

08:30 – 09:00	Registration	
09:00 – 09:15	Welcome	Tuula Rintala, XiuLi Tan
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, Olivier Urbain
10:15 – 10:45	Coffee Break	
10:45 – 12:15	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)	Tuula Rintala, Eugenia Trigo,so, Bruna Gotardo
12:15 – 12:30	IEC Standards Focused inspections: best practice	Bruna Gotardo
12:30 – 13:30	Lunch Break	
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)	Eugenia Trigo,so
14:15 – 15:15	Practice Interviews Role Play	Tuula Rintala, Eugenia Trigo,so, Bruna Gotardo
15:15 – 15:30	Coffee break	
15:30 – 15:45	End of an (onsite/virtual) Inspection Exit interview & how to get it right Preparing and managing Exit interviews with the Programme Dir. and the Team	Desiree Casselli
15:45 – 16:30	Accreditation does not end with the inspection... 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	Olivier Urbain, Raquel Espada
16:30 – 16:45	Closing remarks: evaluation and next steps	Tuula Rintala