## ONSITE ASSESSMENT – CLOSING MEETING AGENDA

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<tr>
<th>Name of applicant/ Accredited Organization</th>
<th>SADCAS Reference No.</th>
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### AGENDA

1. Opening and Introduction
2. Waiver
3. Re-affirmation of Confidentiality
4. Reporting Sequence
5. Presentation of Summary of Assessment Report by Team Leader
6. Presentation of Nonconformities Raised during the Assessment
7. Agreement on Final Scope to be Recommended (As will appear on certificate)
8. Target date of Submission of Corrective Action(s), if any
9. Explanation of the Process going forward
10. Questions
11. Closure of Meeting