

4. WITNESS AUDIT CHECK LIST

Organization Name: ABC

Standard: SA 8000

General information

Name of Auditor Witnessing	
Witnessed Auditor Name	
Date of Audit	
Type of witness audit	
Audit standard	
Product category	
Date last witness audit if any	
Result last witness audit (assessed points graded as insufficient or unacceptable) <i>=> Delete for cross witness audit</i>	

Name of Auditee (company person)	
Company Name	
Location and Address	
Type of audit	
General info about the company	

2. Point of assessment	A	B	C	D	Motivation of score
Start of audit					
Preparation of the audit (like document audit, sample for product trail)					
Opening meeting Conduct					
Assessment of the scope of the audit. Using the relevant product for audit as applicable.					

3. Point of assessment	A	B	C	D	Motivation of score
Know-how of auditor					

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

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3. Point of assessment	A	B	C	D	Motivation of score
The application of the standard requirements					
Facility environment standards (like building, machinery, hygiene)					
Product control (environment related)					
Process control (environment related)					
Personnel (personal hygiene, safety and welfare , training)					
Appropriate application of the Standard requirements					

4. Point of assessment	A	B	C	D	Motivation of score
Audit skills of auditor					
Following the practical list during the audit (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					

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4. Point of assessment	A	B	C	D	Motivation of score
If it is a follow up audit, Verification of the NCs of the previous audit					
Assessing of the found NC's was thorough and correct					
Making notes during audit (in practical list of report generator)					
Facility Inspection tour					
Time management of audit					

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
Conversation skills					
Verbal communication					
Questioning (open, closed,)					

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7. Point of assessment	A	B	C	D	Motivation of score
Personal attributes compliance as per ISO 19011					
Write your comment here :					

8. Competences					
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 audit within the agreed time schedule					
To prioritize and focus on matters of significance					
To collect information through interviewing, observing and reviewing documents, records and data					
To understand using sampling techniques for auditing					
To verify the accuracy of collected information					
To confirm the sufficiency to support audit findings and conclusions					
To use work documents to record audit activities					
To prepare inspection reports					
To maintain the confidentiality and security of information					

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c) applicable laws, regulations and other requirements relevant to the discipline: knowledge and skills covering

Local, regional and
national codes, laws and
regulations on child labor,
health & safety, working
hours, remuneration etc

Contracts and
agreements

Other requirements to
which the organization
subscribes

9 Time plan during audit

10 Other remarks

11 Points of non-conformity, corrective action plan (possible training or education, etc.)

Nr	Non-conformity	Corrective action	Who	When
1				
2				
3				
4				
5				

Signature of Auditor Witnessed:

Signature of Witnessing Auditor:

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Date:

Place:

Document Version:

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