Dear Auditors,

Several years ago, we encountered a major ANAB witness audit finding because two of our auditors did not deliver complete opening meeting topics as was required at the time. That resulted in our cumbersome opening and closing check sheets that required client signature and then auditor return of the signed documents. After several successful years of no recurrent findings, and a change in the requirements of ISO 17021-1, we are thrilled to announce that the check off / signature forms are going away!

Attached to this advisory are revised Opening and Closing Guidelines that meet the new ISO 17021-1 topics (with some PRI Registrar clarification enhancements) that can be used immediately. You will still receive a copy with your audit uploads for reference, but you will no longer be required to submit them back to the office. As a number of EQM audit packages already contain the old forms, please hold onto the attached forms for reference and use until they start appearing in your audit packages.

A key requirement on 17021-1 also states “the degree of detail shall be consistent with the familiarity of the client with the audit process”. This puts the auditor in the driver’s seat with regard to how much detail is covered based upon each client and the auditor judgement. If there is a new management rep or personnel that may benefit from detail, then the meeting should be detailed. If the attendees are repeat regulars, use judgement.

Bottom line, each topic of the opening meeting shall be considered and level of detail is optional. Each topic of the closing meeting shall be included and level of detail is optional.