

Minutes of Closing Meeting (in an On-site Assessment)

Assessed CAB:

Date:

Time:

Venue:

Participants See attached list

Agenda:

1. Thanking the assessed body for their cooperation and hospitality during the assessment.
2. Explaining the extent to which the assessment objective has been achieved.
3. Explaining how the assessment process was actually carried out (method, scope covered “representative sample assessment”, and details of who looked at what).
4. Re-assuring the assessed body’s management that all assessment findings as well as all their reviewed documents will be treated confidentially.
5. Presenting the team findings (positive and negative).
6. Presenting any non-compliance found, explaining grouping of non-compliances and the method of categorizing, as the following:

<i>On-site Assessment Findings:</i>
<p>- Critical, please mention:</p> <p>Recommendation:</p> <p>- full re-assessment</p> <p>- immediate suspension of scope</p> <p>-else, please identify -----</p>
<p>- No. of Deviations:</p> <p>- Observations:</p>
<i>Results of evaluation:</i>
<p>- Deviations that shall be fulfilled onsite: (Dev. No.):</p> <p>- Deviations that shall be fulfilled via documentation assessment are: (Dev. No.):</p>

7. Explaining the next steps to be taken
 - Submission of proposed corrective actions within one week after the closing meeting
 - Follow-up of closing out of nonconformities.

8. Defining the scope of accreditation for which the granting of accreditation will be recommended.
9. Obtaining the signature of the general manager of the assessed body on the “Assessor log” for each assessor.
10. Reminding the assessed body for filling the form “Client’s feedback on Assessor’s Performance” for each assessor and faxing filled forms back to AU.
11. In case of last surveillance; Discussing re-assessment date for the aim of re-accreditation, and any amendments on the scope of accreditation.
12. Inviting questions on matters that are not clear.

Lead Assessor:

Signature: