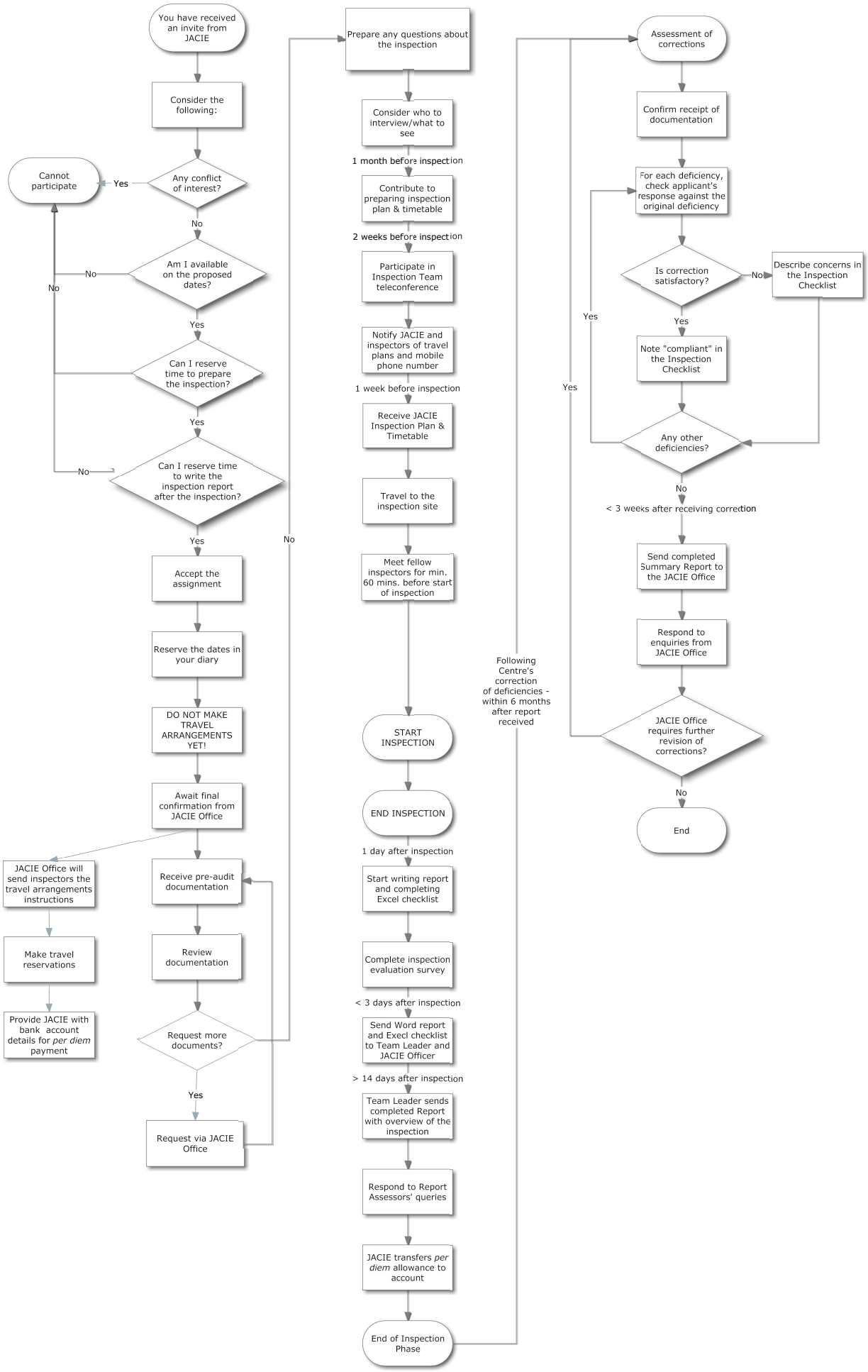
You have received an invite from JACIE
Consider the following:
Any conflict of interest?
Yes
Cannot participate
No
Am I available on the proposed dates?
No
No
Yes
Can I reserve time to prepare the inspection?
Yes
Can I reserve time to write the inspection report after the inspection?
No
Yes
Accept the assignment
Reserve the dates in your diary
DO NOT MAKE TRAVEL ARRANGEMENTS YET!
Await final confirmation from JACIE Office
JACIE Office will send inspectors the travel arrangements instructions
Make travel reservations
Provide JACIE with bank account details for per diem payment
Receive pre-audit documentation
Review documentation
Request more documents?
Yes
Request via JACIE Office
No
Prepare any questions about the inspection
Consider who to interview/what to see
1 month before inspection
Contribute to preparing inspection plan & timetable
2 weeks before inspection
Participate in Inspection Team teleconference
Notify JACIE and inspectors of travel plans and mobile phone number
1 week before inspection
Receive JACIE Inspection Plan & Timetable
Travel to the inspection site
Meet fellow inspectors for min. 60 mins. before start of inspection
START INSPECTION
END INSPECTION
1 day after inspection
Start writing report and completing Excel checklist
Complete inspection evaluation survey
< 3 days after inspection
Send Word report and Execl checklist to Team Leader and JACIE Officer
> 14 days after inspection
Team Leader sends completed Report with overview of the inspection
Respond to Report Assessors' queries
JACIE transfers per diem allowance to account
End of Inspection Phase
Following Centre's correction of deficiencies - within 6 months after report received
Assessment of corrections
Confirm receipt of documentation
For each deficiency, check applicant's response against the original deficiency
Is correction satisfactory?
No
Describe concerns in the Inspection Checklist
Yes
Note "compliant" in the Inspection Checklist
Yes
Any other deficiencies?
No
< 3 weeks after receiving correction
Send completed Summary Report to the JACIE Office
Respond to enquiries from JACIE Office
JACIE Office requires further revision of corrections?
No
End