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| <b>09:00 - 09:15</b> | <b>Welcome</b>   | <b>Tuula Rintala</b>   |
| <b>09:15 - 09:45</b> | <b>Tools for the task</b><br>Navigating the Sharepoint<br>Sharepoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections   | <b>Carla Sánchez</b>   |
| <b>09:45 - 10:30</b> | <b>Inspection Process I</b><br>Preparing for the Inspection: documents and how to make sense of them<br>Pre-inspection documents and how to review them<br>What can you review before the inspection   | <b>Raquel Espada<br/>Anne Emmet</b>  |
| <b>10:30 - 11:00</b> | <b>Coffee Break</b>  |  |
| <b>11:00 - 12:30</b> | <b>Inspection Process II</b><br>Preparing for an inspection<br><br>Preparing for an Inspection (logistics)<br>The role of the Team Leader during the preparation of the Inspection<br>Pre-Inspection meeting and timing of it  | <b>Martha Saldivar<br/>Eugenia Trigo<br/>Bruno Di Liscia and<br/>Carla Sánchez</b> |
| <b>12:30 - 13:30</b> | <b>Lunch Break</b>   |  |
| <b>13:30 - 13:45</b> | <b>IEC Standards</b><br>Focussed inspections: best practice  | <b>Carlos Torrico</b>  |
| <b>13:45 - 14:30</b> | <b>Inspection Process III</b><br>Interviews and observations<br>Finding the evidence - interviews, and observations (virtual & onsite)   | <b>Eugenia Trigo</b>   |
| <b>14:30 - 14:45</b> | <b>End of an (onsite/virtual) Inspection</b><br>Exit interview & how to get it right<br>Preparing and managing Exit interviews with the Programme Dir. and the Team  | <b>Chris Dalley</b>  |
| <b>14:45 - 15:00</b> | <b>ISBT128 compliant labels</b><br>Labels explained  | <b>Olga López</b>  |
| <b>15:00 - 15:30</b> | <b>Coffee Break</b>  |  |
| <b>15:30 - 16:30</b> | <b>Accreditation does not end with the inspection...</b><br>Preparing and submitting the report - summary report & pulling it together<br>Completion of checklist - explanation on n/a and partially/non-compliance<br>What is applicable/not applicable/in scope<br>Consistency across all standards<br>Post-inspection call to standardize report<br>Evaluating the inspection & the team<br>JAC process<br>Inspector Expectations | <b>Lynn Manson<br/>Tuula Rintala<br/>Raquel Espada</b>                             |
| <b>16:30 - 16:45</b> | <b>Closing remarks: evaluation and next steps</b>  |  |