

ISO Audit Exit Meeting Agenda

Audit Title	Internal ISO Audit Closure Meeting
Date	[Insert Date]
Time	[Insert Time]
Venue	[Insert Venue]
Participants	[List of Participants]

Exit Meeting Agenda

Time	Agenda Item	Responsible
1. [Start Time]	Opening and Welcome	Lead Auditor
2. [Time]	Introduction of Attendees	All
3. [Time]	Review of Audit Objectives and Scope	Lead Auditor
4. [Time]	Summary of Audit Process and Methodology	Lead Auditor
5. [Time]	Presentation of Audit Findings (Positive Practices, Observations, Non-Conformities)	Audit Team
6. [Time]	Clarifications and Discussion on Findings	All Participants
7. [Time]	Recommendations and Opportunities for Improvement	Audit Team
8. [Time]	Next Steps and Closing of Audit	Lead Auditor
9. [End Time]	Adjournment	Lead Auditor

Important Notes

- This agenda ensures a structured and efficient closure meeting for ISO audits.
- All audit findings should be clearly communicated and understood by participants.
- Clarification on non-conformities and opportunities for improvement is encouraged.
- The document serves as an official record of discussions and conclusions at audit closure.
- The agenda format may be customized as per organizational or audit requirements.