

Quality Audit Exit Meeting Agenda

Date:

Time:

Location:

Audit Team:

Process/Area Audited:

Agenda

Time	Topic	Presenter
00:00 - 00:10	Opening / Introduction	Lead Auditor
00:10 - 00:20	Scope and Objectives Recap	Lead Auditor
00:20 - 00:40	Summary of Audit Findings	Audit Team
00:40 - 00:55	Nonconformities and Observations	Audit Team
00:55 - 01:05	Recommendations & Best Practices	Audit Team
01:05 - 01:15	Response & Feedback from Auditee	Auditee Representative
01:15 - 01:25	Corrective Action Plan and Timelines	Both Parties
01:25 - 01:30	Closing Remarks	Lead Auditor

Attendees

- Lead Auditor
- Audit Team Members
- Auditee Representative(s)
- Process Owners / Department Heads
- Other Stakeholders

Important Notes

- This agenda ensures all key audit outcomes are communicated and acknowledged.
- It supports transparent discussion and agreement on corrective actions.
- All findings, observations, and agreed actions should be clearly documented.
- Minutes of the meeting should be shared with participants after the exit meeting.
- The document can be tailored to fit the scope and needs of specific audits.