

## Register of HAP Auditors

The table below contains the register of approved HAP auditors who have been trained to audit against the [HAP 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.
<b>NAIK</b> , Asmita	<a href="mailto:asmita99@yahoo.co.uk">asmita99@yahoo.co.uk</a>	2 March 2007	<b>0307003</b>
<b>Mwangi</b> , Pauline	<a href="mailto:strat_link@yahoo.com">strat_link@yahoo.com</a>	1 August 2011	<b>0811001</b>
<b>O'Regan</b> , John	<a href="mailto:johnnyoregan@gmail.com">johnnyoregan@gmail.com</a>	1 October 2011	<b>1011002</b>
<b>Goudsmit</b> , Claire	<a href="mailto:clairegoudsmit@yahoo.co.uk">clairegoudsmit@yahoo.co.uk</a>	15 October 2011	<b>1011003</b>
<b>Samara-Wickrama</b> , Katharina	katharina@icva.ch	1 June 2008	<b>0608001</b>
<b>Heemskerk</b> , Coleen	coleenheemskerk@hotmail.com	1 October 2010	<b>1010001</b>
<b>Dross</b> , Ester	edross@hapinternational.org	7 November 2011	<b>111104</b>

## Terms of Reference for HAP Auditor

### Requirements:

- Complete HAP Auditor's Training Course<sup>1</sup>
- Pass initial competence analysis
- Complete 2 training audits
- Registered as a HAP Auditor

### Maintaining Registration:

- Performance management reviews per audit
- Minimum of 2 audits per year

<sup>1</sup> Or equivalent as agreed by the HAP Regulatory Services Director

- Demonstrated knowledge of the application of the HAP Standards and up to date understanding of the HAP certification process.

**Duties:**

- Conduct HAP quality assurance audit within set timelines. A HAP quality assurance audit includes but is not limited to:
  - pre-audit preparations (document review, organise travel plans)
  - on site audit at head office and /or programme site (interviews with staff, staff of partner organisations, disaster survivors and host communities, observation, data collection, on-site document review).
  - Write audit report and send to HAP Regulatory Services.
- Collect information through effective interviewing, listening, observing and reviewing documents, records and data. Analyse information gathered and draw findings on evidence found.
- Verify the appropriateness of evidence gathered to support audit findings.
- Maintain confidentiality and security of information.
- Report any questionable behaviour observed and / or complaints received during the audit to the HAP Regulatory Services Director.
- Uphold and promote the highest standards of ethical and professional conduct and comply with the HAP Code of Conduct and the HAP Auditors Code of Conduct.