



# Heads Up

Issue: 65

Date: 2005/12/14

To: ANAB Accredited and Applicant CBs and Accreditation Auditors

From: Randy Dougherty, Director of Accreditation

Re: CB Audit Management Participation in Witness Audit Closing Meetings

ANAB encourages the audit management of its client CBs to participate in the closing meetings of witness audits. Inform your audit team leader to coordinate with the ANAB witness audit team leader to arrange for your audit management to participate. While management's being physically present is welcome, participation via conference telephone call is likely to be more practical. Whenever possible, ANAB audit management (Lori Scheid or myself) will also participate.

ANAB has been piloting this concept for the past two years, and the response has been very positive. In fact, the only negative feedback has been about the occasional challenge of arranging for the teleconference. The benefit to you, the CB client, is that your audit management personnel have the ability to hear firsthand the findings and conclusions of the ANAB witness audit team. This also provides your audit management the opportunity to ask questions to help them understand any findings and, if there is any issue with the findings, to ask questions of both your audit team and the ANAB audit team when everything is still fresh in everyone's mind. If Lori Scheid or I are able to participate, you are free to ask questions of us.

It is important that both your audit management and ANAB management respect that the closing meeting is being led and managed by the ANAB witness audit team leader, and that most of the discussion should be between your audit team and the ANAB audit team.

I hope to join you on occasion in a closing meeting.