



## Auditor Skill Requirements

In order to ensure that the Certificate of Recognition Program maintains credibility, SASM Internal and External Auditors will need to meet certain requirements.

Both Internal and External Auditors must:

- Be familiar with the relevant Occupational Health & Safety legislation;
- Have a working knowledge of SASM's Certificate of Recognition Standard;
- Possess a recognized certificate for auditor training:
  - External Auditors – a Nationally or Internationally accepted certification in auditing
  - Internal Auditors – SASM SMS/Certificate of Recognition Development or SASM Internal Auditor training;
- Subject themselves to an interview to determine their level of knowledge and experience of the manufacturing industry, practices and procedures utilized for auditing and safety management systems in general. The interview findings must be documented and kept on file by the SASM Executive Director;
- Always conduct themselves as per the Certificate of Recognition Program Auditor Code of Ethics;
- Complete one audit acting as Lead Auditor with an approved SASM auditor evaluating their performance.

During the controlled audit the following skills will be evaluated using the Auditor Performance Evaluation form:

- Job Knowledge and Analytical/Decision Making Skills
- Communication Skills and Interpersonal Relations
- Productivity and Adaptability
- Initiative and Dependability
- Client Focus
- General Soft Skills

The purpose of the performance evaluation is to help develop auditor skills by providing constructive feedback and positive reinforcement of work performance.

**The rating system on the Auditor Performance Evaluation shall be as follows:**

**Exceptional** – Performance significantly and consistently exceeds normal job requirements and expectations of the position.

**Commendable** – Performance is clearly and consistently above and beyond normal requirements and expectations for the position. Accomplishments are above expected level or essential job requirements.

**Satisfactory** – Performance consistently meets the normal job requirements and expectations of the position in all aspects.

**Needs Improvement** – Performance meets most essential job requirements; however, work is not consistent and requires revision and some degree of supervision.



## SAFETY ASSOCIATION OF SASKATCHEWAN MANUFACTURERS

---

1313 Broadway Avenue, Regina, SK S4P 1E5 Phone: 306-525-7276 [www.sasm.ca](http://www.sasm.ca)

**Unsatisfactory** – Performance does not meet the minimum requirements of the job and requires frequent revision and a high degree of supervision and direction.

Auditors will be trained on, and are required to complete:

- Audit Plans;
- Confidentiality Agreements;
- Conflict of Interest disclosure forms;
- Documentation review, observations and interviews as required to complete the SASM Certificate of Recognition Audit Tool; and
- The Certificate of Recognition Certification Audit Report.

Records of training and evaluation indicating auditor competence and accreditation will be documented on the Auditor Performance Evaluation form and kept on file by the SASM Executive Director.

Once all of the above has been satisfactorily completed, SASM will make a determination as to whether or not the auditor will be accredited. SASM reserves the right to re-evaluate external auditors at any time and/or remove accreditation.

Accredited Lead Auditors must contact the company to be audited, after their request for an audit has been approved by the SASM Executive Director, to make arrangements for the audit and ensure that the pre-arrival documentation is forwarded to the SASM office.

The Lead Auditor must forward the documentation list to the company to be audited to ensure expectations for the Auditee and Auditor, in regards to document review, are clear.

The Lead Auditor must also submit an Audit Plan to the company no less than one week prior to the commencement of the audit.