

#### 4. WITNESS AUDIT CHECK LIST

Organization Name: ABC

Standard: Rainforest Alliance

##### General information

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

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

2. Point of assessment	A	B	C	D	Motivation of score
<b>Start of audit</b>					
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
<b>Know-how of auditor</b>					

= 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
<b>Audit skills of auditor</b>					
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					

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

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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
<b>End of audit</b>					
Closing meeting Conduct					
Corrective Action plan					

6. Point of assessment	A	B	C	D	Motivation of score
<b>Conversation skills</b>					
Verbal communication					
Questioning (open, closed,)					

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

8. Competences					
Point of assessment	A	B	C	D	Motivation of score
<b>a). Audit principles and techniques application to ensure that the audits are conducted in a consistent and systematic manner. An auditor shall be able</b>					
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

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##### 10 Other remarks

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##### 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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