

Chapter2:Auditors/EXPERTS-Personal Atributes

BIS Auditors/Experts shall be:

- Ethical, i.e. fair, truthful, sincere, honest and discreet;
- Open-minded, i.e. willing to consider alternative ideas or points of view;
- Diplomatic, i.e. tactful in dealing with people;
- Versatile, i.e. able to readily adapt to different situations;
- Tenacious, i.e. persistent and focused on achieving objectives;
- Decisive, i.e. able to reach timely conclusions based on logical reasoning and analysis;
- Self-reliant, i.e. able to act and function independently whilst interacting effectively with others;
- Acting with fortitude, i.e. able to act responsibly and ethically, even though these actions may not always be popular and may sometimes result in disagreement or confrontation;
- Open to improvement, i.e. willing to learn from situations, and striving for better audit results;
- Culturally sensitive, i.e. observant and respectful to the culture of the auditee;
- Collaborative, i.e. effectively interacting with others, including audit team members and the auditee's personnel.
- Auditors shall not communicate Non Conformities without the consent of Team Leader.
- Auditors shall communicate audit findings at the end of the audit.
- Auditors shall communicate the positive aspects followed by opportunity for improvement followed by concerns.
- **Audit Team members** shall not promote any consultancy or consultants.
- Auditors shall not accept any presents or party.
- Auditors shall encourage Audit-Trainees to audit independently and encourage to prepare observation/non conformities under their

guidance. Enclose those observation/NCs prepared by auditor in training for evaluation/ evidence of evolution

- Auditors shall meet the Chief Executive Officer (CEO)/Managing Director (MD) at the end of audit and present their findings.
- Auditors to take up audit as per the instructions of Team Leader. Team Leader in the team shall be supreme authority in taking any decisions on the site.
- In the case of Team Leader–Trainee, any Team Leader agreed as Lead Auditor shall be the final authority in taking decisions in case of any dispute.
- Brief audit report alongwith NCs and OFIs/Concerns, if any” shall be submitted in the closing meeting.
- Auditors shall not accept cash even for any local travel from auditee. Any expenses reimbursed shall be reported in audit report.