

	Mission- Vision- Values- Quality Policy (MVVQ) Audit Checklist		Document Number: RF-SS-11.03
	References		Revision No 0
Department: Quality Assurance		Effective Date: October 03, 2016	

F2 Logistics Philippines Inc.


		Mission- Vision- Values- Quality Policy Audit Report	
Company Name:		Audited By:	
Section Audited:		Attested By:	
Date and Time of Audit:		% MVVQ Audit RATING:	
Positive Findings: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
Areas for Improvement/Recommendation: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<hr/> Auditor <i>(Printed Name & Signature with Date)</i>		<hr/> Auditee <i>(Printed Name & Signature with Date)</i>	
		<hr/> Department Head <i>(Printed Name & Signature with Date)</i>	

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	Mission- Vision- Values- Quality Policy (MVVQ) Audit Checklist		Document Number: RF-SS-11.03
	References		Revision No 0
Department: Quality Assurance		Effective Date: October 03, 2016	

F2 Global Logistics Inc.

		Mission- Vision- Values- Quality Policy Audit Report	
Company Name:		Audited By:	
Section Audited:		Attested By:	
Date and Time of Audit:		% MVVQ Audit RATING:	
<p>Positive Findings:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<p>Areas for Improvement/Recommendation:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<hr/> Auditor <i>(Printed Name & Signature with Date)</i>		<hr/> Auditee <i>(Printed Name & Signature with Date)</i>	
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	<h1>Mission- Vision- Values- Quality Policy (MVVQ) Audit Checklist</h1>		Document Number: RF-SS-11.03
	<h2>References</h2>		
	Department: Quality Assurance	Effective Date: October 03, 2016	Revision No 0

MISSION- VISION- VALUES- QUALITY POLICY AUDIT CHECKLIST			
Checkpoint	Standard	Conformance?	Remarks
1. Quality Policy	The Quality Policy of the company is posted in locations where employees and visitors can see		
	Employee knows the Quality Policy of the company		
	Employee understand the Quality Policy		
	Employees envisions to be the partner of choices of clients/customers		
2. Mission	The Mission of the company is posted in locations where employees and visitors can see		
	Employee knows the mission of the company		
	Employee is willing to give the best service to customer		
	Employee is cooperative towards co-employees		
	Employee is courteous towards co-employees		
	Employee is cooperative towards clients/customers		
3. Vision	The Vision of the company is posted in locations where employees and visitors can see		
	Employee knows the vision of the company		
	Employees envisions to be the partner of choices of clients/customers		
4. Core Values	The Core Values of the company is posted in locations where employees and visitors can see		
	Employee knows the Core Values of the company		
4.1 Integrity	Employee always honors commitments and manage expectations of clients, partners, stakeholders and team members		
	Employee observe ethical business transactions at all times		
	Employee practices openness and transparency		
	Employee ensures to act and decide in the best interest of the organization		
	Employee show genuine concern for others		
	Employee takes good care of the name and reputation of the company		

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Checkpoint	Standard	Conformance?	Remarks
4.2 Synergy	Employee adhere to company policies and procedures to ensure order in the workplace		
	Employee uses available tools in order to communicate important information		
	Employee takes time to talk and listen to resolve issues and create effective solutions		
	Employee initiates and contributes ideas that will result to workplace improvement, building relationship and self development		
	Employee performs one's role to ensure seamless team operations		
	Employee nurtures and recognizes individual talents and potentials		
4.3 Empowerment	Employee engage team members to participate in formulating solutions for effective decision making		
	Employee mobilizes team members to contribute to success of the company activities		
	Employee persuades team members to seize opportunities for professional growth		
	Employee offers feedback and suggestions to enable others to improve		
	Employee work with others and remove barriers for an effective performance		
	Employee equips team members with right tools and skills to perform their assigned task effectively		
	Employee reaffirms and reassures one's trust and confidence in the competence of others		

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	References		Revision No 0
Department: Quality Assurance		Effective Date: October 03, 2016	Revision No 0

Checkpoint	Standard	Conformance?	Remarks
4.4 Respect	Employee encourages others to speak their minds		
	Employee observes and promote good manners and right conduct		
	Employee demonstrate and exercise proper time management in all activities		
	Employee cares for the community and the environment		
4.5 Look Ahead, Think Beyond	Employee is aware of the consequences of one's action and make the best possible decision		
	Employee utilizes time and resources properly to reach organizational goals and target		
	Employee explores all possibilities to deliver and generate positive results for the organization		
4.6 Excellence	Employee strives to learn new things that will contribute to the growth of the organization		
	Employees pursues suitable solutions rather than focusing on problems and excuses		
	Employee resolves issue at the shortest possible time		
	Employee exercise best industry practice in all aspect of work		
	Employee ensures timely and accurate work output		
		Conformances: <input type="text"/>	Total Count of Yes
		Total Conformances: <input type="text"/>	Total Count of Yes/47
		% MMVQ Audit Rating: <input type="text"/>	

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