



AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.1)

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 01.1)

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 01.1)

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 inform in writing, the Regulatory Framework Implementation (RFI), sub-division Manager of a complaint including any perceived or actual intimidation by the assessment team during the assessment.
10. Right to request a review of adverse recommendation of AEP to the A6.4 Supervisory Body;
11. Questions;
12. Closing.



AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.1)

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 inform in writing, the Regulatory Framework Implementation (RFI), sub-division Manager of a complaint including any perceived or actual intimidation by the assessment team during the assessment.
8. Right to request a review of adverse recommendation of AEP to the A6.4 Supervisory Body;
9. Questions;
10. Closing.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
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