



ONSITE ASSESSMENT – OPENING MEETING AGENDA

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

AGENDA

1. Opening and Introduction
2. Purpose, Scope and Extent of Assessment
3. Confirmation of any Changes within Organization since Last Contact (*e.g. organizational structure, personnel etc.*)
4. The Functions and Responsibilities of Assessment Team
5. Method and Procedure Used during the Assessment
6. Review of Assessment Procedure *Inter alia*:
 - 6.1 Areas/activities to be covered (Review of accreditation scope)
 - 6.2 Areas to documents, records and reports
 - 6.3 Assessment schedule
7. Confirmation of Resources and Facilities needed by the Assessment Team, including Representatives of the Organization to be Assessed that will Accompany the Assessment Team
8. Confidentiality
9. Questions
10. Closure of Meeting