



CLOSING MEETING AGENDA TEMPLATE

Organisation Name: _____

Audit Type: Initial Certification Surveillance Recertification

Meeting Date: _____

Meeting Time: _____

Meeting Location / Platform: _____

Lead Auditor: _____

Audit Reference Number: _____

Attendees

Name	Organisation	Role	Signature
		Lead Auditor	
		Auditor	
		Auditor	
		Top Management Representative	
		Privacy Manager	
		Other — specify	
		Other — specify	

Purpose of the Closing Meeting

The closing meeting presents the audit team's preliminary findings to the organisation before the formal audit report is issued. It is the organisation's final opportunity to provide clarification, correct factual errors, or respond to findings before they are formalised. It is not a negotiation — classifications are based on evidence and the standard, not on organisational preference.



...global validation

Lead Auditor Note: Findings presented at the closing meeting are preliminary — they may be adjusted based on clarification provided by the organisation at this meeting. They are not final until the audit report is issued. Make this distinction clear at the outset.

AGENDA ITEM 1 — Welcome and Purpose

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Welcome and confirmation of attendees
- Statement of the purpose of the closing meeting — to present preliminary findings, not to debate the standard
- Confirmation that findings are preliminary and may be adjusted based on factual clarification provided at this meeting
- Reminder of confidentiality obligations — preliminary findings are not to be shared externally before the formal report is issued
- Confirmation of the meeting format — findings will be presented clause by clause, questions will be taken at the end of each section

Notes:

AGENDA ITEM 2 — Audit Coverage Confirmation

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Confirmation of all areas audited during the fieldwork
- Note of any planned areas that could not be audited — reason and impact on findings
- Confirmation that the audit was conducted as a sampling exercise



Audit Area	Planned	Completed	If Not Completed — Reason
Clause 4 — Context	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 5 — Leadership	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 6 — Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 7 — Support	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 8 — Operation	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 9 — Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 10 — Improvement	<input type="checkbox"/>	<input type="checkbox"/>	
Annex A Controls	<input type="checkbox"/>	<input type="checkbox"/>	

AGENDA ITEM 3 — Positive Observations

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Recognition of areas where the organisation demonstrated strong implementation
- Recognition of improvements made since the previous audit cycle
- Positive observations are not formal findings — they are professional acknowledgements

Positive Observations Noted:

AGENDA ITEM 4 — Preliminary Findings Presentation

Allocated Time: 40 minutes **Led By:** Lead Auditor

Present findings clause by clause. Complete the table below as findings are presented.



4.1 Findings by Clause

Finding Ref	Clause / Control	Finding Summary	Classification	Organisation Response
F-001			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-002			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-003			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-004			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-005			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-006			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-007			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-008			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-009			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	
F-010			<input type="checkbox"/> MJC <input type="checkbox"/> MNC <input type="checkbox"/> OBS <input type="checkbox"/> OFI <input type="checkbox"/> C	

Key: MJC — Major Nonconformity | MNC — Minor Nonconformity | OBS — Observation | OFI — Opportunity for Improvement | C — Conforming



4.2 Factual Clarifications Received

Record any clarifications provided by the organisation that affect a finding — and whether the classification was adjusted as a result.

Finding Ref Clarification Provided Classification Adjusted New Classification Reason

Yes No

Yes No

Yes No

AGENDA ITEM 5 — Finding Classification Summary

Allocated Time: 5 minutes **Led By:** Lead Auditor

Classification	Count
Major Nonconformities	
Minor Nonconformities	
Observations	
Opportunities for Improvement	
Conforming Areas	
Total	

AGENDA ITEM 6 — Corrective Action Requirements

Allocated Time: 10 minutes **Led By:** Lead Auditor

- Explanation of corrective action requirements for each nonconformity raised
- Confirmation of corrective action timelines — standard timeframes by classification



...global validation

- Explanation of the verification process — how corrective actions will be reviewed and closed
- Confirmation of the certification decision implications

Finding Ref	Classification	Corrective Action Required	Submission Deadline	Verification Method
	MJC	Yes — mandatory	Within 30 days	Documentary review / follow-up audit
	MNC	Yes — mandatory	Within 90 days	Documentary review
	OBS	Recommended	Before next audit	Documentary review
	OFI	Optional	At organisation's discretion	Not required

AGENDA ITEM 7 — Preliminary Audit Conclusion

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Statement of the preliminary audit conclusion based on findings presented
- Recommend Certification / Continued Certification** — No major nonconformities identified. Minor nonconformities and OFIs to be addressed within agreed timeframes.
- Conditional Recommendation** — Major nonconformity raised. Corrective action required and must be verified before the certification decision is confirmed.
- Do Not Recommend Certification** — Multiple major nonconformities identified. Significant remediation required before re-audit.
- Reminder that this is a preliminary conclusion — the formal conclusion will be confirmed in the audit report
 - Confirmation that the certification decision rests with the certification body — not the auditor alone

Preliminary Conclusion Statement:



AGENDA ITEM 8 — Next Steps and Timeline

Allocated Time: 5 minutes **Led By:** Lead Auditor

- Confirmation of audit report issuance timeline — when the formal report will be provided
- Confirmation of corrective action submission process — how, to whom, and in what format
- Confirmation of next scheduled audit — surveillance or recertification date
- Confirmation of contact details for post-audit queries

Action	Responsible Party	Deadline
Formal audit report issued	Lead Auditor	
Corrective action plan submitted — major nonconformities	Organisation	
Corrective action plan submitted — minor nonconformities	Organisation	
Corrective action verification — major nonconformities	Lead Auditor	
Corrective action verification — minor nonconformities	Lead Auditor	
Next audit scheduled	Certification Body	

AGENDA ITEM 9 — Organisation's Closing Statement

Allocated Time: 5 minutes **Led By:** Organisation Representative

- Opportunity for the organisation to make a closing statement
- Any formal objections to findings — to be submitted in writing within five working days
- Any questions about the process, timelines, or next steps

Organisation's Closing Statement:



AGENDA ITEM 10 — Close

Allocated Time: 2 minutes **Led By:** Lead Auditor

- Thanks to the organisation for cooperation and access during the audit
- Confirmation that the audit is formally concluded
- Reminder of confidentiality obligations regarding preliminary findings

Closing Meeting Sign-Off

Lead Auditor: _____

Signature: _____

Date and Time Meeting Concluded: _____

Organisation Representative: _____

Signature: _____

Date: _____