



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

Please send completed forms to Lora Wright
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
Address, Phone & E-mail:	
Certification Scheme being sought: Dairy Welfare Auditor	PAACO Training Attended Location: Month: Year:
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		
Shadowing Auditor's Street Address or P.O. Box			
City	State	ZIP or Postcode	Country
Telephone	Fax	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 auditor's signature
Date

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

Audit Information

Date(s) Shadow Audits _____
Number of hours: _____
Number of audits performed: _____
Names of facility(s) audited _____

Location of shadow audit: On-site at facility Remote Video Audit (must be preapproved by PAACO)

For Remote Video Shadow Auditing:

Applicant was: On-site Remote

Shadow Auditor was: On-site Remote

Applicant's role in the audit: Audit leader (conducted/lead the audit) Team auditor (assisted as part of team)

Shadow auditor's role in the audit: Witness (observed) Audit team member (assisted) Audit leader (conducted)

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 opportunities for improvement – please elaborate)
<p>Personal skills: Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Was prepared for the audit with all necessary tools (ie audit sheets, clipboard, stopwatch, flashlight)</p> <p><input type="checkbox"/> <input type="checkbox"/> Open-minded and mature</p> <p><input type="checkbox"/> <input type="checkbox"/> Sound judgment, analytical skills and tenacity.</p> <p><input type="checkbox"/> <input type="checkbox"/> Presented themselves in a professional manner.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demonstrates ethical behavior.</p> <p><input type="checkbox"/> <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"/> <input type="checkbox"/> Effectively communicated the scope and purpose of the audit in opening meeting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Understands the tool they are using and what the acceptable standards are</p> <p><input type="checkbox"/> <input type="checkbox"/> Is able to stay within the scope of the audit</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtains and assesses objective evidence fairly.</p> <p><input type="checkbox"/> <input type="checkbox"/> Evaluates criteria using observations and personal interactions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conducts interviews using open ended questions to support audit findings.</p> <p><input type="checkbox"/> <input type="checkbox"/> Remain attentive to the audit process without becoming distracted.</p> <p><input type="checkbox"/> <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"/> <input type="checkbox"/> Communicated any critical findings during audit immediately.</p> <p><input type="checkbox"/> <input type="checkbox"/> Clearly communicated the results of the audit and what the next possible steps may be in the closing meeting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Clearly written audit report (when applicable)</p>	
<p>Personal/Self Evaluation (as described to shadow auditor) 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

Dairy Criteria Indicate areas assessed during shadow	Competency for Criteria (NI = Needs Improvement)			Evaluation of Auditor Performance (also, if a criteria was not observed, indicate why)
Audit Management <input type="checkbox"/> Applicant performed opening & closing meeting <input type="checkbox"/> Sample Number Determinations <input type="checkbox"/> Written Report Submitted for this audit <input type="checkbox"/> Recognized and adhered to biosecurity requirements <input type="checkbox"/> Review of all necessary documents and records	Excellent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Acceptable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Animal Based Measures <input type="checkbox"/> Body Condition Score <input type="checkbox"/> Broken Tail (if applicable) <input type="checkbox"/> Dehydration <input type="checkbox"/> Hock & Knee Injuries <input type="checkbox"/> Hygiene <input type="checkbox"/> Lameness <input type="checkbox"/> Other Injuries <input type="checkbox"/> Tail Docking	Excellent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Acceptable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Protocol-Based Measures <input type="checkbox"/> Biosecurity <input type="checkbox"/> Effectively evaluate Paperwork	Excellent <input type="checkbox"/> <input type="checkbox"/>	Acceptable <input type="checkbox"/> <input type="checkbox"/>	NI <input type="checkbox"/> <input type="checkbox"/>	
Facility Based Measures <input type="checkbox"/> Water (access and cleanliness) <input type="checkbox"/> Sick Cow pen (condition of cattle, pen dimensions, lying surface, feed and water access) <input type="checkbox"/> Cattle Comfort (thermal, spacing and lying surface)	Excellent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Acceptable <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NI <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Was the applicant able to identify and describe acts of abuse or neglect, critical criteria and plans of action?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this applicant able to perform an audit on their own with the results meeting the quality standards expected?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Overall summary of the applicant's ability to assess the above criteria and perform an effective audit: REQUIRED!