

CLOSING MEETING

The following points should be covered in the Closing Meeting

1. **Thanks**
2. **Objective and Scope** Restate as this resets the context of the Audit.
3. **Limitations:** Remind the auditees that the audit was a sample, therefore deficiencies may exist in areas not covered.
4. **Presentation:** Read through all Non Conformances and Observations. Auditees should not need to make notes as the information provided should be sufficient.
5. **Summarise:** Present overall conclusion. This will be the auditors' "informed judgement" and must consider the seriousness of the Non Conformances.
6. **Non-Conformance recording:** Agree the Non Conformances raised and the corrective action to be taken and timescales. The Non-conformance form (IENC) sections 1 to 3 must be fully completed with Auditors and Departmental Head signing and dating in Section 4.
7. **Sign Off Previous Non-conformances i.e. Outstanding:** If it has been agreed that the corrective action for these has been implemented then the auditors should sign these off in Section 5 and record the relevant non-conformance number(s) on the audit summary report (IEAS) in Section 2.1. If it has not been possible to sign one off then the relevant non-conformance number should be recorded under the Outstanding Section 2.2. and a copy of the nonconformance must be attached to this audit report.
8. **Feedback:** Please leave blank Audit Assessment form (IEAA) with the auditee.
9. **Copies of Reports:** The Lead Auditor is responsible for ensuring that copies of the audit report are circulated as per the circulation listed on the IEAS.
10. **Questions and Depart**