



Agenda Opening Meeting

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

F1.01

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