

Auditor Competence Matrix Template

(Aligned with ISO/IEC 42001 & ISO 19011)

General Information

- **Organization:** _____
- **Audit Type (Internal / External):** _____
- **Audit Scope:** _____
- **Date:** _____
- **Lead Auditor:** _____

Competence Requirements Table

Competence Area	Required Skills / Knowledge	Level Required (Basic / Intermediate / Advanced)	Auditor Name	Competence Level (Self-Assessment)	Verified by Organization (Y/N)	Evidence / Notes
AI Standards Knowledge	Understanding of ISO/IEC 42001,	Advanced				

	22989, 24368, 5259-1					
Auditing Skills	Planning, conducting, reporting audits (ISO 19011)	Advanced				
Risk Management	Familiarity with ISO 31000 & AI risk (ISO/IEC 23894)	Intermediate				
Data Governance	Data lifecycle, privacy (ISO/IEC 27701, 27001)	Intermediate				
Ethics & Human Rights	Knowledge of AI ethics, fairness, transparency	Intermediate				
Technical AI Knowledge	ML models, algorithms, lifecycle stages	Basic–Intermediate				
Sector Expertise	Industry-specific regulations (finance, healthcare, etc.)	Intermediate				



Communication Skills	Interviewing, reporting, conflict resolution	Advanced				
Independence & Integrity	Ability to act objectively and ethically	Advanced				
Continuous Improvement	Evidence of CPD (training, workshops, certifications)	Intermediate				

Competence Level Definitions

- **Basic:** Awareness and general understanding. Requires supervision.
- **Intermediate:** Can apply knowledge independently in most situations.
- **Advanced:** Recognized expertise; can mentor others, lead complex audits.

Competence Evaluation Summary

- **Auditor Name:** _____
- **Strengths Identified:** _____
- **Gaps Identified:** _____
- **Training / Development Plan:** _____



- Approved by (Lead Auditor / QA Manager): _____

This template allows organizations to:

- Map **auditor competence requirements vs. actual skills**.
- Ensure auditors meet **ISO/IEC 42001 & ISO 19011 requirements**.
- Document **gaps and training needs**.
- Provide **evidence for certification bodies** and internal governance.