* Summarize audit findings
* Request TVI/Company sign Compliance Audit Report
* Provide copy of the report to TVI/company
 | TVI/Company Compliance Audit Report(TESDA-OP-CO-02-F05)  |