| **FACT CT Inspection Agenda Example** | | |
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| FACT Initial/Renewal Inspection  Hospital and Medical Center  City, State | | |
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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   * Introductions * Presentation (10- 15-minute Organization Overview) | All inspectors,  Program Director,  Director/Med Director – Clinical, Apheresis, Processing  Quality Managers, Managers, Supervisors  Other leadership |
| 08:25 | Clinical Inspection Tour with Interviews:  Inpatient/Outpatient clinics, Pharmacy, Radiology, ICU, ER, OR (if collecting marrow) | Clinical inspector  Clinical coordinator for inspection |
| Apheresis Inspection Tour with Interviews | Apheresis inspector  Apheresis coordinator for inspection |
| Cell Processing Inspection Tour with Interviews | Processing inspector  Processing coordinator for inspection |
| 09:30 | Individual Sections:  Quality Review | Clinical inspector  Clinical coordinator for inspection |
| Apheresis inspector  Apheresis coordinator for inspection |
| Processing inspector  Processing coordinator for inspection |
| 10:30 | **Break** (as needed) | |
| 10:45 | Resume individual inspections:  Quality Review | Clinical inspector  Clinical coordinator for inspection |
| Apheresis inspector  Apheresis coordinator for inspection |
| Processing inspector  Processing coordinator for inspection |
| 12:00 | **Lunch break**:  Inspectors’ closed meeting | All inspectors |
| 12:45 | Resume individual inspections:  Patient or Product Record Review | Clinical inspector  Clinical coordinator for inspection |
| Apheresis inspector  Apheresis coordinator for inspection |
| Processing inspector  Processing coordinator for inspection |
| 14:15 | **BREAK** (as needed) | |
| 14:30 | Resume individual inspections (Data Management, Clinical Outcomes, Marrow, Off-site storage as needed) | Clinical inspector  Clinical coordinator for inspection |
| Apheresis inspector  Apheresis coordinator for inspection |
| Processing inspector  Processing coordinator for inspection |
| 16:00 | Inspectors’ CLOSED meeting | All Inspectors |
| 16:30 | **EXIT INTERVIEW** | All inspectors  Program Director,  Director/Med Director – Clinical, Apheresis, Processing  Quality Managers, Managers, Supervisors  Other leadership |

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