JACIE Inspectors Training Course 2024

Cambridge, England
21 June 2024

09:30-10:00	**Registration**

10:00-10:15	**Welcome**

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

10:30-10:45	**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

10:45-11:15	**Coffee break**

11:15-12:45	**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 the videos to review evidence Pre-Inspection meeting and timing of it - leading the team meetings 2wks prior to inspection (concerns, pinchpoints)

12:45-13:00	**IEC standards**
	Focussed inspections: best practice

13:00-14:00	**Lunch**

14:00-14:15	**ISBT128 compliant labels: labels explained**

14:15-14:45	**Inspection Process III:**
	Interviews and observations
	Finding the evidence - interviews and observations (virtual & onsite)

14:45-15:00	**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

15:00-15:15	**Coffee break**

15:15-16:00	**Accreditation does not end with the inspection…**
	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 standardise report Evaluating the inspection & the team JAC process Inspector Expectations

16:00-16:15	**Close: Evaluation and next steps**