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| 09:30 – 10:00 | <b>Registration</b>  |  |
| 10:00 – 10:15 | <b>Welcome</b>   | Lucía Jiménez  |
| 10:15 – 10:30 | <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   | Carla Sánchez  |
| 10:30 – 11:15 | <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   | Raquel Espada<br>Meltem Kurt Yusel                                     |
| 11:15 – 11:45 | <b>Coffee Break</b>  |  |
| 11:45 – 13:15 | <b>Inspection Process II</b><br>Preparing for an inspection<br>Preparing for an Inspection - Logistics (Travel arrangements, Per Diem), Documentation, Inspection plan<br>The role of the Team Leader during the preparation of the Inspection<br>Using videos to review evidence<br>Pre-Inspection meeting and timing of it - leading team meetings 2 weeks prior to inspection (concerns, pinch points)                                | Raquel Espada<br><br>Bruna Gotardo<br>Carla Sánchez &<br>Raquel Espada |
| 13:15 – 13:30 | <b>IEC Standards</b><br>Focused inspections: best practice   | Bruna Gotardo  |
| 13:30 – 14:30 | <b>Lunch Break</b>   |  |
| 14:30 – 14:45 | <b>ISBT128 compliant labels: labels explained</b>  | Bruna Gotardo  |
| 14:45 – 15:15 | <b>Inspection Process III</b><br>Interviews and observations<br>Finding the evidence - interviews, and observations (virtual & onsite)   | Ilknur Kozanoglu   |
| 15:15 – 15:30 | <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  | Songul Durmaz  |
| 15:30 – 15:45 | <b>Coffee Break</b>  |  |
| 15:45 – 16:30 | <b>Accreditation does not end with the inspection...</b><br>Preparing and Submitting the Report - Summary Report & Pulling it all 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 standardise report<br>Evaluating the inspection & the team<br>JAC process<br>Inspector Expectations | Meltem Kurt Yusel<br><br>Raquel Espada                                 |
| 16:30 – 16:45 | <b>Closing remarks: evaluation and next steps</b>  | Lucía Jiménez  |