| FACT CT Inspection Agenda Example |
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| FACT Renewal InspectionHospital and Medical CenterWashington DC, USA |
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| DAY/TIME | Meeting Topic  | Attendees (name and role) |
| **DAY 0** December 31, 2021 |
| TBD | Inspection Team Pre-Inspection Meeting | All inspectors |
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| **DAY 1** January 1, 2022 |
| 08:00  | Introductory Meeting | All inspectors, Program Director, Director/Med Director – Clinical, Apheresis, Cell ProcessingQuality Managers, Managers, SupervisorsOther leadership |
| 08:45 | Clinical Inspection Tour with Interviews:Inpatient/Outpatient clinics, Pharmacy, Radiology, ICU, ER, OR (if collecting marrow) | Clinical inspectorClinical coordinator for inspection |
| Apheresis Inspection Tour with Interviews | Apheresis inspectorClinical coordinator for inspection |
| Cell Processing Inspection Tour with Interviews  | Processing inspectorClinical coordinator for inspection |
| 09:30 | Individual Sections: Quality Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorClinical coordinator for inspection |
| Processing inspectorClinical coordinator for inspection |
| 10:30 | Break (as needed) |
| 10:45 | Resume individual inspections: Quality Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorClinical coordinator for inspection |
| Processing inspectorClinical coordinator for inspection |
| 12:00 | Lunch break:Inspectors’ closed meeting | All inspectors |
| 12:45 | Resume individual inspections:Patient or Product Record Review | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorClinical coordinator for inspection |
| Processing inspectorClinical coordinator for inspection |
| 14:15 | BREAK (as needed) |
| 14:30 | Resume individual inspections (Data Management, Clinical Outcomes, Marrow, Off-site storage as needed) | Clinical inspectorClinical coordinator for inspection |
| Apheresis inspectorClinical coordinator for inspection |
| Processing inspectorClinical coordinator for inspection |
| 16:00 | Inspectors’ closed meeting  | All Inspectors |
| 16:30 | EXIT INTERVIEW  | All inspectorsProgram Director, Director/Med Director – Clinical, Apheresis, Cell ProcessingQuality Managers, Managers, SupervisorsOther leadership |

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| Contact Information |
| **ROLE** | **NAME** | **CELL PHONE NUMBER** |
| Team Leader |  |  |
| Clinical Inspector – Adult  |  |  |
| Clinical Inspector – Pediatric |  |  |
| Apheresis Inspector |  |  |
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| Cell Processing Inspector |  |  |
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| Program Director |  |  |
| Clinical Program Quality Manager |  |  |
| Marrow Collection Facility Medical Director |  |  |
| Apheresis Medical Director |  |  |
| Apheresis Quality Manager |  |  |
| Cell Processing Director |  |  |
| Cell Processing Medical Director |  |  |
| Cell Processing Quality Manager |  |  |
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| FACT Coordinator |  |  |