

CODE OF CONDUCT - WITNESSING LEAD AUDITOR

I, the undersigned, understand and agree to uphold the following
Witnessing Lead Auditor's Code of Conduct, in the witnessing of applicant:

1. I understand that I have the responsibility for witnessing the performance of applicant and have the following responsibilities:
 - a. To identify and communicate to the applicant, the applicant's employer (if applicable) and their employer (if applicable) any potential conflict of interest in assessing the performance of the applicant;
 - b. To ensure I am able to provide an unbiased Auditor Performance Report and/or Lead auditing Performance Report(s), free of conflict of interest;
 - c. To witness audits and assess the applicant's ability to perform competency in accordance with the requirements of ISO 19011 through a combination of document review, observation, and discussion with the applicant; and
 - d. For co-operating fully in completing the report in a format required by SAATCA for each audit witnessed;

2. In the conduct of these witnessing responsibilities I acknowledge and commit that I:
 - a. May or may not be a member of the audit team, but in any event, but my focus shall be on evaluating the performance of the applicant;
 - b. Shall comply with this Code of Conduct;
 - c. Shall only attest to the applicant's ability to perform activities actually witnessed;
 - d. May perform the assessment of document review and audit reporting activities off-site;
 - e. Will not witness where there is a conflict of interest or lack of independence;
 - f. Have had no involvement in the development of the candidate (e.g. education, training, development, mentoring).

3. I attest to my knowledge of the requirement of:
 - a. ISO 19011
 - b. SAATCA Generic Scheme Criteria
 - c. SAATCA Scheme Specific Criteria in respect of the Scheme for which I am conducting the witnessing.
(Please complete relevant Scheme details)

4. I attest that I am/have been a registered Lead Auditor certified with at least three years experience in the above scheme, and that my
 - a. Auditor registration organization is:
 - b. Auditor registration number is:

5. I shall not recommend an applicant of whom I have not had sufficient witnessing time to verify the applicants:
 - a. Competence in auditing against each relevant element of the applicable management system standard.
 - b. Competence in performing the entire audit process according to ISO 19011.
 - c. Possession of the personal attributes identified in ISO 19011.

6. I shall not represent conflicting or competing interests and/or to disclose to any client or employer any relationships that may influence my judgment.

7. I shall not accept any inducement (commission, gift or any other benefit) from Applicants, their organisations, their employees or any interested party or knowingly allow colleagues to do so.

8. I shall not, intentionally, communicate false or misleading information that may compromise the integrity of the auditor certification process.

9. I shall not act in any way that would prejudice the reputation of SAATCA or the auditor certification process and to co-operate fully with an inquiry in the event of any alleged breach of this Code.

DD/MM/YYYY

..... Date:

Signed (*Witnessing Lead Auditor*):

***NB – The Witnessing SAATCA Lead Auditor is a different person from the SAATCA registered Guiding/Mentoring Lead Auditor.**