

6.5	CONDUCTING THE OPENING MEETING
6.5.1a	Is the audit plan confirmed?
6.5.1b	Is a summary provided on how the audit will be conducted?
6.5.1c	Are communication channels confirmed?
6.5.1d	Is the auditee given the opportunity to ask questions?
Note (a)	Are participants introduced and their roles explained?
Note (b) i	Are audit objectives confirmed?
Note (b) ii	Is audit scope confirmed?
Note (b) iii	Is audit criteria confirmed?
Note (c)	Is the audit timescale confirmed?
Note (d)	Are the methods and procedures to be used explained?
Note (e)	Are the communication channels confirmed?
Note (f)	Is the language of the audit confirmed?
Note (g)	Is confirmation given that the auditee will be kept informed of progress during the audit?
Note (h)	Is the auditee asked to confirm that facilities and resources are available for the audit team?
Note (i)	Are assurances given on confidentiality?
Note (j)	Are H&S procedures for the audit team confirmed?
Note (k)	Is the role of guides provided by the auditee confirmed?
Note (l)	Is the method of reporting, including grading of non-conformities explained?
Note (m)	Is information given of the conditions under which the audit may be terminated ?
Note (n)	Is information given of any appeal system on the conduct or conclusions of the audit?
6.5.7	CONDUCTING THE CLOSING MEETING
6.5.7(i)	Does the audit team leader chair the meeting?
6.5.7(ii)	Does the auditee understand the findings?
6.5.7(iii)	Does the auditee agree the corrective actions?
6.5.7(iv)	Does the auditee agree the corrective action timescales?
6.5.7(v)	Is there advice of any situation during the audit that could decrease reliance on audit findings?
6.5.7(vi)	Are diverging opinions about the audit attempted to be resolved?
6.5.7(vii)	Are unresolved diverging opinions recorded?
6.5.7(viii)	If required by audit objectives, are recommendations for improvement offered?