



Agenda for opening and closing meetings
(Version 04.0)

On-site assessment

Opening meeting

Agenda

1. Opening and introduction;
2. Purpose, review of scope and extent of assessment;
3. Confirmation of any changes within the entity since the last contact (e.g. organogram of the entity, personnel);
4. Functions and responsibilities of the CDM-AT;
5. Method and procedure used during the assessment;
6. Review of the assessment programme, inter alia:
 - (a) Areas/activities to be covered;
 - (b) Access to selected documents, records, reports, personnel;
 - (c) Work schedule (days, hours).
7. Confirmation of resources and facilities needed by the CDM-AT, including representatives of the entity to be assessed to work with CDM-AT;
8. Confirmation of arrangements for the closing meeting and any interim meetings;
9. CDM-AT declarations of conflict of interest and confidentiality;
10. Questions;
11. Closing.



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Performance assessment

Opening meeting

Agenda

1. Opening and introduction;
2. Purpose and review of scope;
3. Functions and responsibilities of the CDM-AT;
4. Method and procedure used during the assessment;
5. Confirmation of the DOE's on-site inspection plan;
6. Confirmation of health and safety requirements and equipment needed by the CDM-AT to conduct the performance assessment;
7. Consent regarding photographs, copy of records or similar (if needed);
8. Confirmation of arrangements for the closing meeting;
9. CDM-AT declarations of conflict of interest and confidentiality;
10. Questions;
11. Closing



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On-site assessment

Closing meeting

Agenda

1. Opening and introduction;
2. Waiver;
3. Reaffirmation of confidentiality;
4. Reporting sequence;
5. Presentation of summary by the CDM-AT leader;
6. Presentation of non-conformity(ies) identified by the time of the meeting, if any;
7. Timeline for submission proposal and implementation of corrective action(s), if any, through the accreditation workflow;
8. Right to request for independent review of non-conformities;
9. Right to request a review of adverse recommendation of CDM-AP to the CDM Executive Board;
10. Questions;
11. Closing.



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(Version 04.0)

Performance assessment

Closing meeting

Agenda

1. Opening and introduction;
2. Re-affirmation of confidentiality;
3. Reporting sequence;
4. Presentation of summary by the CDM-AT leader;
5. Timeline for submission proposal and implementation of corrective action(s), if any, through the accreditation workflow;
6. Right to request for independent review of non-conformities;
7. Right to request a review of adverse recommendation of CDM-AP to the CDM Executive Board;
8. Questions;
9. Closing.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
04.0	1 October 2018	Revision to align and improve according to version 14.0 of the CDM accreditation procedure (CDM-EB05-A02-PROC).
03.0	30 April 2014	Revision to: <ul style="list-style-type: none">• Align and improve according to version 11.0 of the <i>CDM accreditation procedure</i>;• Change the title from <i>Accreditation under the CDM (F-CDM-MA)</i> to <i>Agenda for opening and closing meetings (CDM-MA-FORM)</i>;• Add agenda for performance assessments.
02.2	9 July 2012	Editorial correction to include closing meeting (page two).
02.1	20 April 2012	Editorial changes to include new logo and other improvements.
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01.0	2 August 2002	Initial publication.

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