



Certificate PH16/1429

The management system of

NATIONAL TOBACCO ADMINISTRATION

Ben-Lor Building 1184, Quezon Avenue, Quezon City, Philippines

has been assessed and certified as meeting the requirements of

ISO 9001:2015

For the following activities

The scope of registration appears on page 2 of this certificate.

This certificate is valid from 19 September 2019 until 18 September 2022
and remains valid subject to satisfactory surveillance audits.
Recertification audit due a minimum of 60 days before the expiration date.
Issue 3. Certified since 19 September 2016



This is a multi-site certification.
Additional site details are listed on subsequent pages.

Authorised by



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NATIONAL TOBACCO ADMINISTRATION

ISO 9001:2015



Issue 3

Detailed scope

Research and Development, Regulatory Services, Technology Assistance, Extension and Production Support Services.

Additional facilities

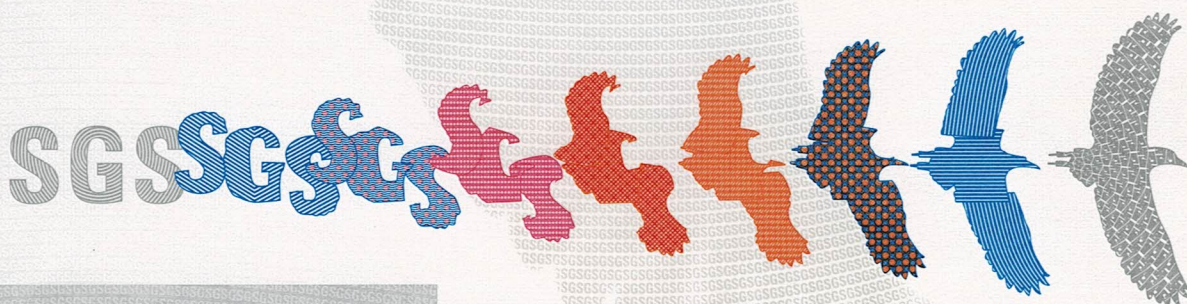


Site 2: Corners Scout Reyes Street and Panay Avenue, Quezon City, Philippines

Site 3: Farm Technology & Services Department, Batac City, Ilocos Norte, Philippines



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Management System Certification Audit Summary Report

Organization:	National Tobacco Administration				
Address:	Site 1: Ben-Lor Building 1184, Quezon Avenue, Quezon City, Philippines Site 2: Corners Scout Reyes Street and Panay Avenue, Quezon City, Philippines Site 3: Farm Technology & Services Department, Batac City, Ilocos Norte, Philippines				
Standard(s):	ISO 9001:2015		Accreditation Body(s): UKAS		
Representative:	Ms. Fortuna Benosa (QMR)				
Site(s) audited:	Same as above		Date(s) of audit(s):	July 27, 2020	
EAC Code:	36	NACE Code:	75.1 / 75.2	Technical Area code:	QM36.1
Effective No. of Personnel:	93		No. of Shifts:	1	
Lead auditor:	Gemma T. Jimenea		Additional team member(s):	Magdalena Balingit Arnold P. Dizon	
Additional Attendees and Roles:	-				
<i>This report is confidential, and distribution is limited to the audit team, audit attendees, client representative, the SGS office and may be subject to Accreditation Body, Certification Scheme owners or any other Regulatory Body sampling in line with our online Privacy Statement which can be accessed here</i>					

1. Audit objectives

The objectives of this audit were:

To determine conformity of the management system, or parts of it with audit criteria and its:

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives, and
- ability to identify as applicable areas for potential improvement.

2. Scope of certification

Research and Development, Regulatory Services, Technology Assistance, Extension and Production Support Services.

Has this scope been amended as a result of this audit?

☐ Yes ☒ No

This is a multi-site audit and an Appendix listing all relevant sites and/or remote locations has been established (attached) and agreed with the client.

☒ Yes ☐ No

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For integrated audits, confirm the current level of the client's IMS integration: ☒ N/A ☐ Basic ☐ High

3. Current audit findings and conclusions

The use of ICT in remote auditing activities contributed to the effectiveness of the audit in achieving stated objectives.

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). A sampling process was used, based on the the information available at the time of the audit. The audit methods used were interviews, observation of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan included as an annexe to this summary report.

The audit team concludes that the organization ☒ has ☐ has not established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

Number of nonconformities identified: 0 Major 0 Minor

Therefore, the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

☐ Granted / ☒ Continued / ☐ Withheld / ☐ Suspended until satisfactory corrective action is completed.

4. Previous Audit Results

The results of the last audit of this system have been reviewed, in particular to assure appropriate correction and corrective action has been implemented to address any nonconformity identified. This review has concluded that:

- ☒ Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective. (Refer to Section 6 for details)
- ☐ The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

5. Audit Findings

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. The audit methods used were interviews, observation of activities and review of documentation and records.

The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. ☒ Yes ☐ No

The organization has demonstrated effective implementation and maintenance / improvement of its management system and is capable of achieving its policy objectives, as well as the intended results of the respective management system(s). ☒ Yes ☐ No

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The organization has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement.

☒ Yes ☐ No

The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system.

☒ Yes ☐ No

The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system.

☒ Yes ☐ No

Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.

☒ Yes ☐ No

Certification claims are accurate and in accordance with SGS guidance and the organization is effectively controlling the use of certification documents and marks.

☐ N/A ☒ Yes ☐ No

6. Significant Audit Trails Followed

The specific processes, activities and functions reviewed are detailed in the Audit Planning Matrix and the Audit Plan. In performing the audit, various audit trails and linkages were developed, including the following primary audit trails, followed throughout:

- Relating to Previous Audit Results:

NC 1 of 5

Lapse on operational planning and control was noted as stated below:

There is no established guideline on re run of samples for testing, found sample tested for Phosphorous on July 09 and July 11, 2019 that has no reading to date due to requirement of re run.

Status: Closed

Evidence/s: Amended guideline in Laboratory Procedure dd August 19, 2019

NC 2 of 5

Preservation requirement was not consistently implemented, below was noted:

Seeds were found with storage requirement for Temperature, RH and MC, however, there are no monitoring devices available at the storage nor any records that will signify compliance to storage requirements.

Status: Closed

Evidence/s: Installed thermometer, hygrometer and dehumidifier

NC 3 of 5

Control of documents was not effectively implemented. Following lapses were noted:

- Procedure states that changes in the documents shall be identified in italics font, however, sampled revised documents were in red or bold font.

Status: Closed

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