USDA Process Verified Program
Auditor Qualifications

Personal Attributes
Ethical, open-minded, diplomatic, observant, perceptive, versatile, tenacious, decisive, self-reliant, acts with fortitude, open to improvement, culturally sensitive, and collaborative.
- Demonstrate Effective Verbal and Written Communication Skills
- Hold a High School Diploma or Equivalent
- Possess 3-Years Post-High School Education and/or Experience, as follows:

Work Experience
Have a minimum of 3 years post-high school experience in an agricultural related field, such as applicable farm experience, agricultural commodity grading, agricultural marketing, food processing, laboratory testing, quality assurance, process control application, process or systems auditing, ISO standards application.

Education
Education may be substituted for experience. A 4-year course of study leading to a bachelor's degree in an agriculture related field (sciences, statistics, or business) will meet the experience requirement.

Combination Education & Work Experience
Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for experience. Combinations may be computed by:
1) Determining the total qualifying experience as a percentage of the experience required
2) Determining education as a percentage of the education required for the grade level
3) Adding the two percentages

The total percentage must equal at least 100 percent to qualify. (For examples of how to calculate the percentage, see OPM's Group Coverage Qualification Standards for Administrative and Management Positions.)

Specific Program Training - Auditor-in-Training
- Initially participate in three PVP audits (2 assisting with audit and 1 leading the audit)
- Demonstrate ability to manage and coordinate audits by leading at least 3 complete audits and earning 2 acceptable evaluations within a 1-year period
- Successfully pass the Certified ISO 9001 Lead Auditor training course
- Obtain the American Society for Quality's Certified Quality Auditor credential

Maintain Auditor Qualifications
- Maintain the American Society for Quality's Certified Quality Auditor credential
- Participate in 5 complete audits or auditing for a combined total of 10 days and earning at least 1 acceptable evaluation, annually