

## **DOBID POST-AUDIT INSPECTION PROCESS**

*Updated October 2021*

As stated in DTI Department Administrative Order 19-10 Section 2, “Associated with the issuance of certification, to ensure compliance, the Secretariat reserves the right to audit and inspect the records and processes of the applicant and the stated suppliers at any time with prior notice to the applicant.” In line with this, guidelines about the post-audit inspection are discussed here.

### **Purpose**

The post-audit inspection process is conducted to ensure that a DoBid Certificate holder still complies with their previous declarations. This activity also serves as a monitoring tool for the Secretariat.

### **Definition and Scope of the Post-audit process**

Post-audit is a procedure to further validate the legitimacy of the manufacturing facilities and processes of DoBid Certificate Holders. It is a *follow-up inspection* to a Certificate holder’s actual production, manufacturing facility, production capacity, machines, manpower, and methods. Moreover, it is done to check whether the information provided during the preliminary inspection is still true and is being implemented.

### **[CASES] A DoBid Certificate Holder is subject for post-audit if:**

- a. Certificate holder did not present or demonstrate an actual production of the applied goods due to a considerable reason (e.g. No secured orders yet, special cases, etc.).
- b. A follow-up physical inspection is necessary to assess the facilities initially seen during a virtual inspection.
- c. If the Secretariat received reports that may potentially subject a Certificate holder to revocation, a post-audit may be done to gather and validate information.
- d. Secretariat deemed it necessary to check whether the Certificate holder is still manufacturing, growing, or producing the certified good after more or less than a year being certified with Domestic Preference.

### **Objectives:**

During the post-audit inspection, the following should be achieved:

- a. Inspect the actual process of manufacturing of the good/s certified.
- b. Make sure that the information provided and actual procedure are parallel.
- c. Validate the existence of holder’s manufacturing facility, manpower, machine, methods, and materials.
- d. Take note of all the changes (if there are) from the declared information.

## **Post-Audit Actual Activity**

1. Evaluation.
2. Manufacturing process must be available.
3. Raw materials must be available.
4. Machine must be available.
5. Manpower must be available.
6. *Planning and investigation.*
7. Management Interview. (Was the certificate used? Did they win the bid? If not, who? Effect of DoBid?)

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