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| --- | --- |
| **Name of Auditor:** |  |
| **Name of the Auditors CAB:** | **Formulation of team members for audit (if applicable):** |
| **Name of Company being Audited by CABs auditor:** | **Size of Company being audited (if relevant):** |
| **Place of audit:** | **No. of Days:** |
| **Standard Used :**  | **Assessment/Surveillance:** |
| **Witnessed / Assessed by (ENAS Lead/ Technical Assessor):**  |  |
| **Findings of the witnessing of audit:** |
|  |
| 1. **Coverage of Relevant Standard/ Product**
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| **2. Practical Knowledge of the Relevant Standard. (Note examples of shortcomings, if any)** |
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| **3. Knowledge and Use of Client’s Documentation** |
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| **4. Background and Experience in Relation to the Client’s Products and Processes** |
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| **5. Is the Assessor Easily Distracted or side-tracked?** |
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| **6. Formation of the Programme** |
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| **7. Adherence to the Programme** |
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| **8. Depth of Questioning/interviewing - To following a point through to conclusion** |
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| **9. Method of Selection of Sample i.e. Number, Coverage, Importance to client’s business** |
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| **10. Raising non-conformities on Fact (and not on Conjecture)** |
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| **11. Ability to deal with non-compliant situations i.e. over stressing, causing embarrassment, inadequate explanations or lack of understanding by the client’s representative.** |
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| **12. Number of contacts used with the company. Too few will not achieve enough coverage; too many may make the assessment uncoordinated.** |
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| **13. Depth of the discussion, interaction with Team members, and adherence to the structure of discussion set by Team Leader during periods of review.** |
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| **14. Ability to deal with unforeseen situations e.g. Non-availability of guide, excessive interruptions by phone, etc.** |
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| **15. Ability to summarise and highlight key points.** |
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| **16. Reading the final report to the client and evaluating its consistency with the assessment as witnessed.** |
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| **17. Performance at opening and closing meetings in terms of explanation of procedures and documents e.g. non-conformity forms to be used, future arrangements etc.** |
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| **18. Is the assessor of sound and unquestionable professional and personal integrity?** |
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| **19. Does the assessor behaviour demonstrate sound and unquestionable professional and personal integrity?** |
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| **20. What is the behaviour of the auditor with the auditee staff?** |
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| **21. (For surveillance activities only) Does assessor cover all aspects of Surveillance programme, particularly weak or non-compliant areas noted earlier and does he check that all corrective action(s) are complete and satisfactory and implemented?** |
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| **22. Is the auditor qualified and competent enough to do the audit** |
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| **23. Other point(s):** |
|  |
| **Summary of non-compliance (if any) raised by ENAS Lead Assessor against auditor.** |
|  |
| **Remarks, if any** |
|  |

**Date………………………….**

**ENAS Assessor Name/ Signature………………………….**