

Minutes of Opening Meeting “in an On-site Assessment”

Assessed

CAB:

Date:

Time:

Venue:

Participants See the attached list

Agenda:

1. Introducing team members (ask CAB participants to introduce themselves), this includes introducing:
 - Name
 - Current place of work/ section/unit
 - Current job position
 - Education
 - Brief description of technical work experience
 - Brief description of professional qualifications
 - Brief description of knowledge in accreditation
2. Explaining the Assessment objective and **Assessment criteria.**
3. **Presenting AU new decisions and requirements.**
4. Confirming the scope of accreditation.

5. Explaining the Assessment process:
 - How the assessment will be conducted
 - Scope to be covered
 - Time schedules for opening, internal and closing meetings as well as the on-site assessment
 - Details of who will be looking at what and when
6. Introducing all the forms that will be used in the assessment (checklists, reviewed documents, and deviations).
7. Explaining what a non-compliance is and the method of categorizing.
8. Ensuring that the CAB representatives are available and will accompany the assessment team.
9. Escorts from the CAB are defined as follows:
 - for the lead Assessor -----: -----
 - for Assessor -----: -----
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10. Assuring the CAB management that all assessment findings as well as all the reviewed documents will be treated confidentially.
11. Distributing the “List of Participants on the Assessment” form and the “Client’s feedback on Assessor’s Performance” form for filling and submitting them back.
12. Inviting questions on matters that are not clear.