



MACRO VISION CONSULTANCY

TRAINING & CONSULTANCY

COMPANY : ROMBLON STAE UNIVERSITY
Manuel L. Quezon St., Liwanag Odiongan, Romblon

TO : DR. ARNULFO F. DE LUNA
University President
ENGR. BILSHAN F. SERVAÑEZ
ISO Facilitator

STANDARD : ISO 9001:2015

SUBJECT : Notice of consultant's visit

Revision: 1 February 24, 2019


DATE	TIME	ACTIVITIES	THE CLIENT IS REQUIRED TO PREPARE THE FOLLOWING:	Remarks/Venue
March 7, 2019	10AM-5PM	<p>- Gap Analysis</p> <p>The consultant will check the actual records and existing policies & procedures being used by the organization.</p> <p>Identify the procedures & other documented information based on the requirements of ISO 9001:2015. Determine the business process of the organization.</p>	<ul style="list-style-type: none"> ➤ Forms from the different departments. ➤ All existing policies or processes. ➤ Reports that are being submitted to the Management. ➤ Monitoring per department. ➤ Organizational chart <p>Availability of Departments heads</p>	<p>Shared coaching</p> <p>Venue- Main Campus</p>
March 8		<p>- Procedural Training</p> <p>Orientation in writing the procedures and other documented information including Quality Objectives</p>		<p>The other consultant shall draft the ISO generic procedures (Management Review, Risk Management Procedure, Internal Audit, Corrective Action Procedure, Control of Nonconforming Service, Customer Focus Procedure and Plot the Business Process)</p>
<p>Consultant's Arrival March 6, 2019 2:30PM via Cebu PAC</p> <p>Consultants Departure from RSU – March 9, 2019 Saturday via seafarer</p>				

- Please send the approved notice of visit to Macro Vision Consultancy. Cancellation shall be done at least three (3) days before the scheduled visit otherwise; our assigned consultant/s will be in your office at the stated date. Likewise, in case of cancellation this shall be documented & approved by the management.

Confirmed by:

Date:

Approved schedule shall be sent to:


REYNALDO P. RAMOS
Print Name & Signature

Feb 26, 2019

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admin@mvconsultancy.info or
macro_viz@yahoo.com