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|  | Briefing Meeting with Assessors/Technical Experts | Issue No. 1 Revision No. 5 Date: July 2025 | F1.15 |
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| NAME OF CAB: | |
| DATE: | |
| TIME: | |
| VENUE: | |
| NAME OF TL/MS*: | |
| PRESENT: | |

**TL-Team Leader, MS-MAURITAS Staff*

ITEMS DISCUSSED:

1. Explanation of the assessment plan.
2. Roles and responsibilities of each Assessment Team member.
3. Plan of work for the assessment (including witnessing and vertical assessment, where applicable).
4. Confirmation that all relevant documents for assessment has been received by each Assessment Team member.
5. Description of the checklists, forms, MAURITAS regulations and standards to be used during the assessment.
6. Focusing on the following during the assessment, where relevant:

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| Issues Assessment Team to focus on | |
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7. Time management during the assessment.
8. Nonconformities (Grading of nonconformities, How to report nonconformities, Filling up of respective forms on site, Reporting of nonconformities during closing meeting, Clearing of nonconformities after assessment).

Applicable only for certification body assessment:

9. How to assess the competence of the audit team during witnessing.