**Competence Evaluation Chart (Auditor)**

|  |  |
| --- | --- |
| Name of reviewer subject to evaluation |  |
| Audit standard |  |
| Name of organization to be audited |  |
| Audit type |  |
| Date of implementation of audit |  |
| Name of competence evaluator |  |
| Entry date of evaluation chart |  |

* JFS audit and conformity assessment program document 5.1 Requirements for competence of auditor and reviewer

|  |  |  |
| --- | --- | --- |
| **Required matters\*** | **Pass or fail** | **Basis of evaluation** |
| 1. **Audit skills** | | |
| 1. Skills and knowledge to effectively plan and organize operations |  |  |
| 1. Skills and knowledge to conduct audit within agreed timeframe |  |  |
| 1. Skills and knowledge to communicate with people at all levels of the audited organization |  |  |
| 1. Skills and knowledge to conduct interviews and gather evidence |  |  |
| 1. Skills and knowledge to collect evidence by observation and investigation |  |  |
| 1. Skills and knowledge to review materials and records and gather evidence |  |  |
| 1. Skills and knowledge to analyze, verify and organize audit evidence and to summarize audit findings |  |  |
| 1. Skills and knowledge to prepare audit reports |  |  |
| 1. **Technical skills and knowledge for each sector and subsector** | | |
| 1. Knowledge of management system standards |  |  |
| 1. Knowledge of Codex HACCP |  |  |
| 1. Knowledge of Good Manufacturing Practices (GMP) |  |  |
| 1. Certain knowledge concerning food safety-related laws and regulations |  |  |
| 1. **Behavior and systematic thinking** | | |
| 1. Leadership and behavior |  |  |
| 1. Systematic thinking (capability to solve problems and analyze root cause) |  |  |
| 1. Organizational and social code of conduct |  |  |
| **Comprehensive result :** | | |
| General results and comments | | |

**Competence Evaluation Chart (Reviewer)**

|  |  |
| --- | --- |
| Name of reviewer subject to evaluation |  |
| Audit standard |  |
| Name of organization to be audited |  |
| Audit type |  |
| Assessment date |  |
| Name of competence evaluator |  |
| Entry date of evaluation chart |  |

* JFS audit and conformity assessment program document 5.1 Requirements for competence of auditor and reviewer

|  |  |  |
| --- | --- | --- |
| **Required matters\*** | **Pass or fail** | **Basis of evaluation** |
| 1. **Skills to make conformity decisions** | | |
| (2) Ability to understand and confirm contents of audit reports |  |  |
| (3) Please provide the information. Ability to determine conformity status |  |  |
| **Comprehensive result :** | | |
| General results and comments | | |