

Closing Meeting Agenda

1. Acknowledge and thank those who participated
2. Sign In Sheet
3. Reminder of objective/scope of the audit
4. Share positive “findings”
5. Explain opportunities for improvement/observations
6. Explain methods that will be used for identifying and recording nonconformities
7. Identify limitations of the audit
8. Present audit findings and summary statement* (explain final report will be delivered with 2 to 3 business days)
9. Agree to necessary corrective action
10. Agree to timing for completion of corrective action (answer is requested within ten days; however the actual “fix” may take longer)
11. Ask auditees if further clarification is needed
12. Conclude the meeting

*Summary Statements

- 1) Total number of nonconformities
- 2) Where the nonconformities were found
- 3) Areas/functions where no nonconformities were found
- 4) Observations of areas of concern
- 5) Management system requirements most often not met
- 6) Recommendations, if appropriate