	<p>DAVAO CITY WATER DISTRICT</p>	DOCUMENT CODE	PM-09-02-W01
	<p><b>WORK INSTRUCTION</b></p>	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	August 1, 2018
SUBJECT	HOW TO EVALUATE INTERNAL QUALITY AUDITORS		

**1.0 Person Responsible**

Lead Auditor

**2.0 Tools, Materials, and Equipment**

PM-09-02-F02, Internal Quality Auditor Performance Rating  
 Laptop  
 Clipboard  
 Pens

**3.0 Work Steps**

During the conduct of Internal Audit, observe and evaluate all the Internal Quality Auditors (IQA) on how they perform their assigned tasks. This is to evaluate if the internal auditors possess the knowledge and skills necessary to attain the intended results of the audits.

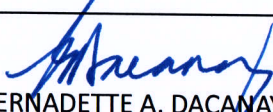
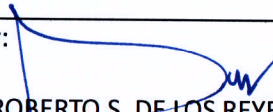
- 3.1 Fill-up "Name of Auditor, Date and Time of Audit" portion.
- 3.2 Conduct Internal Quality Auditor Performance Evaluation by providing the auditees evaluation form.
- 3.3 Inform auditee to fill-up Part One of the form, specifically the Auditee's portion. Explain the purpose and importance of the evaluation and that as evaluators, must be objective with its rating based on his / her observation during the conduct of scheduled Internal Quality Audit.
- 3.4 Likewise, get the rating of the co-auditor, if applicable.
- 3.5 After getting the ratings from auditee and co-auditor, fill-up Part Two to rate all the auditors.
- 3.6 Compute and write the total and average score of Part One and Two, its Overall Average Score and Final Rating.
- 3.7 Discuss with the auditors the result of the Internal Quality Auditor Performance Evaluation.

**4.0 Work Conditions and Environment / Safety Requirements**

None.

**5.0 Record**

Accomplished Internal Quality Auditor Performance Rating

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