Establishment Inspection Planning and Compliance Follow-Up Training Course

6 – 10 June 2027
Accra

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Ref: 1206_189062 **Date:** 6 – 10 June 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Establishment Inspection Planning and Compliance Follow-Up Training Course is a one-week course for compliance, inspection, operations, quality, internal control, and regulatory liaison functions who leave with an Establishment Inspection Case File. The course connects risk-based targeting, inspection criteria, field evidence, interviews, findings, corrective action, verification, and formal closure. Participants apply a consistent inspection process across service and production settings through structured tools and suggested activities. Agile Leaders Training Center presents establishment inspection and compliance follow-up.

Who Should Attend

- Compliance functions responsible for inspection readiness and follow-up
- Inspection coordination functions responsible for plans, visits, and case records
- Operational management functions responsible for access, evidence, and corrective action
- Quality functions responsible for criteria, nonconformities, and improvement controls
- Internal control functions responsible for testing evidence and closure status
- Regulatory liaison functions responsible for responses and supporting documentation

The course assumes participants already work with policies, operating procedures, compliance requirements, or control evidence and leaves out technical equipment examination, legal interpretation, financial audit, and fraud investigation.

Departments and Industries

The course supports establishment inspection and compliance follow-up across:

- Compliance, governance, quality, and internal control departments
- Inspection coordination and regulatory affairs functions
- Manufacturing, logistics, and facility operations
- Healthcare, hospitality, and public-service operations
- Retail, food-service, and customer-facing establishments
- Infrastructure and contracted service providers

Learning Objectives

By the end of this course, participants will be able to:

- Prioritize establishments using risk-based inspection criteria
- Build inspection scopes, plans, and evidence checklists
- Apply interview, observation, and record-review methods
- Analyze evidence and grade inspection findings
- Evaluate corrective actions and verification evidence
- Build a traceable inspection case file through closure

Course Agenda

Day 1: Inspection Mandate and Risk Planning

- Inspection Purpose, Authority, and Boundary Map
- Establishment Risk Profile and Priority Matrix
- Inspection Objective, Scope, and Criteria Canvas
- Conflict, Impartiality, and Confidentiality Check
- Annual Inspection Plan and Visit Schedule Template

Day 2: Visit Preparation and Field Control

- Establishment Background Review Worksheet
- Risk-Based Inspection Checklist Design Method
- Entry, Opening Meeting, and Contact Protocol
- Sampling Path and Inspection Route Plan
- Field Safety and Information Control Brief

Day 3: Evidence Collection and Finding Decisions

- Observation, Interview, and Record-Review Triangulation
- Evidence Relevance, Sufficiency, and Verifiability Test
- Field Note, Photograph, and Document Reference Log
- Criteria-to-Evidence Traceability Matrix
- Conformity and Nonconformity Classification Framework

Day 4: Reporting and Corrective-Action Follow-Up

- Finding Statement and Evidence Citation Formula
- Closing Meeting and Establishment Response Record
- Inspection Report Quality Review Checklist
- Corrective-Action Plan Evaluation Matrix
- Verification, Follow-Up Visit, and Closure Decision Gate

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Day 5: Establishment Inspection Case Practice

- Exercise: Prioritize an Establishment Inspection Portfolio
- Exercise: Build a Scope, Checklist, and Sampling Route
- Exercise: Evaluate Field Evidence and Grade Findings
- Exercise: Review Corrective Action and Closure Evidence
- Capstone Exercise: Establishment Inspection Case File

Practical Exercises

The course uses suggested activities to connect inspection controls with traceable decisions:

- Suggested activity: rank service and production establishments with a risk-priority matrix
- Suggested activity: conduct a structured interview and link statements to observable evidence
- Suggested activity: write findings that connect criteria, evidence, and classification
- Suggested activity: test a corrective-action response and document the closure decision

FAQs

Who does establishment inspection training suit, and what does it assume?

Establishment inspection training suits compliance, inspection, operations, quality, internal control, and liaison functions that already work with procedures, requirements, or control evidence.

How does establishment inspection training differ from internal audit training?

Establishment inspection training focuses on visit planning, field evidence, establishment findings, corrective-action verification, and case closure, while internal audit training examines management systems and assurance objectives.

What makes establishment inspection evidence defensible?

Defensible establishment inspection evidence is relevant to stated criteria, sufficient for the decision, verifiable from records or observations, and traceable to the finding and case record.

How are establishment inspection findings classified?

Establishment inspection findings are classified by comparing verified evidence with defined criteria and applying an approved severity and response framework consistently.

When can an establishment inspection case be closed?

An establishment inspection case can be closed when required corrections are supported by acceptable evidence, verification is complete, and the authorized closure decision is recorded.

Conclusion

Participants take back an Establishment Inspection Case File containing a risk profile, scope, checklist, evidence log, findings, report, corrective-action review, and closure record. The file changes disconnected inspection activities into a traceable control process. It supports consistent planning, evidence-based decisions, fair reporting, and documented follow-up.