

**Action points arising from SG4 meeting 18 - 20 September 2000, Ottawa
Updated 19 January 2001**

Agenda item	Details	Responsibility	Due
5	GHTF Procedures SG4 members to note the new GHTF procedures developed by the ad hoc procedures group and introduced at the plenary meeting on 22 September GHTF available on GHTF website.	All members	
6a	General requirements No actions arising		
6b	Estimation of audit duration GHTF Chair to write to SG4 Convenor concerning ad hoc Procedures Group views on SG4(00)2Rev2 Note: Letter from GHTF Chair received 9 November 2000 and clarification requested (8 December).	GHTF Chair	
6c	Guidance for conducting observed audits of Conformity Assessment Bodies SG4 members to review text of Proposed Document prepared following comments received SG4(99)26Rev1 to check amendments. Subsequently, assuming changes are agreed, convenor to submit guidance to GHTF Chair as 'Final document;.	All members Robert Allen	20/10/00
6d	Audit documentation SG4 members to review text of Proposed Document prepared following comments received SG4(99)24Rev2 to check amendments. Subsequently, assuming changes are agreed, convenor to submit guidance to GHTF Chair as 'Final document;	All members Robert Allen	20/10/00
6e	Audit reports Not discussed, to be dealt with at next meeting		
7	SG4 report on the application of 'General requirements' by regulatory organisations European contribution obtained and incorporated	Robert Allen	Next meeting

Robert Allen
Study group 4: Convenor

19 January 2001