

ONSITE ASSESSMENT – OPENING MEETING AGENDA

Name of applicant/ Accredited Organization		SADCAS Reference No.
Date		
Time		

AGENDA

1. Opening and Introductions
2. Purpose, Scope and the Extent of Assessment
3. Confirmation of the Changes within Organization since Last Contact (*e.g. organizational structure, key personnel, equipment etc.*)
4. Roles and Responsibilities of Assessment Team
5. Assessment Methods, Techniques and Approach Used during the Assessment
6. Review of Assessment Plan *Inter alia*:
 - 6.1 Areas and activities to be covered (Review of accreditation scope)
 - 6.2 Access to relevant documents, records and reports
 - 6.3 Assessment schedule
7. Confirmation of Resources and Facilities required by the Assessment Team, including Designated Representatives Accompanying the Assessment Team
8. Confidentiality and Impartiality
9. Questions and Clarifications
10. Closure of Meeting