Agenda Closing Meeting

Issue No. 2
Revision No. 4
Date: October 2021

Conformity Assessment Body: …………………………………………..
Date: …………………………………
Time: ……………………….

Agenda.

1.0  Thanks
2.0  Waiver (based on a sampling exercise)
3.0  Re-affirmation of confidentiality
4.0  Presentation of summary
5.0  Invite each Assessor/Technical Expert to:
    - summarise his or her non-conformity(ies)
    - comment on the assessment
6.0  In case of recommendation for suspension, inform CAB that they have the opportunity to comment to MAURITAS
7.0  Date of submission of proposed and implemented Corrective Actions on relevant non-conformity forms
8.0  Conclusion with respect to effectiveness of organisation’s system
9.0  Signing of the Summary of Non-Conformities, where relevant, and Recommendation Report
10.0 Questions
11.0 Handing over of a copy of relevant forms to CAB representative
12.0 Close of meeting