

Model schedule for collaborative Hybrid joint inspection

The purpose of the model is to illustrate the possible presence and activities of the on-site and remote inspector during each day of the inspection.

This model of joint inspection schedule takes into consideration time differences of up to 6 hours between the manufacturers local time and remote inspectorate local time.

The model may be used by the on-site inspectorate to present an overall inspection plan to the manufacturer.

Day 1			
Manufacturer's Local Time (LT)	On-Site Inspectorate Activities	Remote Inspectorate(s) Activities	
		Remote Inspector (when earlier than LT)	Remote Inspector (when later than LT)
		Not Participating	Internal document review (selected topics).
09:00	Arrival / Preparation of technical inspection setting	Not Participating	Participating
12:00	Lunch break	Not Participating	Participating
13:00	Hybrid inspection Opening of the inspection Facility Tour Selected topics		
	Inspection team meeting	Participating	Participating
	Daily wrap up With Facility		
18:00	End of day at facility	Lunch break	Not Participating
	Not Participating	Internal document review (selected topics)	Not Participating
21:00	Inspection team meeting		Not Participating

Day 2 - 4			
Manufacturer's Local Time (LT)	On-Site Inspectorate Activities	Remote Inspectorate(s) Activities	
		Remote Inspector Role (when earlier than LT)	Remote Inspector Role (when later than LT)
		Not Participating	Internal document review (selected topics).
09:00	Inspection team meeting	Not Participating	Participating
	Hybrid Inspection Topics (may include directed facility tour)	Not Participating	Participating
12:00	Lunch break	Not Participating	Participating
13:00	Hybrid Inspection Topics (may include directed facility tour)	Participating	Not Participating
	Daily Wrap Up	Participating	Not Participating
	Open Points	Participating	Not Participating
18:00	End of Day at facility	Internal document review (selected topics).	Not Participating
21:00	Inspection team meeting	Participating	Not Participating

Day 5			
Manufacturer's Local Time (LT)	On-Site Inspectorate Activities	Remote Inspectorate(s) Activities	
		Remote Inspector Role (when earlier than LT)	Remote Inspector Role (when later than LT)
		Not Participating	Internal document review (selected topics).
09:00	Inspection team meeting	Not Participating	Participating
	Open Points	Not Participating	Participating
12:00	Lunch		
13:00	Hybrid Inspection		Not Participating
15:00	Preparation of closing meeting	Participating	Participating
16:00	Closing meeting	Participating	Participating
End of Inspection			

Notes

1. Depending on the progress of the inspection, changes may be made to the above program.
2. All timings shown are illustrative and are subject to change.
3. Presence at site will take into account the manufacturer's normal business hours and shift patterns.