

# Appendix 6

## Record of Audit Opening Meeting

**Organisation:**

**Host:**

**Date:**

**Time From:**

**To:**

**Present:**

Name	Organisation	Name	Organisation

LA - Lead Auditor

A - Auditor

**Points covered:**

Introductions

Objective and scope of the audit

Guides

Logistics

- Room
- Toilets
- Refreshments
- Fire alarms

Reporting methods

Confidentiality

Sample only

Any restrictions?

Clarifications

**Notes:**

Lead Auditor Anne Carter

Signature:

Date: