TESDA-OP-IAS-02-F09-B

Rev. No. 00 - 10/21/2020

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|  **PERFORMANCE EVALUATION INSTRUMENT** **FOR LEAD AUDITORS**  |
| Name of auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Assignment: Lead AuditorAudit period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Audited process(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Evaluation Criteria** | **Rating****(Encircle Rating)***(1 = Lowest Rating**5 = Highest Rating)* | **Comments** |
| 1. **Planning Stage**
 |  |  |
| * Compliance Audit Forms and Checklists are prepared and complete
 | 1 2 3 4 5 |  |
| 1. **Conduct of Audit**
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| * The auditor had knowledge of the process, procedures, system
 | 1 2 3 4 5 |  |
| * Practices the necessary traits as an auditor
 | 1 2 3 4 5 |  |
| * Practices the necessary traits as Lead Auditor
 | 1 2 3 4 5 |  |
| * Conducts opening and closing meetings, other Audit Team meetings
 | 1 2 3 4 5 |  |
| * Audit conducted as scheduled
 | 1 2 3 4 5 |  |
| * Statement of findings are accurate and verifiable
 | 1 2 3 4 5 |  |
| * Timely preparation and submission of Audit Report to PO/DO concerned
 | 1 2 3 4 5 |  |
| Average Rating |  |  |

 Other Comments:    Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature over Printed Name Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member Auditor)  |