Agricultural Marketing Service
Industry Services Audit and
Accreditation Programs
1400 Independence Avenue SW
Washington, D.C. 20250

AMS Auditor-in-Training Evaluation Worksheet AMS 1C1A 12/06/07

AMS Auditor-in-Training:	
Evaluation Date(s):	
Evaluator's Name:	
Auditor's-in-Training Role:	☐ Lead Auditor ☐ Team Member
Audit or Accreditation Program:	☐ Client Developed Service Program ☐ USDA Process Audit Program ☐ USDA Quality Management System (QMS) Program ☐ USDA Process Verified Program ☐ USDA Environmental Management System (EMS) Program ☐ USDA HACCP Audit Program ☐ USDA Testing and/or Calibration Laboratory Accreditation Program ☐ USDA Certification Body Accreditation Program ☐ Other, explain:
Specific Audit Program:	
Scope of Audit (include program elements audited)	
Branch:	

1 Steps for Completing the Evaluation:

1.1 Complete the AMS Auditor-in-Training Evaluation Elements in the table below using the following scoring system:

2 = Satisfactory (Meets expected knowledge and abilities)
1 = Unsatisfactory (Does not meet expect knowledge and abilities)
NA = Not applicable

1.2 Provide comments for individual element ratings of Unsatisfactory "1."

1.3 Complete the "Statement of AMS Auditor-in-Training's Overall Rating".

1.4 The evaluator may recommend additional training based on this evaluation. Ratings of Not Applicable "NA" are necessary to explain why only parts of the evaluation were performed.

Users of this document shall verify correct version by consulting the AMS ISAAP AGNIS website.

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	AMS Auditor-in-Training Evaluation Elements	2	1	NA
1.	Knowledge of policies and procedures applicable to the audit or accreditation program noted above	☐	☐	☐
2.	Knowledge of the specific audit requirements for the applicable audit or accreditation program	☐	☐	☐
3.	Ability to perform the desk audit	☐	☐	☐
4.	Knowledge of and ability to perform the pre-audit activities (identifying resources required for the audit; arranging for the audit with the auditee; making cost effective travel arrangements; preparing the audit plan; assigning work to the audit team, as applicable)	☐	☐	☐
5.	Knowledge of and ability to perform the on-site audit activities			
a.	Ability to conduct the opening meeting	☐	☐	☐
b.	Ability to communicate effectively with the auditee and other members of the audit team	☐	☐	☐
c.	Ability to manage the audit team effectively, *only applies to lead auditor training*	☐	☐	☐
d.	Ability to "control" the audit effectively including leading the audit team in communications with the auditee, reaching audit conclusions, and preventing and resolving conflicts, *only applies to lead auditor training*	☐	☐	☐
e.	Ability to collect and verify information (or coordinate the collection and verification of information)	☐	☐	☐
f.	Ability to interpret and apply the applicable audit or accreditation program as it relates to the auditee's business	☐	☐	☐
g.	Ability to contribute to the audit findings (audit findings are evidence based and within the scope of the audit)	☐	☐	☐
h.	Ability to conduct the closing meeting	☐	☐	☐
6.	Ability to contribute to the audit report	☐	☐	☐
7.	Ability to prepare an audit report that is complete, technically accurate, and grammatically correct	☐	☐	☐
8.	Ability to prepare audit documentation (checklist, audit notes, etc) which is sufficient to write an accurate report documenting the results of the audit	☐	☐	☐
9.	Ability to conduct follow-up audit activities (submit audit charges, follow-up on required corrective actions, etc)	☐	☐	☐
10.	Personal attributes as defined in ISO 19011:2002			
a.	Ethical (fair, truthful, sincere, honest, and discreet, maintained confidentiality and security of information)	☐	☐	☐
b.	Open minded (willing to consider alternative ideas or points of view)	☐	☐	☐
c.	Diplomatic (tactful in dealing with people)	☐	☐	☐
d.	Observant (actively aware of physical surroundings and activities)	☐	☐	☐
e.	Perceptive (instinctively aware of and able to understand situation)	☐	☐	☐

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f.	Versatile (adjusted readily to different situations)	☐	☐	☐
g.	Tenacious (persistent, focused on achieving objectives)	☐	☐	☐
h.	Decisive (timely conclusions based on logical reasoning and analysis	☐	☐	☐
i.	Self-reliant (acted and functioned independently while interacting effectively with others)	☐	☐	☐

Statement of AMS Auditor-in-Training's Overall Rating:
Evaluator must select the appropriate statement:

☐ **Satisfactory -** Meets expected knowledge and ability (All individual elements rated "2" and no individual element rated "1").

☐ **Unsatisfactory -** Does not meet expected knowledge and ability (rated "1" in any element). *Evaluator must provide comments for all individual element ratings of "1" and indicate training or other action recommended. Indicate element number and explain below:*

Comments:
Evaluator shall explain ratings of "NA" and may recommend additional training for a rating of Satisfactory, if applicable. *Indicate element number and explain below:*

AMS Auditor-in-Training's Acknowledgment Signature:	**Evaluator's Signature:**
Date:	**Date:**

*If the AMS Auditor-in-Training disagrees with the evaluation, a documented reason must be submitted.