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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  | | --- | --- | --- | | **Evaluation Criteria** | **Rating**  **(Encircle Rating)** | **Comments** | | 1. **Planning Stage** |  |  | | * 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   |  | | --- | |  | |  |  |  |  |  | | --- | --- | --- | | Evaluated by: |  | Discussed with: | |  |  |  | | Signature over Printed Name  (NQMR/RQMR) |  | Signature over Printed Name  (Lead Auditor) | |  |  |  | | Date |  | Date | |