

08:30-09:00	Registration	
09:00-09:15	Welcome	Tuula Rintala, JACIE Office
09:15-09:30	Tools for the task	Carla Sanchez, JACIE Office
	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	Carla Sanchez, JACIE Office
09:45-10:15	What can you review before the inspection	Bruna Gotardo, JACIE Inspector
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, JACIE Office
11:00-11:15	The role of the Team Leader during the preparation of the Inspection. Pre-Inspection meeting and timing of it — leading the team meetings 2 weeks before inspection (concerns, pinch points)	Tuula Rintala, JACIE Office
11:15-12:15	Pre inspection teleconference role play	Carla Sanchez, JACIE Office
12:15-12:30	IEC standards	Bruna Gotardo, JACIE Inspector
	Focused inspections: best practices	
12:30-13:30	Lunch break	
13:30-13:45	ISBT128 compliant labels: labels explained	Lynn Manson, JACIE Inspector
13:45-14:15	Inspection Process III Interviews and observations	Tuula Rintala, JACIE Inspector
	Finding the evidence — interviews and observations (virtual & onsite)	
14:15-15:15	Inspection role play: Practice interviews	
15:15-15:45	Coffee break	
15:45-16:00	Inspection Process IV End of an Inspection	Bruna Gotardo, JACIE Inspector
	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...	
16:00-16:30	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 standardize report	Lynn Manson, JACIE Inspector
16:30-16:45	Evaluating the inspection & the team JAC process Inspector Expectations	Raquel Espada, JACIE Office
16:45-17:00	Closing remarks: summary and next steps	Tuula Rintala, JACIE Office