

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Internal Quality Audit Quality Form LEAD AUDITOR'S EVALUATION FORM	PCAF-QP05-F07 Version 1	
		Reference Number	
		Date:	

Name of Lead Auditor	
Period of Audit	

Please evaluate the Lead Auditor in terms of the following:

CRITERIA	RATING
1. Planning and Preparation (20%) a. Thoroughly coordinated audit schedules (5%) a. Prepared clear and concise audit checklists (5%) b. Conducted thorough risk assessment (5%) c. Effectively communicated the audit plan to the team (5%)	
2. Conduct of Audit (30%) a. Effectively managed and led the audit team (10%) b. Strong technical and auditing skills (10%) c. Ensured adherence to audit methodologies & professional auditing standards (5%) d. Ability to identify possible risks (5%)	
3. Communication and Teamwork (20%) a. Effectively interacted with auditee on findings and issues(10%) b. Fostered open communication and collaboration within the team (5%) c. Clearly and concisely documented audit findings (5%)	
4. Reporting and Documentation (20%) a. Prepared accurate, truthful and well-organized audit reports (10%) b. Ensured timely completion & submission of reports (10%)	
5. Overall (10%) a. Demonstrated initiative, professionalism, and commitment to quality(10%)	
TOTAL RATING	

Comments:



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Recommendation for development:

Evaluator's signature	Date
Lead Auditor's signature	Date

