Name of Auditor Witnessing	
Witnessed Inspector Name	
Date of Inspection	
Inspection Standard	NOP
Product category /Crop	
Date last witness Inspection if any	
Result last witness Inspection	

Name of Auditee (ICS Group)	
Member Name	
Farm Location and Address	
Type of Witness Inspection	
General info about the producer member	

2. Point of assessment	A	B	C	D	Motivation of score
Start of Inspection					
Opening meeting Conduct					
Assessment of the scope of the Inspection using the relevant inspection check list.					
Preparation of the Inspection report					

3. Point of assessment	A	B	C	D	Motivation of score
Know-how of Inspector					
Practical knowledge on NOP Standard					
Information on approved inputs and banned inputs					

= Good; B = Normal; C = Insufficient; D = Unacceptable

3. Point of assessment	A	B	C	D	Motivation of score
Understanding and interpretation of Groups ICS Manual					

Crop
● Aability to recognize weeds and assess impact
  • Assess soil structure and fertility by consulting soil test results
  • Natural Resources conservation and Bio diversity
  • Crop rotation and management pasture as a crop
  • Evalauate farm inputs
  • Assess production capacity
  • Assess possible sources of contamination and recognize signs of pesticide injury to crop.					

Process control (like quantity control, metal detection, calibration)					
Personnel (personal hygiene, safety and welfare , training)					
Sampling Procedure for residue analysis					

= Good; B = Normal; C = Insufficient; D = Unacceptable

4. Point of assessment	A	B	C	D	Motivation of score
Audit skills of Inspector					
Following the practical list during the inspection (specs, complaints, CA)					
Setting up a product trail					
Asking the auditee to perform a detailed traceability test					
Requesting documents / evidence / records during inspection					
Fact finding method is thorough and correct					
If it is a repeat Inspection, Verification of the NCs of the previous audit					
Assessing of the found NC's was thorough and correct					
Making notes during inspection (in practical list of report generator)					
Farm Inspection tour					
Time management of inspection					

5. Point of assessment	A	B	C	D	Motivation of score
End of audit					
Closing meeting Conduct					
Corrective Action plan					

6. Point of assessment	A	B	C	D	Motivation of score
Communication Skills					
Interveiwing					
Active listening					
Observation Questioning (open, closed,) Document writing					

= Good; B = Normal; C = Insufficient; D = Unacceptable

7. Compétency					
Point of assessment	**A**	**B**	**C**	**D**	**Motivation of score**
a). Audit principles and techniques application to ensure that the audits are conducted in a consistent and systematic manner. An auditor shall be able					
To apply audit principles, procedures and techniques					
To plan and organize the work effectively					
To conduct the inspection within the agreed time schedule					
To prioritize and focus on matters of significance					
To collect information through interviewing, observing and reviewing documents, records and date					
To understand using sampling techniques for inspection					
To verify the accuracy of collected information					
To confirm the sufficiency to support inspection findings and conclusions					
To use work documents to record audit activities					
To prepare inspection reports					
To maintain the confidentiality and security of information					
b) Applicable laws, regulations and other requirements relevant to the discipline: knowledge and skills covering					
Local, regional and national codes, laws and regulations					
Contracts and agreements					

= Good; B = Normal; C = Insufficient; D = Unacceptable

Other requirements to which the organization subscribes					
8. Concluding Remarks					

Signature of inspector Witnessed: **Signature of Witnessing Auditor:**

…………………………….   …………………………….

Date:

Place

Document Version

= Good; B = Normal; C = Insufficient; D = Unacceptable