Orion Registrar, Inc. Audit Plan & Schedule

Company Name: Instituto Tecnológico de Toluca
Type of Audit: SR

Audit ID: 25583
Audit Dates: 06/22/2022-06/23/2022

Company To Be Audited Information

Management Representative: Miriam L. Ramírez Rosas
Address:Av. Tecnológico S/N, Col. Agrícola Bellavista, Metepec, Estado de México C.P. 52149 México
Phone:(722) 208 7200
E-mail:sgc.rd@toluca.tecnm.mx
Web page: Not Specified
Security Restrictions: Not Specified

Standard(s) Audited:ISO 9001:2015
Audit Structure:Single Site

Number of Personnel:70
Number of Shifts: 1
ITAR:False
OEE Code:7701

Certification Scope: [Client Scope]
Educational Process: Ranging from the Selection of Candidates, Registration, until the Delivery of Bachelor Degree
[Client Location Standard Scope]

Exclusion(s) or Exception(s) or Non-Applicable(s) to the Standard(s)8.3
The information documented above should be accurate. If the information is not accurate, please correct the information in the Client Portal at www.orion4value.com and email the auditor.

Expected Outcomes

Clients are expected to be familiar with the applicable ISO/IAF Expected Outcomes for their standard prior to the Opening Meeting. For ISO 9001 and related standards (the AS standards, ISO 13485, TL 9000), these can be found at the following link: http://www.iso.org/iso/definitive_expected_outcomes_iso9001.pdf
For ISO 14001 and related standards, these can be found at the following link: http://www.iso.org/iso/definitive_expected_outcomes_iso14001.pdf.
Other standards, including but not limited to R2 and SN 9001 have their own documented Expected Outcomes. **For electronic recyclers, please contact Scheduling if your number of downstream vendors has changed.**

Audit Team

Team Leader: Leandro Rojas Gutierrez
Audit Team Member(s): Eliu Rivera (Auditor in Training), Leandro Rojas Gutierrez (Team Leader)
Other: NA

Audit Objectives

The audit objectives for this audit are:

a) Determination of the conformity of the management system, or parts of it, with audit criteria.
b) Determination of the ability of the management system to ensure the management system meets applicable statutory, regulatory and contractual requirements.
c) Determination of the effectiveness of your management system to ensure that you can reasonably expect to achieve its specified objectives.
d) As applicable, identification of areas for potential improvement of the management system.

Logistics

Does the organization have more than 1 shift? No
If Yes, complete the following:

Shift Name	Processes Conducted on this Shift	Shift Start Time	Shift End Time	Shift Included in This Audit Plan Yes/No	If no, Reason not Audited

Acceptable reasons include:

- The non-audited shift only includes processes which are outside the scope of this audit. This may include processes which are not included in the Audit Program for this audit.
- There is low risk associated with not auditing the unaudited shifts due to the level of control exercised over the processes done on the un-audited shifts. Controls should be included in reason documented above.

The working language of the audit is

- Español / Inglés

For AS Only the business proportion is: See Client Profile

- NA

Date Auditor verified that scope(s) meet any and all standard-specific requirements:

- 06/04/2022

The Audit Team requires a private working space.
Guides are requested for each auditor to assist in the logistics of obtaining proper personnel, documentation, and observations to accomplish the audit objectives.
Any necessary additional resources will be discussed during the Opening Meeting. Please contact your Lead Auditor to discuss any special resource requirements.
Follow-up of previous audit actions, if applicable.
Any open Areas of Concern or Nonconformity Reports shall be reviewed during the audit.
Information reviewed during the audit and the resulting audit reports are confidential.

Date Audit Plan and Schedule was completed:

- 06/04/2022

Date Audit Plan and Schedule was revised: (if applicable)

- 06/04/2022

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Schedule

The proposed schedule is contained below. The schedule may be changed before or during the audit activity to meet scheduling impasses or identified additional needs.

Date	Auditor(s)	Time (Start – End)	Process or Area Must list either Process Audit Worksheet or Operations Sub-process. Clauses are not to be listed
06/22/2022	Leandro Rojas	8:50	Llegada a sitio
		9:00 – 9:15	Reunión de apertura / Opening meeting
		9:15 – 11:30	**Management / Gestión (Liderazgo)** ***Alta dirección / proceso de calidad*** Liderazgo y compromiso. Enfoque al cliente Política Roles, responsabilidades y autoridades en la organización. Objetivos de calidad y planificación para lograrlos. Planificación de los cambios Comunicación Satisfacción del cliente Análisis y evaluación Auditoría interna Revisión por la dirección No conformidad y acción correctiva Mejora continua. Uso de logos.
		11:30 – 13:30	**Planning /Program / Planeación y Programación** ***Proceso de planeación / proceso de SGC*** Comprensión de la organización y su contexto. Comprensión las necesidades y expectativas de las partes interesadas. Determinación del alcance del sistema de gestión de calidad Sistema de gestión de la calidad y sus procesos. Acciones para abordar riesgos y oportunidades. Requisitos legales Información documentada Creación y actualización Planificación y control operacional Control de los cambios. Generalidades.
		13:30 – 14:30	**Comida / Lunch**
		14:30 – 16:30	**Quote & Contract Review/ Cotización y Revisión del Contrato** Promoción, difusión y selección de estudiantes ***Inscripción y reinscripción*** Requisitos para los servicios. Comunicación con el cliente. Determinación de los requisitos para los servicios Revisión de los requisitos para los servicios. Cambios en los requisitos para los servicios. Actividades posteriores a la entrega.

Orion Registrar, Inc. Audit Plan & Schedule

Date	Auditor(s)	Time (Start – End)	Process or Area Must list either Process Audit Worksheet or Operations Sub-process. Clauses are not to be listed
		16:30 – 17:45	**Material Management (Packaging, Preservation, Shipping/ Gestión de Materiales (Embalaje, Preservación, Envío).** ***Inventario, Entrega – Recepción*** Tipo y alcance de Control. Propiedad perteneciente a los clientes o proveedores externos. Preservación.
		17:45 – 18:00	**Resumen del día 1**
		18:00	**Fin del día 1**
Día 2			
06/23/2022	Leandro Rojas	8:50	**Llegada al sitio**
		9:00 – 12:00	**Operations (Service) / Operaciones (Servicio)** ***Proceso Académico*** *(Inscripción, Centro de Información, Desarrollo de la Especialidad)* Provisión del servicio. Control de la prestación del servicio. Identificación y trazabilidad. Actividades posteriores a la entrega. Control de cambios. Liberación de los productos y servicios. Control de salidas no conformes. Seguimiento, medición, análisis y evaluación.
		12:00 – 13:30	**Calibration / Calibración** Monitoring and measuring resources/ recursos de seguimiento y medición.
		13:30 - 14:30	**Comida / Lunch**
		14:30 - 17:30	**Operations (Service) / Operaciones (Servicio)** ***Proceso Académico*** (Residencias Profesionales, Desarrollo Académico) Provisión del servicio. Control de la prestación del servicio. Identificación y trazabilidad. Actividades posteriores a la entrega. Control de cambios. Liberación de los productos y servicios. Control de salidas no conformes. Seguimiento, medición, análisis y evaluación.
		17:30 - 17:45	**Tiempo para preparar conclusiones**
		17:45 - 18:00	**Reunión de cierre / Closing meeting**
		18:00	Fin de la auditoría

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Distribution of Audit Plan & Schedule

Distribution

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Team Leader:Leandro Rojas Gutierrez

Audit Team Member(s): Eliu Rivera (Auditor in Training), Leandro Rojas Gutierrez (Team Leader)

Attachments

• Applicable Clauses for Processes
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