



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

Please send completed forms to Lora Wright  
[lwright@animalauditor.org](mailto:lwright@animalauditor.org)

## 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
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Address, Phone & E-mail:

Certification Scheme being sought: <b>Dairy Welfare Auditor</b>	PAACO Training you attended: <input type="checkbox"/> Company Specific – Month_____ Year_____ <input type="checkbox"/> US/Canadian Full Training – Month_____ Year_____
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**Applicant's Signature**

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

### Shadowing Auditor's Information

Last Name	First Name
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Shadowing Auditor's Street Address or P.O. Box

City	State	ZIP or Postcode	Country
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Telephone	Fax	Email
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***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 auditor's signature

Date

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

<b>Audit Information</b>		<b>Number of audits performed:</b> _____	
Date(s) of site visit _____	Number of hours: _____	on-site _____	off-site _____
Names of facility(s) audited _____			
Applicant's role in the audit: <input type="checkbox"/> Shadow (observed certified auditor) <input type="checkbox"/> Team auditor (assisted) <input type="checkbox"/> Audit leader (conducted)			
Shadow auditor's role in the audit: <input type="checkbox"/> Witness (observed trainee audit) <input type="checkbox"/> Team auditor (assisted) <input type="checkbox"/> Audit leader			
Audit Standard or Instrument Used: _____			
Was the applicant involved in making a judgment on the animal handling and welfare for this audit? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, please describe the scope of the applicant's involvement.			

<b>Auditor Evaluation</b>	
Please complete the following evaluation as it pertains to the applicant's ability to perform leading an audit.	
<b>Auditor Characteristics and Professional Attributes:</b>	<b>Evaluation of Auditor Performance</b> (strengths and/or opportunities for improvement; please elaborate)
<b>Personal skills:</b> <ul style="list-style-type: none"> <li>• Open-mind and mature</li> <li>• Sound judgment, analytical skills and tenacity.</li> <li>• Understands complex operations &amp; personnel.</li> <li>• Demonstrates ethical behavior.</li> <li>• Clearly communicates their role as an auditor not a consultant.</li> </ul>	
<b>Audit skills and techniques:</b> <ul style="list-style-type: none"> <li>• Obtains and assesses objective evidence fairly.</li> <li>• Evaluate using observations and personal interactions.</li> <li>• Conducts interviews using open ended questions to support audit findings.</li> <li>• Remain attentive to the audit process without becoming distracted.</li> <li>• Reaches acceptable conclusions based on objective evidence, and remains true to conclusion even under pressure to change.</li> </ul>	
<b>Audit management capabilities:</b> <ul style="list-style-type: none"> <li>• Coordinate and control meetings.</li> <li>• Manage an audit, keep the audit within the scope.</li> <li>• Control conflict.</li> </ul>	
<b>Communication skills (Oral and written)</b> <ul style="list-style-type: none"> <li>• Was there effective planning, preparation, and briefing?</li> <li>• Was there participation in opening/closing meetings?</li> <li>• Did the auditor effectively communicate the scope and purpose of the audit?</li> </ul>	
<b>Reporting</b> <ul style="list-style-type: none"> <li>• Report findings are clear and concise</li> <li>• Findings are reported immediately with no surprises at closing of audit</li> <li>• Auditor clearly indicated what would be the next step with the audit information/reporting.</li> </ul>	

**PLEASE COMPLETE THE FOLLOWING SECTION AS PART OF THIS SHADOW EVALUATION.**

<b>Dairy Criteria</b> (include only those that are addressed in the audit tool used)	Evaluation of Auditor Performance (including Strengths and/or Opportunities for Improvement)
<p><b><u>Animal Based Measures</u></b> – can accurately identify &amp; score:</p> <ul style="list-style-type: none"> <li><i>Body Condition Score</i></li> <li><i>Broken Tail (if applicable)</i></li> <li><i>Dehydration</i></li> <li><i>Hock &amp; Knee Injuries</i></li> <li><i>Hygiene</i></li> <li><i>Lameness</i></li> <li><i>Other Injuries</i></li> <li><i>Tail Docking</i></li> <li><i>Willful Acts of Abuse and/or Neglect</i></li> </ul>	
<p><b><u>Protocol-Based Measures</u></b> – can accurately identify &amp; score:</p> <ul style="list-style-type: none"> <li><i>Biosecurity</i> <ul style="list-style-type: none"> <li>•Follows minimum biosecurity practices in addition to any additional farm requirements</li> </ul> </li> <li><i>Evaluate adequate paperwork</i> <ul style="list-style-type: none"> <li>•Able to evaluate if farm practice matched paperwork</li> </ul> </li> </ul>	
<p><b><u>Facility-Based Measures</u></b> – can accurately identify &amp; score:</p> <ul style="list-style-type: none"> <li><i>Water</i> <ul style="list-style-type: none"> <li>•All animals have access to water</li> <li>•Can assess water &amp; cleanliness</li> </ul> </li> <li><i>Sick cow pen</i> <ul style="list-style-type: none"> <li>•Evaluates cattle in the sick pen</li> <li>•Understands the requirements for pen dimension</li> <li>•Knowledge of lying surface and food/water requirements</li> </ul> </li> <li><i>Cattle Comfort</i> <ul style="list-style-type: none"> <li>•Can identify thermal comfort, freedom of space and softness of lying surfaces</li> </ul> </li> </ul>	
<p><b><u>Other</u></b> – can accurately identify &amp; score:</p> <ul style="list-style-type: none"> <li><i>Sampling</i> <ul style="list-style-type: none"> <li>•Demonstrates understanding of calculation and procedure</li> </ul> </li> <li><i>Critical Criteria</i> <ul style="list-style-type: none"> <li>•Can identify critical criteria and plan of action</li> </ul> </li> </ul>	

**Summary Comments:** (Is this trainee able to perform an audit on their own with the results meeting the quality standards expected?)

**Witnessing Auditor's Signature is required on page 1 of this form**