

## Auditor Competence Matrix Template

*(Aligned with ISO/IEC 42001 & ISO 19011)*

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### General Information

- Organization: \_\_\_\_\_
  - Audit Type (Internal / External): \_\_\_\_\_
  - Audit Scope: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Lead Auditor: \_\_\_\_\_
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### 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					
<b>Auditing Skills</b>	Planning, conducting, reporting audits (ISO 19011)	Advanced				
<b>Risk Management</b>	Familiarity with ISO 31000 & AI risk (ISO/IEC 23894)	Intermediate				
<b>Data Governance</b>	Data lifecycle, privacy (ISO/IEC 27701, 27001)	Intermediate				
<b>Ethics &amp; Human Rights</b>	Knowledge of AI ethics, fairness, transparency	Intermediate				
<b>Technical AI Knowledge</b>	ML models, algorithms, lifecycle stages	Basic–Intermediate				
<b>Sector Expertise</b>	Industry-specific regulations (finance, healthcare, etc.)	Intermediate				



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

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### 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.

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### Competence Evaluation Summary

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



- Approved by (Lead Auditor / QA Manager): \_\_\_\_\_
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✓ 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.