



**DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM CERTIFIABLE TO ISO 9001:2015
FOR PHILIPPINE COCONUT AUTHORITY**

DETAILED PROJECT WORKPLAN

| Revision No: 1 | | | | | Date: 17 July 2017 | | | |
|--|---|--|-----------------------|--|--|---|---|--|
| ACTIVITY | DESCRIPTION | OUTPUT/S | DURATION AND SCHEDULE | | PARTICIPANTS | | ADMINISTRATIVE/ LOGISTICAL REQUIREMENTS | |
| | | | | | PCA | DAP | | |
| 1. Technical Guidance on Review and Enhancement of Operational Controls and Procedures | The DAP Project Team shall provide technical guidance through a discussion meeting on developing and reviewing the existing controls and documentation of the PCA's core/operational processes. This activity aims to develop an in-depth understanding of the PCA's operational and support processes, as necessary, in conformance with the minimum requirements of the ISO 9001:2015 standard. | Enhanced Operational Procedures; Opportunities for Improvement in the PCA's operations | Four (4) days | August 1-3 | QMS Core Team members, key officers, and staff | DAP Project Team: Project Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> • Venue; • Accommodation (when necessary); • Equipment (LCD,laptop computer, printer); • Supplies; • Meals and snacks of participants and resource persons; • Transportation of the DAP Project Team to and from the venue; and • Reproduction of materials, if any | |
| 2. Workshop on Control of Nonconformity | The DAP Project Team shall provide technical guidance to the participants through a workshop on identifying the controls for nonconformities, based on the scope of the QMS. This workshop aims to develop an in-depth understanding of the PCA's tools to be adopted for the control of nonconformances. | Control of Nonconformity tools and forms | One (1) day | Aug 4 | QMS Core Team members, key officers, and staff | DAP Project Team: Project Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> • Venue; • Accommodation (when necessary); • Equipment (LCD,laptop computer, printer); • Supplies; • Meals and snacks of participants and resource persons; • Transportation of the DAP Project Team to and from the venue; and • Reproduction of materials, if any | |
| 3. Technical Guidance on QMS Implementation | The DAP Project Team shall provide technical guidance through a discussion meeting on developing and enhancing the QMS documentation, tools, and practices resulting from the previous | Technical guidance on implementation provided | Five (5) days | Sept 11-12 Sept 13-15 (Imple Check) | QMS Core Team members, key officers, and staff | DAP Project Team: Project Manager/ Project Staff, | <ul style="list-style-type: none"> • Venue; • Accommodation (when necessary); • Equipment (LCD,laptop computer, printer); • Supplies; | |

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| | workshops, cascading of the QMS, on-site checking of the actual implementation of the established QMS, and implementation of the 1 st IQA and 1 st management review. This session aims to develop an in-depth understanding of the PCA's initial implementation of the established QMS. | | | | | Resource Person | <ul style="list-style-type: none"> Meals and snacks of participants and resource persons; Transportation of the DAP Project Team to and from the venue; and Reproduction of materials, if any |
| 4. Training Course on Auditing Quality Management Systems | The DAP Project Team shall conduct a training on internal quality audit (IQA) to enable participants to understand, interpret and audit QMS requirements, as well as, address audit findings. The course shall utilize discussions, exercises, workshops, and mock audit to guide and enhance auditing skills of the participants | IQA team leaders and members able to perform IQA | Four (4) days | Sept 20-22 Sept 25 (Mock Audit) | Twenty (20) participants per batch including QMS Core Team members, key officers, and staff (2 batches) | DAP Project Team: Project Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> Venue; Accommodation (when necessary); Equipment (LCD,laptop computer, printer); Supplies; Meals and snacks of participants and resource persons; Transportation of the DAP Project Team to and from the venue; and Reproduction of materials, if any |
| 5. Workshop on Establishing the QMS Audit Programme and Auditing Quality Management Systems | The DAP Project Team shall provide technical guidance to participants through a workshop on developing an annual audit programme, as well as detailed plan/itinerary for the first IQA. It will also develop an in-depth understanding of the PCA's IQA and provide recommendations on the corrective actions to address audit findings. | Annual Audit Programme and Plan | Two (2) days | Sept 28-29 | Top management, unit heads/process owners and QMS Core Team | DAP Project Team: Project Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> Venue; Accommodation (when necessary); Equipment (LCD,laptop computer, printer); Supplies; Meals and snacks of participants and resource persons; Transportation of the DAP Project Team to and from the venue; and Reproduction of materials, if any |
| 6. Workshop on Management Review Inputs | The DAP Project Team shall provide technical guidance through a discussion meeting on preparing and | Annual Audit Programme and Plan | Two (2) days | Oct 2 | QMS Core Team members, | DAP Project Team: Project | <ul style="list-style-type: none"> Venue; |

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| and Implementation | finalizing the inputs needed for the Management Review. It will also develop an in-depth understanding on how to conduct PCA's Management Review meeting and evaluate the effectiveness of PCA's QMS. | Technical advice/inputs to enhance the conduct of IQA | | Oct 6 (Actual Conduct) | key officers, and staff | Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> • Accommodation (when necessary); • Equipment (LCD,laptop computer, printer); • Supplies; • Meals and snacks of participants and resource persons; • Transportation of the DAP Project Team to and from the venue; and • Reproduction of materials, if any |
| 7. Final Gap Assessment/ Readiness Review | The DAP Project Team shall conduct a final gap/readiness assessment of the established QMS through on-site assessment. This activity aims to recommend necessary actions to eliminate the gaps and recommend final preparations for ISO 9001:2015 certification. The assessment shall cover the regulatory services within the PCA's central office and regional offices in Regions IVA and IVB. | Assessment Findings and Recommendations | Three (3) days | Oct 11-13 | Identified personnel from each functional unit | DAP Project Team: Project Manager/ Project Staff, Resource Person | <ul style="list-style-type: none"> • Venue; • Accommodation (when necessary); • Equipment (LCD,laptop computer, printer); • Supplies; • Meals and snacks of participants and resource persons; and • Transportation of the DAP Project Team to and from the venue. |