



## AUDITOR COMPETENCY GUIDELINES

OCTOBER 2018

### 1. INTRODUCTION

SIZA is committed to establishing processes to ensure that the SIZA Code monitoring and measurement can be carried out in a manner that is consistent with the SIZA standard.

### 2. PURPOSE

To define the requirements & describe the process for becoming a Social Auditor as well as to provide a framework for continuous professional development. In order for social auditors to be considered competent to audit under the SIZA scheme the following requirements will need to be considered:

- ✓ Level of education and qualification
- ✓ Relevant work experience
- ✓ Training and practical auditor experience

### 3. THE SCOPE

This matrix shall applied to all auditors operating on behalf of SIZA – Trainee, Associate and Lead as well as Audit Reviewers.

### 4. AUDITOR REQUIREMENTS

#### 4.1 Prerequisites to become a Level 1 – Trainee Social Auditor

##### 4.1.1. Education

- The individual will have successfully completed a 2 – 3 year tertiary qualification with a preference in either law, social sciences or human resource management.
- To operate at this level, the incumbent should have a good reading, writing and verbal proficiency in English and Afrikaans.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.1.2 Work Experience

- The individual will have knowledge and working life experience relevant to the business and workplace being audited. A minimum of 5 years post tertiary experience with at least 3 years in the agricultural sector.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.1.3 Audit Experience (Trainee Auditor)

- The individual will initially have completed a minimum of 2 training auditor days under the direction and guidance of a competent lead auditor before attending a Basic Auditor Training Course.
- The training towards becoming an associate auditor will then involve 5 days as shadow audits (at least 2 of which are undertaken before a Basic training Course is done) as an observer followed by 5 audit days as a trainee auditor under supervision and guidance of a Lead Auditor to be recognised as an Associate Auditor.

#### 4.1.4 Training Requirements

Trainee Auditors will be required to complete a 3 day Basic Auditor Training Course following the first two (2) shadow audits.

This course requires coverage of the following:

- Introduction to Social Responsibility & Accountability
- Audit principles, procedures & techniques
- Management Systems & Reference Documents
- Organizational Situations
- Situational Awareness
- Introduction to Applicable Labour Laws and Occupational Health & Safety Regulations
- Audit planning; approach & methodology
- SA Based Ethical Codes & Standards such as SIZA
- Basic Interviewing skills
- Detection; evidence gathering & triangulation
- Capturing findings

An independent training assessment will need to be undertaken by the auditor to be moderated by a SIZA approved moderator and assessor.

### 4.2 Prerequisites to become a Level 2 – Associate Social Auditor

#### 4.2.1 Education

- The individual will have successfully completed a 2 – 3 year tertiary qualification with a specialisation in either law, social sciences or human resource management.
- To operate at this level, the incumbent should have a good reading writing and verbal proficiency in English and Afrikaans.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.2.2 Work Experience

- The individual will have knowledge and working life experience relevant to the business and workplace being audited. A minimum of 5 years post tertiary experience with at least 3 years in the agricultural sector.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.2.3 Audit Experience (Auditor)

The individual will initially have completed a minimum of 10 auditor days of onsite audits (either for social compliance) under the direction and guidance of a competent lead auditor. Of these 10 auditor days, 5 days should be shadow audits as an observer followed by 5 audit days as a trainee auditor under the guidance of a Lead Auditor.

#### 4.2.4 Training Requirements

Associate Auditors will be required to complete a recognised 3 day Basic Auditor Training Course as a Trainee Auditor.

The Basic Introductory course requires coverage of the following:

- Audit Principles, procedures & techniques
- Management Systems & Reference Documents
- Organizational Situations
- Situational Awareness
- Applicable Laws; Regulations & other requirements relevant to the discipline
- Audit planning; approach & methodology
- SA Based Ethical Codes & Standards
- Basic Interviewing skills
- Detection; evidence gathering & triangulation
- Capturing findings

An independent training assessment will need to be undertaken by the auditor to be moderated by a SIZA approved moderator and assessor.

In addition, the auditor will need to attend training in the SIZA standard and methodology.

### 4.3 Prerequisites to become a Level 3 – Lead Auditor

#### 4.3.1 Education

- The individual will have successfully completed a 2 – 3 year tertiary qualification with a specialisation in either law, social sciences or human resource management.
- To operate at this level, the incumbent should have a good reading writing and verbal proficiency in English.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.3.2 Work Experience

The individual will have knowledge and working life experience relevant to the business and workplace being audited. A minimum of 5 years post tertiary experience with at least 3 years in the agricultural sector.

#### 4.3.3 Audit Experience

- The individual will initially have completed a minimum of 25 auditor days of onsite audits under the direction and guidance of a competent lead auditor. Of these 25 auditor days, ten (10) audit days is as a trainee auditor and fifteen (15) days as an associate auditor.
- Furthermore, of the 25 auditor days, the individual will have undertaken at least two satisfactory audits formally assessed by a competent lead auditor as part of their evaluation. Ideally, the assessment should be undertaken by two different Lead Auditors. Where this is not possible, it should be noted in the report to SIZA as to why this is not the case.
- The auditor assessment should be documented in an assessment report which will be made available to SIZA oversight for a recommendation to SIZA Management along with an audit log; training plan and curriculum vitae of the auditor. Once the reports have been approved by SIZA, SIZA management will allow access to the SIZA platform.

The assessment report should contain but not be limited to the following areas of evaluation:

- Preparation & Planning for audit
- Display of personal attributes
- Ability to read and understand people
- Demonstration of knowledge of legal frameworks
- Demonstration of knowledge of the SIZA standard
- Practical application of the laws and standard
- Knowledge of management systems
- Knowledge of technical and operational systems
- Understanding & demonstration of competence with Audit process & methodology
- Interviewing techniques
- Ability to verify and triangulate information
- Interpersonal Communication skills
- Report writing skills

#### 4.3.4 Training Requirements

The Lead Auditor is required to complete a 3 day Advanced Auditor Training Course approved by SIZA.

This course should meet the following Requirements:

- SIZA on line training
- Demonstration of the SIZA Code
- Demonstration of knowledge of legal frameworks :
  - o Advanced Labour Law
  - o Advanced Occupational Health & Safety
- Application of Laws and the Standard
- Effective Leadership
- Managing & resolving conflict during audit

- Knowledge of management & operational systems
- Competence in Audit Process & Methodology
- Competence in interviewing techniques
- Advanced detection
- Ability to verify & triangulate - Ability to uncover root cause
- Communication skills
- Report Writing skills

An independent training assessment will need to be undertaken by the auditor to be moderated by a SIZA approved moderator and assessor. SIZA will make available a panel of approved moderators and training courses.

#### 4.4 Requirements for Reviewers

##### 4.4.1 The role of the Reviewer

- The role of the reviewer is to make an objective evaluation of the audit reports, corrective action plans and verification details, identified risks and non-compliance judgements made against the prescribed standard.
- The reviewer should consider Code compliance matter, legal and regulatory frameworks and appropriateness of the report.
- The reviewer will also consider quality against the professional standards.
- To maintain the objectivity of the reviewer, the reviewer will also remain impartial to the site whose report is being moderated.

##### 4.4.2 Role in moderation of an Audit report

- Moderation is concerned with the consistency, comparability and fairness of the application of the ethical code and audit standards across all audit reports.
- An auditor is not allowed to act as a reviewer on the same audit they conducted as an auditor. Audit reports are also to be compiled by the Reviewer but by an auditor in their capacity as Lead auditor.
- Where concerns around the audit credibility or integrity of data come to the attention of the Reviewer, the reviewer will engage with the auditor to have the auditor rectify the report.

##### 4.4.3 Education

- The individual will have successfully completed a 2 – 3 year tertiary qualification with a specialisation in either law, social sciences or human resource management.
- To operate at this level, the incumbent should have a good reading writing and verbal proficiency in English.
- Should the candidate demonstrate equivalent experience other than stated above, submissions along with the individual's CV will need to be made to SIZA for approval by the scheme.

#### 4.4.4 Work Experience

The individual will have knowledge and working life experience relevant to the business and workplace being audited. A minimum of 5 years post tertiary experience with at least 3 years in the agricultural sector.

#### 4.4.5 Audit Experience (Reviewer)

The Reviewer should be a qualified Lead Auditor.

### 5. **SIZA REQUIREMENTS FOR AUDITOR REGISTRATION & RECOGNITION**

#### 5.1 Auditor Registration

- All auditors will need to be registered with SIZA. They will need to submit / upload a valid Auditor Profile before being accepted onto the SIZA platform. The aim of the profile is to capture details of how the auditor has been assessed against the requirements and criteria for recognition as under Auditor under the SIZA scheme.
- All auditors should have a unique email address to register on the platform. This email address will be directly linked to one audit entity/ one profile. If an auditor is involved with more than one audit entity and/ or fulfills the role of auditor and reviewer, unique email addresses should be registered for each profile.
- This profile will be reviewed on an annual basis.

#### 5.2 SIZA Recognition of Auditor Training Courses

SIZA may from time to time facilitate the provision of Basic and Advanced Auditor Training Courses as well as a SIZA platform course s.

Audit Bodies may also submit in house and formal accredited Basic Auditor (3 days) and Advanced Auditor Training courses (2 days) for pre-approval. These can be registered with SIZA and will be reviewed from time to time.

SIZA may also request that Auditors participate in or re-do certain auditor courses as determine by the requirements of the scheme.

#### 5.3 Training Course Assessment

All auditors will be required to undertake a Basic as well as Advanced Auditor Training assessment. This assessment will be independently moderated and will need to be undertaken with the adjudication of an impartial adjudicator. SIZA will provide a list of recognised independent trainers and moderators.

These assessment may be done on-line or at an appropriate venue as arranged with SIZA.

#### 5.4 Auditor Personality & Behavioural Profile

The required auditor personality and behavioural profile will be developed and prescribed by SIZA.

### 5.5 Maintaining Auditor SIZA Registration

It is the responsibility of the audit bodies auditing under the SIZA scheme to maintain the profiles of their auditors and to ensure that auditors undergo ongoing training and development.

Where auditors do not fulfil the requirements as a result of extended periods away from auditing i.e. maternity leave, study leave or alternative work obligations, or resignation or transfer to other audit bodies, registration could be removed or suspended.

### 5.6 APSCA Registration

All auditors and audit entities should be registered with the Association of Professional Social Compliance Auditors (APSCA). SIZA will not accept any audit conducted by an audit entity or auditor that is not registered with APSCA.

### 5.7 Minimum number of audits in a year

Each auditor shall undertake a minimum of 5 audits per year against the SIZA standard or 3 audit reviews in the capacity as reviewer within a twelve (12) month period. Any auditor who does not fulfil this criteria will have their profile reviewed.

Auditors who return to audit under the SIZA standard after a one (1) year or more gap, will be required to undertake two (2) shadow audits as well as participate in a refresher course in the SIZA standard, Code and / or legislation updates as well as on line training with a required competency test as determined by SIZA.

### 5.8 Auditor Evaluation

All auditors will be subject to one (1) unannounced or announced independent shadow audit every three (3) years. This shadow will be undertaken by a SIZA approved shadow auditor. Reports on the shadow audit will be submitted to SIZA for review on competence and audit calibration.

Audit bodies, in line with global audit and GSCP requirements, will be required to continue to conduct annual evaluation audits on each lead auditor.

### 5.9 Internal Audits

The SIZA scheme reserves the right to undertake an internal audit of the audit bodies at any stage to ensure that the necessary SIZA technical, support systems and procedures are in place to audit against the SIZA standard.

## 6 IMPLEMENTATION DATE

*These guidelines and requirements for auditor competency will be phased in over the next 16 months and will come in to full effect from 1 February 2019.*

We thank you for your support of the Programme and involvement in development our growing group of social auditors!