

	Agenda Opening Meeting	Issue No. 1 Revision No. 5 Date: July 2025	F1.01
---	-------------------------------	--	--------------

Conformity Assessment Body:

.....

Date:

Starting Time:

Finishing Time:

AGENDA

- 1.0** Opening, introductions and attendance register
- 2.0** Purpose, review of scope and extent of the visit
- 3.0** Changes within organization since last contact with MAURITAS, including:
 - management structure
 - personnel
 - equipment
- 4.0** Functions and responsibilities of assessment team
- 5.0** Method and procedures used to conduct the visit
- 6.0** Forms and checklists used during the assessment
- 7.0** Classification of nonconformity(ies)
- 8.0** Review of the assessment plan, including confirmation of:
 - areas/activities of CAB to be covered
 - agreement on the scope of the assessment
 - access to selected document, records, reports, working times
 - draft/current accreditation schedule
- 9.0** Explanation of any specific requirements:
MAURITAS R documents
- 10.0** Confirmation of resources and facilities needed by assessment team, including allocation of company representative/s to accompany the team member
- 11.0** Confirm arrangements for closing meeting and any interim meetings
- 12.0** Confidentiality
- 13.0** Questions
- 14.0** Close of meeting