Time	Session	Speaker
08:30-09:00	**Registration**	
09:00-09:15	**Welcome**	Tuula Rintala
09:15-09:30	**Tools for the task - navigating the SharePoint** SharePoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections	Raquel Espada
09:30-10:15	**Inspection Process I: preparing for the Inspection: Documents and how to make sense of them** Pre-inspection documents and how to review them What can you review before the inspection	Raquel Espada | Anne Emmet
10:15-10:45	**Coffee break**	
10:45-11:15	**Inspection Process II: preparing for an inspection** Preparing for an Inspection - Logistics (Travel arrangements, Per Diem), Documentation, Inspection plan The role of the Team Leader during the preparation of the Inspection Using the videos to review evidence Pre-Inspection meeting and timing of it - leading the team meetings 2wks prior to inspection (concerns, pinch points)	Charles Crawley | Raquel Espada
11:15-12:15	**Pre_Inspection Teleconference Role Play**	Raquel Espada | Tuula Rintala
12:15-12:30	**IEC standards** Focussed inspections: best practice	Charles Crawley
12:30-13:30	**Lunch**	
13:30-13:45	**ISBT128 compliant labels: labels explained**	Bruna Gotardo
13:45-14:15	**Inspection Process III: Interviews and observations** Finding the evidence - interviews and observations (virtual & onsite)	Chris Dalley
14:15-15:15	**Inspection Role Play: Practice Interviews** Preparing and managing Exit interviews with the Programme Director and the Team	Raquel Espada | Tuula Rintala
15:15-15:45	**Coffee break**	
15:45-16:00	**End of an (onsite/virtual) Inspection: Exit interview & how to get it right** Preparing and managing Exit interviews with the Programme Director and the Team	Anne Emmet
16:00-16:45	**Accreditation does not end with the inspection…** Preparing and submitting the report - summary report & pulling it together Completion of checklist - explanation on n/a and partially/non-compliance What is applicable/not applicable/in scope Consistency across all standards Post-inspection call to standardise report Evaluating the inspection & the team JAC process Inspector Expectations	Chris Dalley | Tuula Rintala
16:45-17:00	**Closing: Evaluation and next steps**	