

08:30 – 09:00	Registration	
09:00 – 09:15	Welcome	JACIE Office
09:15 – 09:25	Tools for the task Navigating the Sharepoint Sharepoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections	JACIE Office
09:25 – 10:05	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	JACIE Office & JACIE Inspector
10:05 – 10:35	Coffee Break	
10:35 – 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 videos to review evidence Pre-Inspection meeting and timing of it - leading team meetings 2 weeks prior to inspection (concerns, pinch points)	JACIE Office & JACIE Inspector
11:15 – 12:15	Pre- Inspection Teleconference Role Play	JACIE Office
12:15 – 12:30	IEC Standards Focused inspections: Best Practice	JACIE Inspector
12:30 – 13:30	Lunch Break	
13:30 – 13:45	ISBT128 compliant labels: labels explained	JACIE Inspector
13:45 – 14:15	Inspection Process III Interviews and observations Finding the evidence – Interviews and Observations (virtual & onsite)	JACIE Inspector
14:15 – 15:15	Inspectors Role Play: Practice Interviews	JACIE Inspectors
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	JACIE Inspector
16:00 – 16:45	Accreditation does not end with the inspection... (Reports) Preparing and Submitting the Report - Summary Report & Pulling it all 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	JACIE Inspector & JACIE Office
16:45 – 17:00	Closing remarks: summary and next steps	JACIE Office