TESDA-QP-03-F10

Rev. No. 03-05/04/22

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

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| **Evaluation Criteria** | **Rating****(Encircle Rating)** | **Comments** |
| 1. **Planning Stage**
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| * Checklist is complete and questions are concise
 | 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 distribution of IQA Report and CAR
 | 1 2 3 4 5 |  |
| **3**. **Verification of Corrective Action** |  |  |
| * Evaluated the reported corrections, root cause analysis, and corrective actions OR action of adopted OFI correctly
 | 1 2 3 4 5 |  |
| **Average Rating** |  |  |

*Note: 1= Lowest Rating 5 = Highest Rating* Recommendations for Development Purposes

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| Evaluated by: |  | Discussed with: |
|  |  |  |
| Signature over Printed Name(NQMR/RQMR) |  | Signature over Printed Name(Lead Auditor) |
|  |  |  |
| Date  |  | Date |

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