

08:30 – 09:00	Registration	
09:00 – 09:15	Welcome	Tuula Rintala
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	Luis Bacaicoa
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	Luis Bacaicoa, Bruna Gotardo
10:15 – 10:45	Coffee Break	
10:45 – 11:15	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)	Tais Valdes, Jürgen Finke
11:15 – 12:15	Pre- Inspection Teleconference Role Play	Luis Bacaicoa, Tais Valdes
12:15 – 12:30	IEC Standards Focused inspections: Best Practice	Carlos Torrico
12:30 – 13:30	Lunch Break	
13:30 – 13:45	ISBT128 compliant labels: labels explained	Olga Lopez Villar
13:45 – 14:15	Inspection Process III Interviews and observations Finding the evidence -Interviews and Observations (virtual & onsite)	Carlos Torrico
14:15 – 15:15	Inspectors Role Play: Practice Interviews	Inspectors
15:15 – 15:45	Coffee break	
15:45 – 16:00	End of an (onsite/virtual) Inspection Exit interview & how to get it right Preparing and managing Exit interviews with the Programme Director and the Team	Jürgen Finke
16:00 – 16:45	Accreditation does not end with the inspection...(Reports) 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	Olga Lopez Villar, Tais Valdes
16:45 – 17:00	Closing remarks: evaluation and next steps	Tuula Rintala