



Standard audit initiation meeting agenda

This document is an example of the content covered in a Standard audit initiation meeting.

Meeting duration: 30–60 minutes

#	Agenda item
1	Acknowledgement of Country
2	Introductions and meeting purpose The purpose of this meeting is to: <ul style="list-style-type: none">• give you an overview of the audit program• ask about your service context and structure. That includes how and where you deliver, or plan to deliver, care and services• confirm logistics – what we need to do the audit, such as access to information or sites• answer your questions about the audit process and the Audit Evidence Collection Tool (AECT)• for registration and variation of registration audit programs only – confirm if we will visit you to see the service environment• for renewal of registration – on site visit• for category 6 renewal of registration only – explain ‘exceeding’ conformance rating if it applies to you• explain how we will ask for your feedback about the audit process• answer your questions• discuss actions and next steps
3	Overview of audit program
4	Provider/ service context and structure
5	Audit logistics

#	Agenda item
6	Audit Evidence Collection Tool (AECT)
7	Observations for registration and variation audits
8	On site visit for renewal of registration
9	Exceeding conformance rating (category 6)
10	Giving us your feedback
11	Questions you have for us
12	Actions and next steps
13	Meeting close



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