Agenda Opening Meeting

Conformity Assessment Body: ............................................
Date: ..................................................
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 non-conformity(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