



STAGE2 OPENING & CLOSING MEETING RECORD

Company

Opening Meeting Agenda		Closing Meeting Agenda	
Introduction	√	Thanking Speech	√
Presentation of Company	√	Explain sample method may include uncertainty	√
Confirmation of scope and standard	√	Explanation of audit finding and grading if any.	√
Confirmation of number of employees	√	Explanation of nonconformities & time frame for C/CA	√
Audit plan information	√	Explain effect of NC's on status of certification.	√
Explanation of audit method (Sampling)	√	Explain method and time frame for reporting	√
Information on grade of audit findings	√	Informing about Certification Process	√
Explanation of report preparation process	√	Explain complaint & appeal procedure	√
Review of findings of previous audit	√	Explain unresolved points referred to QACS	√
Informing about consultancy rules & audit termination	√	Question-Answers	√
Questioning of safety precautions to be kept	√		
Determination of Guide	√		
Discussion for formal communication channel	√		
Re-confirm the language used during audit	√		
Inform audit team is responsible for audit	√		
Ensure the client about audit progress & any concerns	√		
Explanation of customer complaints process	√		
Questions & Explanations	√		

Attendees

Name- Surname	Title	Opening signature	Closing signature