

MEMORANDUM

FOR : Top Management
QMR, ARDs, PSTDs and Unit Heads

FROM : Audit Team Leader

SUBJECT : Notice of QMS Internal Audit

DATE :

Please be informed that an Internal Audit for the Quality Management System will be conducted on _____.

Attached is the Audit Plan.

Kindly reply on or before _____ by signing and sending back a copy of the notice to the Internal Audit Committee.

Auditee's Reply

☐

Confirmed

☐

Reschedule on

due to

Print Name & Signature

Position, Division/Section

Date:

Audit Team Leader

Approved by:

Regional Director