KEFRI/F/MR/10



**OPENING/CLOSING MEETING AGENDA**

**Centre:………………………………………………………………………...**

**Date: …………………………………………………………………………..**

**OPENING MEETING AGENDA**

1. Introductions and recording of attendance
2. Purpose of the audit
3. Scope of the audit
4. Basis of the audit
5. Audit methodology
6. Confidentiality
7. Method of communication
8. Request for resources
9. AOB

**CLOSING MEETING AGENDA**

1. Introduction and recording of attendance
2. Reconfirm purpose of the audit
3. Reconfirm scope of the audit
4. Reconfirm basis of the audit
5. Audit findings
6. Positives
7. Areas of improvement
8. Non conformities
9. Discussions
10. Auditors recommendations
11. Reconfirm confidentiality
12. Audit report
13. AOB