

ONSITE ASSESSMENT – CLOSING MEETING AGENDA

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

AGENDA

1. Opening and Introductions
2. Waiver/Disclaimer on Assessment Limitations
3. Re-affirmation of Confidentiality
4. Reporting Sequence
5. Presentation of Assessment Findings (Nonconformities, Opportunities for Improvement etc.)
6. Presentation of Assessment Recommendation Report.
7. Confirmation of the Recommended Scope of Accreditation (as will appear on certificate)
8. Submission Timelines for proposed corrective actions (applicable to Initial Assessments) and implemented Corrective Action(s)(applicable to all assessment types).
9. Explanation of Root Cause Analysis and Extent Analysis
10. Explanation of the Next Steps and Decision-Making Process
11. Questions and Clarifications
12. Closing Remarks and Closure of Meeting