



**Subject: Table A**

**Table A – All Auditor and Technical Expert qualifications and competencies**

All auditors and technical experts shall possess the following qualifications and competencies.

Qualification/Competency	Requirement
<b>B1. Analytical skills</b>	The individual shall effectively and systematically assess situations and information to make informed decisions on objective and verifiable evidence
<b>B2. Audit Training</b>	The individual shall have knowledge of the purpose and procedure of conducting audits. The individual shall be trained and competent in accordance with the CAB procedures as needed for the role that is to be undertaken by the technical expert.
<b>B3. Diplomatic</b>	The individual shall be tactful in dealings with people, as appropriate to achieve the audit objectives.
<b>B4. Education</b>	The individual shall have at least a post-high school diploma or equivalent (minimum course duration of two (2) years) must have been obtained in a discipline related to the scope of certification. In exceptional cases practical experience can be regarded as equivalent. These cases shall be documented.
<b>B5. Ethical</b>	The individual shall be fair, truthful, unbiased, sincere, discreet, trustworthy and honest. The individual shall possess a high level of integrity, particularly in relation to bribery and corrupt practices.
<b>B6. Listening</b>	The individual shall understand and interpret verbal material. The individual shall understand and interpret non-verbal communication, such as gestures, and personal expression.
<b>B7. Numeracy</b>	The individual shall understand and interpret number systems and their significance.

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<b>B8. Observant</b>	The individual shall be fully aware of physical surroundings and activities throughout the entire audit process.
<b>B9. Open minded</b>	The individual shall be open minded, reasonable and shall be willing to consider alternative ideas or
<b>B10. Perceptive</b>	The individual shall instinctively be aware of and be able to understand situations.
<b>B11. Professional</b>	<p>The individual shall be courteous, conscientious, discreet and business like in their approach to auditing.</p> <p>The individual shall have the ability to deal sensitively with people from different backgrounds and to make them feel at ease, in order to resolve conflict without losing composure.</p> <p>The individual shall be empathetic, respectful to others and shall help to build trust during and after the audit.</p> <p>The individual shall keep relevant information confidential in accordance with non disclosure or confidentiality agreements.</p> <p>The individual shall communicate confidently and with authority to secure agreement with the client's management.</p> <p>The individual shall maintain strict independence from self-interest or personal bias.</p>
<b>B12. Reading</b>	The individual shall understand and interpret written material.
<b>B13. Respectful</b>	The individual shall act respectfully, show politeness and good manners.
<b>B14. Tenacious</b>	The individual shall be persistent and focussed in their approach to achieve audit objectives.
<b>B15. Versatile</b>	The individual shall be able to adjust readily to different situations and to effectively resolve conflict and arrive at consensus agreement as far as possible.
<b>B16. Work experience</b>	The individual shall have at least two (2) years of experience relevant to the operation and, if relevant, the processing facility being audited.



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<b>B17. Writing</b>	The individual shall have good written communication skills. The individual shall produce written documents that can be understood by the intended audience. The individual shall produce clear and accurate reports on audit findings and clearly articulate these in relation to legal requirements and relevant codes.