

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.