

ONSITE ASSESSMENT – CLOSING MEETING AGENDA

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

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