Appendix 6

Record of Audit Opening Meeting

Organisation: 

Host: 

Date: 

Present: 

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LA - Lead Auditor
A - Auditor

Points covered:
Introductions
Objective and scope of the audit
Guides
Logistics
  • Room
  • Toilets
  • Refreshments
  • Fire alarms

Reporting methods
Confidentiality
Sample only
Any restrictions?
Clarifications

Notes:

Lead Auditor    Anne Carter

Signature:        Date: