

Opening & Closing Meeting Agenda



The following items must be discussed during the opening and closing meetings.

Opening Meeting
Pass out attendance sheet or make a note of those attending.
<p>Introduce the audit team and explain roles.</p> <ul style="list-style-type: none"> • Team Leader • Auditor (if any) • Observer(s) (if any)
<p>Outline audit objectives & scope of certification including:</p> <ul style="list-style-type: none"> • Standard • Location • Scope Statement • Number of Staff
<p>Explain Audit Process</p> <ul style="list-style-type: none"> • Here to determine whether or not the system is implemented and effective.... • <i>For Stage 1 – to determine if they are ready for Stage 2 and have sufficient documentation and evidence)</i> • Review Audit Plan (highlight all key meetings times and dates) • Explain Approach <ul style="list-style-type: none"> ○ Confirming implementation of system by <u>sampling</u> objective evidence. This includes interviews, reviewing records and observing practices. ○ Audit notes are taken. ○ Will provide client summary after each main process audited or during breaks.. • Audit Outcomes (Positive Aspects / Nonconformance's / Opportunity for Improvement) • NCR's will be brought up when identified
<p>Explain Nonconformance's and how to address them (if identified)</p> <ul style="list-style-type: none"> • NCR – a non-fulfillment of a requirement. • Minor and Majors (for ISO / Food Safety only) • Critical (for Food Safety only) • Explain conditions upon which may terminate.
<p>Explain Opportunities for Improvement</p> <ul style="list-style-type: none"> • Requirement has been met however; there may be an opportunity to do it better. Note no guidance can be given in determining the "how to.."
Remind client that confidentiality is maintained.
<p>Confirm resources and logistics such as:</p> <ul style="list-style-type: none"> • Escorts • Communication channels • Working area • Language of audit • Lunch arrangements
<p>Ask for overview of client's H&S practices including:</p> <ul style="list-style-type: none"> • Work safety / Emergency and security protocols
Question period

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Closing Meeting
Pass out attendance sheet or make a note of those attending.
Outline Audit Objectives & Scope of Certification including: <ul style="list-style-type: none">• Standard• Location• Scope Statement• Number of Staff
Highlight that audit is based on sampling only so there is an element of uncertainty.
Discuss the findings in each area visited including: <ul style="list-style-type: none">• Positive Aspects• Opportunity's for Improvement• Nonconformance <p>If no non-conformances were noted remind the client that this is sampling only so does not mean that they do no exist.</p>
If any Nonconformance's were highlight explain: <ul style="list-style-type: none">• The process and timing for closing.• Explain the Appeal Process in case client wishes to dispute.• Consequences if do not address the issues.
Present the auditors recommendation
Explain next steps including: <ul style="list-style-type: none">• Technical Review• Recommendation regarding certification• Issuance of Certificate
Question period