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**Professional Animal Auditor Certification
 Organization**
 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
Address, Phone & E-mail:	
Certification Scheme being sought: Dairy Welfare Audit	
Applicant's Signature	

Shadowing Auditor's Information			
Last Name	First Name		
Shadowing Auditor's Street Address or P.O. Box			
City	State	ZIP or Postcode	Country
Telephone	Fax	Email	
<p><i>If the candidate performed acceptably on the audit described in this report, please sign on the line below. <u>The shadowing auditor's signature is required for the report to proceed.</u></i></p> <p><i>I attest to the applicant's ability to perform Dairy Animal Welfare Audits as a Lead Auditor in accordance with the <u>audit used for this Performance Report.</u></i></p>			
Shadow auditor's signature			
Date			

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

Audit Information			Number of audits performed: _____		
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? YES NO					
If no, please describe the scope of the applicant's involvement.					

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

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

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

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