

09:30 – 10:00	Registration	
10:00 – 10:15	Welcome	Lucía Jiménez
10:15 – 10:30	Tools for the task Navigating the Sharepoint Sharepoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections	Carla Sánchez
10:30 – 11:15	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 Ender Altioke
11:15 – 11:45	Coffee Break	
11:45 – 13:15	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)	Raquel Espada Ender Altioke Carla Sánchez & Raquel Espada
13:15 – 13:30	IEC Standards Focused inspections: best practice	Meltem Kurt Yuksel
13:30 – 14:30	Lunch Break	
14:30 – 14:45	ISBT128 compliant labels: labels explained	Ilknur Kozanoglu
14:45 – 15:15	Inspection Process III Interviews and observations Finding the evidence - interviews, and observations (virtual & onsite)	Ilknur Kozanoglu
15:15 – 15:30	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	Songul Durmaz
15:30 – 15:45	Coffee Break	
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	Meltem Kurt Yuksel Raquel Espada
16:30 – 16:45	Closing remarks: evaluation and next steps	Lucía Jiménez