QMS:11-100566, EMS:11-46944, OHSMS:11-9967

Job #:	Date:	07 September 2026
Lead Auditor:	Ms Mahnoor	

OPENING MEETING CHECKLIST

- √ Introduce audit team
- √ Circulate Attendance Sheet
- √ Confirm / Agree Certification Scope – ensure all activities within the scope of certification are verified during the audit
- √ Confirm Confidentiality
- √ Explain Purpose of audit – Stage 1, Stage 2, and Surveillance details
- √ Provide a summary of audit activities, structure, and verification process
- √ Confirm / agree Audit Plan and any changes
- √ Ensure guides are available and have been briefed
- √ The results of the audit will be based upon samples
- √ Discuss conditions under which the audit may be terminated
- √ Verify number of employees within scope of certification
- √ Consultants are limited to the role of observer
- √ Explain that findings will be collated and categorized at the closing meeting
- √ Explain reporting of any breach or potential breach in legislation
- √ Confirm domestic arrangements (lunch, conference room, etc.)
- √ Confirm date/time/attendees for Closing Meeting
- √ Discuss company and neighbouring site safety, emergency, and security rules

√ Invite questions for clarification

Job #:	QMS:11-100566, EMS:11-46944, OHSMS:11-9967	**Date:**	07 September 2026
Lead Auditor:	Ms Mahnoor		

CLOSING MEETING CHECKLIST

√ Circulate Attendance Sheet

√ Thank client for hospitality and co-operation

√ Explain all findings are confidential

√ Restate the scope and reference standards

√ Re-confirm number of employees within certification scope

√ Summarise findings, including positives, CARs, and recommendations

√ Explain that Development Points must be completed before Stage 2 audit

√ Explain CAR categories and corrective actions before certification

√ Explain each CAR – ensure agreement and sign-off by auditee

√ Inform client of follow-up audit or evidence requirements

√ Explain that only samples were examined and non-compliances may exist

√ Explain significance of breaches or potential breaches in legislation

√ Explain post-closing meeting actions and HQ approval process

√ No advertising or proclamations permitted until formal notification

√ Explain use of logo

√ Inform client a formal audit report will be prepared if required

√ Invite questions for clarification

√ Leave copy of CARs and audit overview with client

√ Leave a copy of Auditor Evaluation Sheet for completion and return