

08:30 – 09:00	Registration	
09:00 – 09:15	Welcome	Tuula Rintala
09:15 – 09:30	Tools for the task	Luis Bacaicoa
	Sharepoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections	
09:30 – 10:15	Inspection Process I Documents and how to make sense of them	
09:30 – 09:45	Pre-inspection documents and how to review them	Luis Bacaicoa
09:45 – 10:15	What can you review before the inspection	Sarah Holtby
10:15 – 10:45	Coffee Break	
10:45 – 11:15	Inspection Process II Preparing for an inspection.	
10:45 – 11:00	Logistics (Travel arrangements, Per Diem), Documentation, Inspection plan	Raquel Espada
11:00 – 11:15	The role of the Team Leader during the preparation of the Inspection. Pre-Inspection meeting and timing of it - leading team meetings 2 weeks prior to inspection (concerns, pinchpoints)	Jürgen Finke
11:15 – 12:15	Pre- Inspection Teleconference Role Play	Luis Bacaicoa
12:15 – 12:30	IEC Standards	Kristina Hölig
	Focused inspections: Best Practice	
12:30 – 13:30	Lunch Break	
13:30 – 13:45	ISBT128 compliant labels: labels explained	Kristina Hölig
13:45 – 14:15	Inspection Process III Interviews and observations	Sarah Holtby
	Finding the evidence – Interviews and Observations	
14:15 – 15:15	Inspection Role Play: Practice Interviews	Tuula Rintala
15:15 – 15:45	Coffee break	
15:45 – 16:00	Inspection Process IV: End of an Inspection	Jürgen Finke
	Preparing and Managing Exit Interviews with the Programme Director and the Team	
16:00 – 16:45	Inspection Process V: Accreditation does not end with the inspection...	
	Preparing and Submitting the Report - Summary Report & Pulling it all together	
16:00 – 16:30	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 Inspector Expectations	Kristina Hölig
16:30 – 16:45	Evaluating the inspection & the team JAC process What happens after the inspection	Raquel Espada
16:45 – 17:00	Closing remarks: summary and next steps	Tuula Rintala