| FACT CB Inspection Agenda Example | | | |
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| FACT Inspection  Cord Blood Bank  City, 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 | |
|  | | | |
| **DAY 1**  Month Day, Year | | | |
| 08:00 | Introductory Meeting & Overview | | All Inspectors, CBB Director, CBB Medical Director, CBB Processing Facility Director, Quality Unit Manager, Managers, Supervisors, Other Leadership, Interpreters |
| 08:45 | Bank Inspection Tour with Interviews | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Site Tour with Interviews | | Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Facility Tour with Interviews | | Processing Inspector  Processing Staff  Interpreter, if applicable |
| 09:30 | Begin individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 10:30 | **Break** (as needed) | | |
| 10:45 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 12:00 | **Lunch break:**  Inspectors’ closed meeting | | |
| 12:45 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 14:15 | **Break** (as needed) | | |
| 14:30 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing 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 Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 10:00 | **Break** (as needed) | | |
| 10:30 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 12:00 | **Lunch break:**  Inspectors’ closed meeting | | |
| 1:00 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing Staff  Interpreter, if applicable |
| 14:15 | **Break** (as needed) | | |
| 14:30 | Resume individual inspections | | Bank Inspector  Bank Staff  Interpreter, if applicable |
| Collection Inspector  Collection Staff  Interpreter, if applicable |
| Processing Inspector  Processing 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 |  |  |
|  |  |  |
| FACT Accreditation Coordinator |  |  |