

External Inspection Process Steps

Process starts upon being informed of a pending inspection

Pre-Inspection

Step	Who	What
1	VM	• Immediately inform DVM, RVM once aware of impending inspection
2	RVM	• Inform Ali, RVMD, Ben via email
3	Ali	• Pull last External Inspection if available, send to VM/RVM/RVMD via email
4	VM	• Conduct physical inspection, emphasis on previous UNSAT markings

**If no warning is given & inspector arrives unannounced, VM will immediately inform Ali, RVM & RVMD via call/text –if possible, RVM/RVMD will proceed to clinic*

Inspection

If possible: VM, RVM, & RVMD should be in attendance for inspection. If advance warning is not given, make every effort to go to inspection once informed

Post-Inspection

Step	Who	What
1	VM	• Immediately address any identified deficiencies, send POC to RVM via email
2	RVM	• Send POC to Ali, Ben, & RVMD
3	Ali	• Send POC to Inspecting body as applicable (Ali is central point of comm)
4	Ali	• Incorporate any deficiencies into Audit Tool as applicable
5	RVM	• Distribute deficiencies/POC to VMs & other RVMs via email/Regional calls

**Ali will keep the CVO informed of all inspection occurrences, POCs, and resolutions*