**Conclusion Note (xxxxComittee / Sub-comitte namexxx)**

**(xxxxName of the working groupxxxx)**

###### CLASSIFICATION

This type of record is to preserve knowledge and is not intended as a guide, accreditation criteria, nor as an interpretation of a regulatory requirement, nor to be used for peer review purposes.

**AUTHORIZATION**

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**AVAILABILITY**

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**INTRODUCTION**

The [xxxName of the Sub-Committeexxx] through the Working Group “xxxName of the WGxxx" created under resolution xxXX/202x/xx, issues this note of conclusions of the working group, which is intended to address doubts and opinions, opinions regarding consensus and disagreement, to resolve situations and understanding of case studies that were presented as needs, for the construction of knowledge by XXSC members, on [xxx Detail the topic / requirement / NC / case].

**OBJECTIVE**

Document the conclusions reached by the working group, regarding the results of the meetings, discussions and opinions presented by the members of the group, on the concerns On/in [xxx Topic details / requirements / Non Conformity / Case]

**AUTHORSHIP**

This document was developed by “xxxName of the WGxxx" of (xxxName of the Sub-Committeexxx), formed by:

|  |  |
| --- | --- |
| **Name** | **AB** |
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**CONCLUSION NOTE OF WORKING GROUP**

(xxxName of the Sub-Committeexxx)

**BACKGROUND**

*[Record relevant information regarding the creation of the group, the objective of the group and the work plan that allowed the development and recording of the information contained in this conclusion note].*

**WORK PERFORMED AND SUMMARY OF THE ANALYSIS**

*[Record information related to the activities carried out by the group for the development of the work plan. Details of meetings and methodology used. For example, conduct surveys and their results; analysis of standards requirements through cases or situations presented by ABs or peer evaluators; others].*

**CONCLUSIONS**

*[Record the group's conclusions regarding each work item addressed. This can be done in a table, in a list, in text or as examples. The Working Group may define how to record the conclusions as the activities have been carried out.*

*When applicable, discrepancies or aspects on which the Working Group did not reach a conclusion can be recorded].*