

OPENING MEETING

- 1. Introduction and Welcome**
- 2. Audit Purpose and Scope (IPPC/SITE PROCEDURES)**
- 3. Review of Audit Programme**
- 4. Guides:** Who are they?
- 5. Logistics:**
 - Lunch
 - Facilities for Auditors (office)
 - Protective Clothing/ Ear Defenders
- 6. Clarification** - Confirm status of key documents
- 7. Objective evidence** - must be obtained
- 8. Reporting Methods** - Non Conformances and the documents used
- 9. Confidentiality of Audit**
- 10. Restrictions** e.g. Hazardous areas
Sensitive Union areas relating to conflicts or redundancy
- 11. Audit as Sample** Both acceptable and nonconforming aspects of the system will be seen and missed
- 12. Request Previous Audit Reports**
- 13. Thanks and Arrange Time for Closing Meeting**