



TECHNICAL CIRCULAR No. 615 of 7th March 2020

To	All Surveyors/Auditors
Applicable to flag	All Flags
Title	Closing Meeting Guidelines
Reference	CONARINA - Instructions

Closing Meeting Guidelines

Thanks, auditees, for their cooperation and patience during the audit. The closing meeting record is being distributed.

Remind attendees that finding have been reviewed with senior management and officers and agree upon prior to the closing meeting.

Audit results are confidential from third parties.

There will be an opportunity to ask questions at the end of the audit.

Findings:

- Observations do not require a formal response, however, your SMS procedure may require future action
- Corrective action plans must be submitted within 30 days of audits for non-conformities.
- Major nonconformities and downgrading process, if applicable.

Advise client of certification decision and any conclusions regarding the effectiveness of your SMS and are intended to influence safety culture.

CONARINA considers nonconformities and observations as opportunity for improvement to your SMS and are intended to influence safety culture.

Emphasize that observations are statements of fact which, if not addressed, may lead to nonconformity in the future.

Reminder: Auditing is a sampling method. Findings may exist that were not discovered during the audit. As users, day-to day operations will identify opportunities for improvement to the SMS which directly reflects the safety culture of the company.

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Answer any questions before officially closing the meeting

Take notes.

REFERENCES:

- CONARINA – Instructions- Courtesy of ABS.
- ATTACHMENTS: No

Kindest Regards,

Val Bozenovici
Naval Architect – Conarina Technical Director

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