



## AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.0)

### On-site assessment

#### Opening meeting

#### Agenda

1. Opening and introduction;
2. Purpose, review of scope and extent of assessment;
3. Confirmation of any changes within the entity since the last contact (e.g. organogram of the entity, personnel);
4. Functions and responsibilities of the A6.4-AT;
5. Method and procedure used during the assessment;
6. Review of the assessment programme, inter alia:
  - (a) Areas/activities to be covered;
  - (b) Access to selected documents, records, reports, personnel;
  - (c) Work schedule (days, hours).
7. Confirmation of resources and facilities needed by the A6.4-AT, including representatives of the entity to be assessed to work with A6.4-AT;
8. Confirmation of arrangements for the closing meeting and any interim meetings;
9. A6.4-AT declarations of conflict of interest and confidentiality;
10. Questions;
11. Closing.



**AGENDA FOR OPENING AND CLOSING MEETINGS  
(Version 01.0)**

**Performance assessment  
Opening meeting**

**Agenda**

1. Opening and introduction;
2. Purpose and review of scope;
3. Functions and responsibilities of the A6.4-AT;
4. Method and procedure used during the assessment;
5. Confirmation of the DOE's on-site inspection plan;
6. Confirmation of health and safety requirements and equipment needed by the A6.4-AT to conduct the performance assessment;
7. Consent regarding photographs, copy of records or similar (if needed);
8. Confirmation of arrangements for the closing meeting;
9. A6.4-AT declarations of conflict of interest and confidentiality;
10. Questions;
11. Closing



## AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.0)

**On-site assessment**

**Closing meeting**

### **Agenda**

1. Opening and introduction;
2. Waiver;
3. Reaffirmation of confidentiality;
4. Reporting sequence;
5. Presentation of summary by the A6.4-AT leader;
6. Presentation of non-conformity(ies) identified by the time of the meeting, if any;
7. Timeline for submission proposal and implementation of corrective action(s), if any, through the accreditation workflow;
8. Right to request for independent review of non-conformities;
9. Right to request a review of adverse recommendation of AEP to the A6.4 Supervisory Body;
10. Questions;
11. Closing.



## AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.0)

**Performance assessment  
Closing meeting**

### Agenda

1. Opening and introduction;
2. Re-affirmation of confidentiality;
3. Reporting sequence;
4. Presentation of summary by the A6.4-AT leader;
5. Timeline for submission proposal and implementation of corrective action(s), if any, through the accreditation workflow;
6. Right to request for independent review of non-conformities;
7. Right to request a review of adverse recommendation of AEP to the A6.4 Supervisory Body;
8. Questions;
9. Closing.

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### Document information

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