| **FACT CB Inspection Agenda Example** |
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| FACT InspectionCord Blood BankCity, Province/State, Country |
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| **DAY/TIME** | **Meeting Topic** | **Attendees (name and role)** |
| **DAY 0** Month Day, Year |
| TBD | Inspection Team Pre-Inspection Meeting | All inspectors |
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| **DAY 1** Month Day, Year |
| 08:00 | Introductory Meeting* Introductions
* Presentation (10–15-minute CB Bank Overview)
 | All Inspectors, CBB Director, CBB Medical Director, CBB Processing Facility Director, Quality Unit Manager, Managers, Supervisors, Other Leadership, Interpreters |
| 08:25 | Bank Inspection Tour  | Bank InspectorBank StaffInterpreter, if applicable |
| Collection Site Tour  | Collection InspectorCollection Staff Interpreter, if applicable |
| Processing Facility Tour  | Processing InspectorProcessing Staff Interpreter, if applicable |
| 09:30 | Begin individual inspections and interviews | Bank InspectorBank StaffInterpreter, if applicable |
| Collection InspectorCollection StaffInterpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 10:30 | **Break** (as needed) |
| 10:45 | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 12:00 | **Lunch break:**Inspectors’ closed meeting |
| 12:45 | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection StaffInterpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 14:15  | **Break** (as needed) |
| 14:30  | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 16:00  | Inspectors’ CLOSED meeting |
| 16:30  | Inspectors meet with Bank; notify applicant of expectations and schedule for the next day |
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| **DAY 2** Month Day, Year |
| 08:00 | **Introduction to Day 2** (All Inspectors, Applicant Participants, Interpreters) |
| 08:30  | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 10:00  | **Break** (as needed) |
| 10:30  | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 12:00  | **Lunch break:**Inspectors’ closed meeting |
| 1:00 | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 14:15  | **Break** (as needed) |
| 14:30 | Resume individual inspections | Bank InspectorBank Staff Interpreter, if applicable |
| Collection InspectorCollection Staff Interpreter, if applicable |
| Processing InspectorProcessing Staff Interpreter, if applicable |
| 16:00  | Inspectors’ CLOSED meeting |
| 16:30 | **EXIT INTERVIEW** | All Inspectors, CBB Director, CBB Medical Director, CBB Processing Facility Director, Quality Unit Manager, Managers, Supervisors, Other Leadership, Interpreters, if applicable |

| Contact Information |
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| **ROLE** | **NAME** | **CELL PHONE NUMBER** |
| Team Leader |  |  |
| Bank Inspector  |  |  |
| Collection Inspector |  |  |
| Processing Inspector |  |  |
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|  |  |  |
| CBB Director |  |  |
| CBB Medical Director |  |  |
| CBB Collection Director(s) |  |  |
| CBB Processing Facility Director |  |  |
| Quality Unit Manager |  |  |
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| FACT Accreditation Coordinator |  |  |