



## AGENDA FOR OPENING AND CLOSING MEETINGS (Version 01.2)

### 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 01.2)**

**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 01.2)

**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 01.2)

**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 (AT leader is only to confirm the observations with the DOE representatives, but not to disclose the observed findings);
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.

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### Document information

Version	Date	Description
01.2	16 September 2025	Editorial revision to strengthen the team leader's summary for the performance assessment closing meeting
01.1	19 June 2025	Edited for consistency with text used in <i>Impartiality Declaration of Article 6.4 mechanism AROE</i> .
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