JACIE Inspector Training

Berlin, Germany
26 May 2025

Time	Session	Speaker
08:30-09:00	**Registration**	
09:00-09:15	**Welcome**	Speaker TBC
09:15-09:30	**Tools for the task** SharePoint and other tools for a successful inspection & using technology on multi-site / hybrid inspections	Speaker TBC
09:30-10:15	**Inspection Process I** **Documents and how to make sense of them**	Speakers TBC
09:30-09:45	Pre-inspection documents and how to review them	
09:45-10:15	What can you review before the inspection	
10:15-10:45	**Coffee break**	
10:45-11:15	**Inspection Process II** **Preparing for an inspection**	Speakers TBC
10:45-11:00	Logistics (Travel arrangements, Per Diem), Documentation, Inspection plan	
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)	
11:15-12:15	**Pre inspection teleconference role play**	Speaker TBC
12:15-12:30	**IEC standards** Focussed inspections: best practice	Speaker TBC
12:30-13:30	**Lunch break**	
13:30-13:45	**ISBT128 compliant labels: labels explained**	Speaker TBC
13:45-14:15	**Inspection Process III** **Interviews and observations** Finding the evidence — interviews and observations (virtual & onsite)	Speaker TBC
14:15-15:15	**Inspection role play: Practice interviews**	Speaker TBC
15:15-15:45	**Coffee break**	
15:45-16:00	**Inspection Process IV** **End of an Inspection** Preparing and managing exit interviews with the Programme Director and the Team	Speaker TBC
16:00-16:45	**Inspection Process V** **Accreditation does not end with the inspection...**	Speaker TBC
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	
16:30-16:45	Evaluating the inspection & the team JAC process Inspector Expectations	
16:45-17:00	**Closing remarks: summary and next steps**	Speaker TBC