

OrganicFarmNZ – Auditor Accreditation Checklist

Name:

Contact information:

What training have you attended?

E.g. How many site visits did you shadow another auditor on?

Please provide a basic CV of your past experience, e.g. science study, certified for how many years? Worked for other certifying body or organic sector business, volunteered with organic or related organisation?

This form to be returned to:

OrganicFarmNZ, PO Box 36170, Northcote, Auckland

This form to be completed by senior OFNZ auditor

Name

Date

Key competency	Component Assessed	Assessment Method	Assessment Standard	Trainers Notes
1. Knowledge	1.1 Displays technical knowledge	Academic Record	Tertiary qualification in related field (or 1.2)	
	1.2 Has experience	Outline of practical experience	Autobiography indicates experience	
	1.3 Knowledge of Standards	Questions in an assignment	Able to use the standards. - Appropriate use of standards during a test audit.	
2. Commitment to Organic philosophy	2.1 An understanding of and an intention to promote organic principles	Testimonials - Interview by assessor	Testimonial from three recognised organic practitioners. - Satisfactory interview.	
	2.2 Understands the aims and objectives of Organic Farm New Zealand	An interview by the assessor	Demonstrates an understanding of Organic Farm New Zealand	
3. Decision making	3.1 Understands the balance between being pedantic and being pragmatic in	Identifies situations which require recommendations or corrective actions with the setting of appropriate time frames for action	Appropriate decision making demonstrated to assessor during test audit	
4. People skills	4.1 Conducts an audit in an encouraging manner	Observation by assessor during a test audit	The subject of the audit is comfortable and is encouraged.	
	4.2 Interpersonal communication	Maintaining communication when dealing with difficult situations. Using reference to Standards to explain points of dispute.	Observation by assessor. - Questioning by assessor in hypothetical situations	
5. Investigative skills	5.1 Able to identify inconsistencies between levels of documentation or with observations during an on-site audit	Inconsistencies are noted and investigated to a point of resolution.	Observation by assessor during test audit.	
6. Record keeping and recording	6.1 Understand the necessity of maintaining up-to-date and accurate records	Records are maintained to an auditable standard	Records are audited by an assessor or auditor.	
	6.2 Communication	Timely communication between parties involved in an audit.	Record of performance as an auditor.	

NB: An assessment checklist can be drawn from the last (assessment standard) column.