

## Appendix 9

### Record of Audit Closing Meeting

**Organisation:**

**Host:**

**Date:**

**Time: From:**

**To:**

**Present:**

Name	Organisation	Name	Organisation

LA - Lead Auditor

A - Auditor

**Points covered:**

Thanks

Objectives/scope

Reporting system

Limitations

Summary of findings

Agreement

Recommendation

Clarification

**Notes:**