## OPENING AGENDA

1. Opening, introductions, functions and responsibilities of the SANAS team.
2. Attendance Register.
3. Safety, emergency and security procedures for the assessment / inspection team.
5. Purpose, review of scope and extent of the visit.
6. Confirmation of any changes within the organisation since last contact with SANAS, including management structure, personnel and equipment.
7. Method and procedures used to conduct the visit, including classification of findings.
8. Review of the visit programme, including confirmation of:
   - areas/activities of facility to be covered;
   - access to selected documents, reports;
   - working times.
9. Explanation of any new specific requirements. (e.g. applicable R, TR, TG, ILAC or IAF mandatory or OECD documents).
10. Confirmation of resources and facilities needed by SANAS team, including allocation of company representative/s to accompany the team members.
12. Confirm arrangements for closing meeting and any interim meetings.

## CLOSING AGENDA

1. Thanks.
2. Waiver.
3. Re-affirmation of confidentiality.
4. Reporting sequence.
5. Presentation of summary.
6. Presentation of detailed non-conformance(s).
7. Conclusion with respect to:
   - effectiveness of organisation’s management system;
   - degree of facilitys’ compliance to the accreditation requirements / OECD principles of GLP
8. Explanation of root cause analysis.
9. Submission of corrective actions:
   - Target date
   - All correspondence via SANAS
11. Questions.
12. Close of meeting.