



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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17 August 2020

MEMORANDUM

F O R The Assistant Chief Operating Officer
Administration and Finance Sector

ATTENTION The Manager, Administrative Services Department

SUBJECT **IQA REFRESHER FOR RE-CERTIFICATION**

In the midst of the COVID 19 pandemic, our Quality Management System (QMS) 9001:2015 Re-Certification will still continue. This one of our commitments with the GCG.

We have gotten in touch with TUV Rheinland. This time, the third party audit will be two-prong with an *Online Audit*, and the usual *face-to-face audit* on site for operational matters.

To insure that we will be ready with this new audit normal, and the limited time we have, we deem it proper to have a **IQA Refresher Course by 2-3 September 2020**. We would like to request the assistance of your department in the training secretariat work and in the budget for the resource person Mr. Joebert Pudan, who is highly recommended. Ms. Dang Mendoza and Ms. Goodi is coordinating this already.

We will submit the list of the participants to the IQA Refresher course once we get confirmation from them and the approval of their respective department managers.

We thank you for your usual support and cooperation.


JETRO NICOLAS F. LOZADA
ACOO – Assets Management Sector
QM Representative

Cc: All Department Managers
Training Unit, HR Division



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