

EWPA

JIS AUDITOR TRAINING REQUIREMENTS

This document is an extract of PCS-PROC-JIS Internal Processing Procedures.

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Auditors

1.1.1 Auditors Training Requirements

EWPA Auditors, including contract auditors, shall meet the following requirements:

- (a) Must complete the JIS seminar.
- (b) Must witness at least two reconstituted wood panel based audits as a trainee auditor.
- (c) Must complete at least one JIS Audit competency assessment. The requirement for additional training and audit competencies shall be at the discretion of the CEO or Operations Manager and shall be based on auditor experience and knowledge.

Prior to completing any certification activities independently, personal should have developed the following audit skills:

- (a) Demonstrate an understanding of Rules and Procedures and apply these correctly.
- (b) Demonstrate an understanding of management systems.
- (c) Demonstrate an understanding of product and test standards.
- (d) Demonstrate an understanding of the manufacturing process.
- (e) Identify and prioritise matters of importance.
- (f) Collect information through interviewing, observing, and reviewing areas of a quality management system and verify the accuracy of this information.
- (g) Demonstrate an understanding of factors that affect the reliability of audit findings and conclusions in particular, the appropriateness and consequences of sampling techniques.
- (h) Communicate findings effectively and in a technically accurate manner.
- (i) Make appropriate records to assist in producing an accurate and detailed audit report.

1.1.2 Auditor Competency Assessment

All auditors shall be re-assessed for competency (peer reviews) at least once every 5 years for staff auditors and once every 3 years for contract auditors. Auditors can be peer reviewed against any scheme; schemes shall be cycled through over time.

The peer review should focus on whether the person under review demonstrates the personal attributes, knowledge and skills listed in this section. The assessor should use the appropriate Competency Assessment checklist to records their findings.

Competency assessments can be performed at any time if feedback has been received that indicates an issue with a specific auditor.

Once an assessment has been performed, the assessor shall provide this to the Operations Manager for review.

If the competency assessment is performed to allow a trainee to be approved to perform a role unsupervised, the records of this review and details of their training shall be provided to the CEO. The CEO or their delegate shall make the decision of whether the trainee can be approved.

If the competency assessment is performed as a periodic review or as part of an investigation, the Operations Manager shall review the results and ensure that appropriate action is taken to address any concerns identified through the review.