

	Briefing Meeting with Assessors/Technical Experts	Issue No. 1 Revision No. 4 Date: October 2021	F1.15
---	--	--	--------------

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:

Issues Assessment Team to focus on	
--	--

7. Time management during the assessment
8. Non-conformities (Grading of non-conformities, How to report non-conformities, Filling up of respective forms on site, Reporting of non-conformities during closing meeting, Clearing of non-conformities after assessment)

Applicable only for certification body assessment:

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