



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

Reference No. 2021-05- 20
May 6, 2021

MEMORANDUM FROM THE DIRECTOR

TO: ALL BAR STAFF

THRU: JOELL H. LALES
OIC-Asst. Director/Quality Management Representative

SUBJECT: BAR ISO 9001:2015 SCHEDULE OF ACTIVITIES FOR 2021

In relation to the renewal of our ISO 9001:2015 Certification, the following is the schedule of activities to be conducted with the Synergized Macro Solutions, Inc. (SMS) and the ISO Certification Body (TUV Rheinland):

Activity	Schedule	Persons Involved
Appreciation Course on ISO 9001:2015 Standard	May 4	Selected BAR Staff SMS Consultant
Management Briefing	May 7	Top Management SMS Consultant
QMS Documentation Course	May 18-19	Document and Records Custodians (DRCs)
Monitoring and Renewal of QMS Objectives	May 20	BAR ISO TWG SMS Consultant
Review and updating of Risks and Opportunities Assessment (ROA)	May 25-26	BAR ISO TWG SMS Consultant
Review and updating of QMS Documentation	May 27 and June 2	BAR ISO TWG SMS Consultant
Course on Effective Internal QMS Auditing	June 9-10	Internal QMS Auditors SMS Consultant
Continuing Education for Internal QMS Auditors	June 23-24	Internal QMS Auditors SMS Consultant
Course on Problem Solving: Correction, Root Cause Analysis and Corrective Action	June 30	BAR ISO TWG SMS Consultant
Action Planning for Previous Audit Findings	July 1	BAR ISO TWG SMS Consultant
Pre-Surveillance Audit/ Internal Audit	July 15-16	All BAR Staff SMS Consultant



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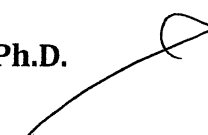
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Preparation for Management Review	July 23	BAR ISO TWG
Management Review	July 27	Top Management BAR ISO Core Team
Review before Surveillance Audit	July 29 and August 4	BAR ISO TWG SMS Consultant
Second Surveillance Audit	August 5	TUV Rheinland Auditor All BAR Staff

All concerned are advised to give priority attention, participation and full cooperation to this matter in order to ensure compliance and successful maintenance of our ISO 9001:2015 Certification.

For the information, guidance and compliance of all concerned.


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