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 Auditor  Audit period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Audited process(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | | **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** |  |  | | * 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) |