



Form No.	FM-DNSC-IQA-03
Issue Status	05
Revision No.	05
Effective Date:	02 January 2025
Approved By	President

AUDIT CHECKLIST

Date of Audit: April 20, 2025

IAR No: AC-2025-02-08-1

Department / Process Area: Request for Credentials

Document Reference / ISO Clause: PM-DNSC-HORF; ISO Clauses: 6.1.2, 6.2.1; 6.3,7.1.5.1, 7.3, 7.4, 8.1,9.1,9.2, 10.1,10.2, 10.3;

Auditor: Foster Feeney Lueilwitz

Auditee: Stacey Skiles

AUDIT TRAIL	Comply (Y/N)	AUDIT FINDINGS/NOTES/REMARKS (evidence)
• Clause 4.1 understanding the org and its context How does DNSC normally identify its internal and external issues? Ask to see strat plan 5 years or latest SWOT analysis Q: what are the basis for identifying issues in the SWOT?	Y	A new SWOT will be done this year as part of the process for crafting another 5-year strategic plan 2025-2029, this is according to the President and the in-charge of the Planning office
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• Clause 4.2 Understanding the needs and expectation of interested parties How was the need for a new interested parties addressed? (DOE)	Y	A series of meeting attended by the DNSC personnel on the requirements of the DOE, specifically an assessing the Energy consumption of the College; necessary documents where submitted by the college, and upon assessment was initially found to be compliant and a schedule on-site Energy evaluation was scheduled.
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<ul style="list-style-type: none"> • Clause 4.4 QMS and its processes <ul style="list-style-type: none"> ◦ Q : How is QMS maintained and continually improvised? ◦ How often are the quality policies reviewed? How does Top Management ensure need changes are made? 	Y	No new policies with regards to QMS was done, only maintained. The crafting of a revised Management Manual is still on-going.
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****Reminder:** This checklist is just a guide, you are free (and encouraged) to add more questions as you conduct the actual audit.

****Note to the auditor:** Please ensure to check status of open corrective/preventive actions from previous internal audit(s). You have the option to close-out the open item if you find that the action(s) taken have been implemented or are effective already.

****Check the following:**

The procedure is followed.

The forms are completely filled.

The records have complete signatures of concerned personnel.

The filing of records generated

Prepared by: Foster Feeney Lueilwitz	Reviewed by: Leanne Hessel Lebsack	Date: April 20, 2025
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