

Humanitarian Accountability Partnership

"making humanitarian action accountable to beneficiaries"

Registered HAP Standard Auditors

The table below contains the register of registered approved auditors who have been trained to audit against the HAP Humanitarian Accountability and Quality Management Standard.

Audits are conducted in accordance with the procedures approved by the HAP Certification and Accreditation Review Board, and following the ISO 19011:2002 Auditor Standard.

| Name of Auditor | Contact Details | Registration Date | Registration No. |
|-------------------------------|--|----------------------------|-------------------------|
| BHATACHARJEE , Abhijit | abhijit@results-matter.co.uk | 2 nd March 2007 | 0307001 |
| HAW , Sheryl | Sheryl@haw-tc.org | 2 nd March 2007 | 0307007 |
| HENRY , Sheilagh | shenry@globalscale.info | 2 nd March 2007 | 0307002 |
| NAIK , Asmita | asmita99@yahoo.co.uk | 2 nd March 2007 | 0307003 |
| PATEL , Smruti | smruti.patel@wanadoo.fr | 2 nd March 2007 | 0307004 |
| POLASTRO , Riccardo | rpolastro@daraint.org | 2 nd March 2007 | 0307005 |
| VAUGHN , Virginia | virginia@vvaughninc.com | 2 nd March 2007 | 0307006 |

Terms of Reference for HAP Standard Auditor

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|---------------------------------|--|
| TITLE | Independent Auditor for the HAP 2007 Humanitarian Accountability and Quality Management Standard |
| REQUIREMENTS | <ul style="list-style-type: none">• HAP Standard Auditors Training Course• Registered / Accredited HAP Auditor• Initial competence analysis |
| MAINTAINING REGISTRATION | <ul style="list-style-type: none">• Sufficient knowledge of typical processes and system requirements relevant to the HAP Standard requirements• Knowledge of the structure and practices of the agencies to be certified• Performance management reviews per audit.• Minimum of 2 audits per year (includes at least 1 field and 1 HO) Minimum number of audit days 10 / year. |
| REPORTING TO | HAP Certification Manager |

A: Auditor Specifications

1. Attributes

An auditor should be:

- a) Ethical, i.e. fair, truthful, sincere, honest and discreet;
- b) Open-minded, i.e. willing to consider alternative ideas or points of view;

- c) Diplomatic, i.e. tactful in dealing with people;
- d) Observant, i.e. actively aware of physical surroundings and activities;
- e) Perceptive, i.e. instinctively aware of and able to understand situations;
- f) Versatile, i.e. adjusts readily to different situations;
- g) Tenacious, i.e. persistent, focused on achieving objectives;
- h) Decisive, i.e. reaches timely conclusions based on logical reasoning and analysis;
- i) Self-reliant, i.e. acts and functions independently while interacting effectively with others.
- j) Objective, i.e. not influenced by personal feelings, interpretations, or prejudice; based on facts; unbiased
- k) Independent, i.e. not subject to another's authority or jurisdiction; autonomous.

2. Knowledge and Skills

An auditor should have knowledge of audit principles, procedures and techniques to ensure a consistent and systematic approach is maintained. The auditor should be able to:

- a) Apply audit principles, procedures and techniques,
- b) Plan and organise the work effectively,
- c) Conduct the audit within the agreed time schedule,
- d) Prioritize and focus on matters of significance,
- e) Collect information through effective interviewing, listening, observing and reviewing documents, records and data,
- f) Understand the appropriateness and consequences of using sampling techniques for auditing,
- g) Verify the accuracy of collected information,
- h) Confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions,
- i) Assess those factors that can affect the reliability of the audit findings and conclusions,
- j) Use work documents to record audit activities,
- k) Prepare audit reports,
- l) Maintain the confidentiality and security of information,
- m) Communicate effectively, either through personal linguistic skills or through a proficient interpreter.

3. Familiarisation

An auditor should become familiar with the management system and reference documents of the agency applying for certification (hereafter referred to as the Agency) in order to ascertain scope and apply audit criteria appropriately. This would include the:

- a) Application of management systems to different organisations,
- b) Interaction between the components of the management system,
- c) HAP Standard, Audit Guidelines and Implementation Guide used as audit criteria,
- d) Recognising of differences between and priority of the reference documents,
- e) Application of the reference documents to different audit situations, and information systems and technology for, authorisation, security, distribution and control of documents, data and records.
- f) Knowledge of the Organisational Situation to understand context and culture of the agency, including:
 - organisational size, structure, functions and relationships,
 - general processes and related terminology, and
 - cultural and social customs of the agency.
- g) Knowledge of the applicable laws and regulations and requirements expected of the agency, including:
 - local, regional and national codes, laws and regulations,
 - contracts and agreements,
 - international treaties and conventions,
 - other requirements to which the organisation subscribes.