# SA8000:2014 Audit
# Opening and Closing Meeting Attendance List

| **Client Name:** | | **Location:** | |
|---|---|---|---|
| **Opening Meeting Date:** | | **Closing Meeting Date:** | |
| **Person's Name:** | **Job Title:** | **Person's Name:** | **Job Title:** |
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**NOTE:**
An SA8000:2014 Opening and Closing Meeting shall be performed in line with SAAS Procedure 200 Clauses 15.3 and 15.9. The following organisation personnel SHALL be requested attend both meetings:

- The organisation's senior management including the management representatives for health and safety; payroll; production schedules; time and attendance monitoring and labor & ethics/social accountability compliance.
- Workers Representative[s]
- Social Performance Team Members
- Those responsible for completing the Social Fingerprint self-assessment

Form Continued On Next Page? Yes ☐ No ☐

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| **Opening Meeting Date:** | | **Closing Meeting Date:** | |
|---|---|---|---|
| **Person's Name:** | **Job Title:** | **Person's Name:** | **Job Title:** |
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