



PAACO
302 Platte Clay Way, Suite 107
Kearney, MO 64060
Phone: 833-839-1823

Please send completed forms to
certifications@animalauditor.org

INSTRUCTIONS FOR COMPLETION OF AUDITOR PERFORMANCE REPORT

- **Please complete each section - all areas are required to be filled out completely.**
- **Multiple Audits can be combined on one Auditor Performance Report - Make sure you include the dates for both the audits and the locations.**
- **Number of Audits Performed is the number of full shadow audits performed, not the number of farms or barns you went to. 1 full audit is a Hatchery, Growout, Catch/Transport, Plant. The number of audits performed will not exceed 2.**
- **If the report is for only one section (i.e. you just did a hatchery) then indicate how many full hatchery audits you performed (i.e. 2 Hatchery Audits) and then put NA in the Evaluation of Auditor Performance for the areas of production you did not do.**
- **The Evaluation of Auditor Performance must be completed for each section. It needs to identify the strengths and/or areas that can use improvement for each section.**
- **Personal Evaluation is to be completed/answered by the applicant.**
- **If you feel that the applicant needs to obtain more experience and may not be ready to audit on their own, you can state this in the overall summary. Take time to explain why.**

BEFORE SUBMISSION PLEASE ENSURE THE FOLLOWING HAVE BEEN COMPLETED IN FULL

○ **Page 1 General Information**

- Applicant and Shadow Auditor Information
- Signatures of Applicant and Shadow Auditor

○ **Page 2 Shadow Audit Information and Auditor Characteristics and Professional Attributes**

- Shadow Audit Information
- Auditor Evaluation including Evaluation of Auditor Performance for Personal Skills and Audit skills and techniques
- Personal/Self Evaluation - to be completed or provided by the applicant

○ **Page 3 Audit Criteria**

- Competency of Each Criteria
- Evaluation of Auditor Performance for each of the sections. These must be filled in or will be returned

○ **Page 4 Audit Criteria**

- Competency of Each Criteria
- Evaluation of Auditor Performance for each of the sections. These must be filled in or will be returned
- Overall summary of the applicants ability

○ **Page 5 Code of Conduct**

- Signed and dated by applicant. Only required with one audit



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REVIEW OF AUDITOR PERFORMANCE REPORT

This form shall be used to report on the evaluation of auditing performance for a trainee in the PAACO Dairy Welfare Auditor certification program for consideration as a Certified Auditor. This form must be completed by a PAACO Certified Dairy Welfare Auditor who meets the qualifications defined by PAACO. (Please type or clearly print all entries in black or blue ink.)

Applicant Information

Last Name:		First Name	
Street Address or PO Box:			
City	State/Province	Zip/Postal Code	Country
Certification being sought:		PAACO Training Attended	
Dairy Welfare		Location	
		Month/Year	

By signing below, you are acknowledging that there is no obligation by the shadow auditor to recommend full auditor certification upon completion of the shadow audits if they do not feel you have the necessary skill sets or experience at this time, even when compensation is provided to the shadow auditor.

Applicants Signature

Check the box if you attended an Internal Training and will be certified as an internal Auditor

Shadow Auditors Information

Last Name:		First Name	
Street Address or PO Box:			
City	State/Province	Zip/Postal Code	Country
Telephone:		Email:	

**If the candidate performed acceptably on the audit described in this report, please sign on the line below.
The shadowing auditor's signature is required for the report to proceed.**

I attest to the applicant's ability to perform Dairy Animal Welfare Audits as a Lead Auditor in accordance with the expectations of the Professional Animal Auditor Certification Organization as well as the audit used for this Performance Report.

Shadow Auditors Signature

Date

The following sections are to be completed by the shadowing auditor.

Shadow Audit(s) Information

Date(s) of Audits	Number of Hours	Number of Audits Performed	Location
Applicants Role in Audit:	Audit Leader	Team Auditor (assisted as part of team)	
Shadow Auditors Role	Witness (observed)	Audit Team Member	Audit Leader Performed
Audit Standard/Instrument Used:			

Auditor Evaluation

Please complete the following evaluation as it pertains to the applicant's ability to perform leading an audit.

Auditor Characteristics and Professional Attributes:	Evaluation of Auditor Performance - REQUIRED (strengths and/or areas for improvement – please elaborate)
<p>Personal skills: Yes No</p> <p><input type="checkbox"/> Was prepared for the audit with all necessary tools (ie. audit sheets, clipboard, stopwatch, flashlight)</p> <p><input type="checkbox"/> Open-minded and mature</p> <p><input type="checkbox"/> Sound judgment, analytical skills and tenacity.</p> <p><input type="checkbox"/> Presented themselves in a professional manner.</p> <p><input type="checkbox"/> Demonstrates ethical behavior.</p> <p><input type="checkbox"/> Asked questions and engage with shadow auditor and other team members</p>	
<p>Audit skills and techniques: Yes No</p> <p><input type="checkbox"/> Effectively communicated the scope and purpose of the audit in opening meeting.</p> <p><input type="checkbox"/> Understands the tool they are using and what the acceptable standards are</p> <p><input type="checkbox"/> Is able to stay within the scope of the audit</p> <p><input type="checkbox"/> Obtains and assesses objective evidence fairly.</p> <p><input type="checkbox"/> Evaluates criteria using observations and personal interactions.</p> <p><input type="checkbox"/> Conducts interviews using open ended questions to support audit findings.</p> <p><input type="checkbox"/> Remain attentive to the audit process without becoming distracted.</p> <p><input type="checkbox"/> Reaches acceptable conclusions based on objective evidence, and remains true to conclusion even under pressure to change.</p> <p><input type="checkbox"/> Communicated critical findings immediately</p> <p><input type="checkbox"/> Clearly communicated the results of the audit in the closing meeting.</p>	
<p>Personal/Self Evaluation What would the applicant describe as their strength during the audit and what is an area(s) where they feel they would like to gain more experience?</p>	

Please complete the following section as part of this shadow evaluation of a full dairy shadow audit. Both audits must include Animal Health, Policy/Protocols, Facilities, Animal Based Measures, Critical Criteria and Sampling Determination. Audit tool must include the required criteria.

Dairy Criteria Indicate areas assessed during shadow	Competency E = Excellent A = Acceptable NI = Needs Improvement			Evaluation of Auditor Performance Required for each section If a criteria was not observed, indicate why
	E	A	NI	
Audit Management				
Performed opening & closing meeting				
Sample number determination				
Written report submitted for this audit				
Recognized & adhered to biosecurity requirements				
Review all necessary documents and records				
Animal Based Measures				
Body Condition Score				
Broken tail (if applicable)				
Dehydration				
Hock and knee injuries				
Hygiene				
Lameness				
Other injuries				
Tail docking				
Protocol Based Measures				
Biosecurity				
Effectively evaluate paperwork				
Facility Based Measures				
Water (access and cleanliness)				
Sick cow pen (condition of cattle, pen dimensions, lying surface, etc)				
Cattle comfort (thermal, spacing and lying surfaces)				
Condition of transportation vehicle				
Feed and water withdrawal				
Was the applicant able to identify and describe acts of abuse or neglect that would result in a failed audit?	Yes	No	Comments	
Is this applicant able to perform an audit on their own with the results meeting the quality standards expected?	Yes	No	Comments	
Overall summary of the applicants ability to assess the above criteria and perform an effective audit: REQUIRED!				



Code of Conduct for PAACO Animal Welfare Auditors

Animal welfare auditors who are PAACO certified in all auditing disciplines shall, always, conduct himself/herself in a professional and ethical manner consistent with expectations of the Professional Animal Auditor Certification Organization (PAACO).

Pre-Certification: This includes conduct at the time that the audit performance reports (shadow audits) are completed. At that time, the trainee agrees he/she is a guest of the PAACO certified auditor and the facility/company being audited. During the entire term of the shadow audit, the auditor trainee will be bound to all company and PAACO standards of confidentiality and behavior, including but not limited to the following terms and agreements.

The facility/company being audited, PAACO and the PAACO certified auditor, protect their proprietary and confidential information, including all the audited company's operation and the audit being conducted. The trainee shall adhere to that same standard. The information, documents, items, materials and/or events observed by the trainee may not be disclosed to any person/entity during the audit or at any time after completion of the audit. This includes the results of the audit, the nature and conduct of the audited company's operation or the subjective perceptions/beliefs of the auditor trainee pursuing PAACO certification. The auditor trainee understands and agrees that disclosure of this confidential information, except as necessary in reporting the audit, exposes him/her to a significant risk of being named in a legal proceeding and may make him/her liable for all legal costs and monetary damages.

Post-Certification: Once certified, the auditor commits to continuously representing objective standards of auditing and all appropriate ethics and behavior as they are associated with the PAACO Certification. The auditor commits to not mis-representing this certification in any way, and recognizes that Certification is required for each audit area. Any breaches of behavior that are not consistent with these expectations may be grounds for the PAACO certification to be permanently rescinded.

By signing, I agree to uphold the standards of the Professional Animal Auditor Certification Organization and to perform audits using objective assessments and the highest ethical standards.

Auditor Trainee: _____ (print)

Auditor Trainee: _____ (sign)

Date: _____