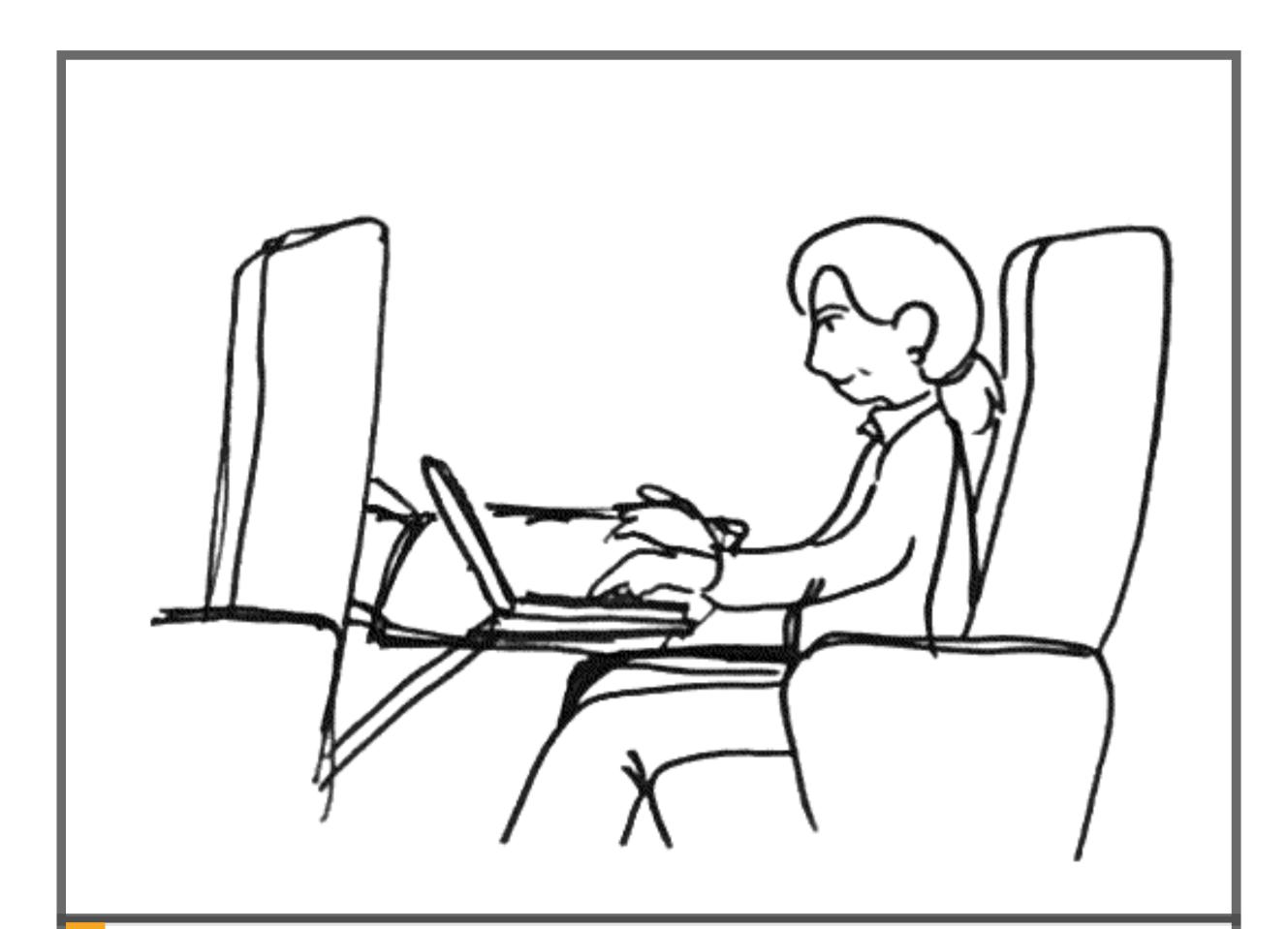
## A WEEK IN THE LIFE OF AN INSPECTOR



On the train journey to her establishment inspection, Irene hastily collates her documents and reads her notes from her previous visit. She sets up a hotspot to download a copy of a project licence, but the slow connection makes it difficult.





During her last visit, Irene noted she had **concerns** around some procedures. She asks to speak to certain individuals and **inspect** how they carry out procedures.



Irene is happy with the procedures, but spots an issue with the flooring in the room. She **makes a note** and discusses with the HOLC. She offers **verbal feedback** and requests that the room should not be used for any procedures until the flooring is fixed.



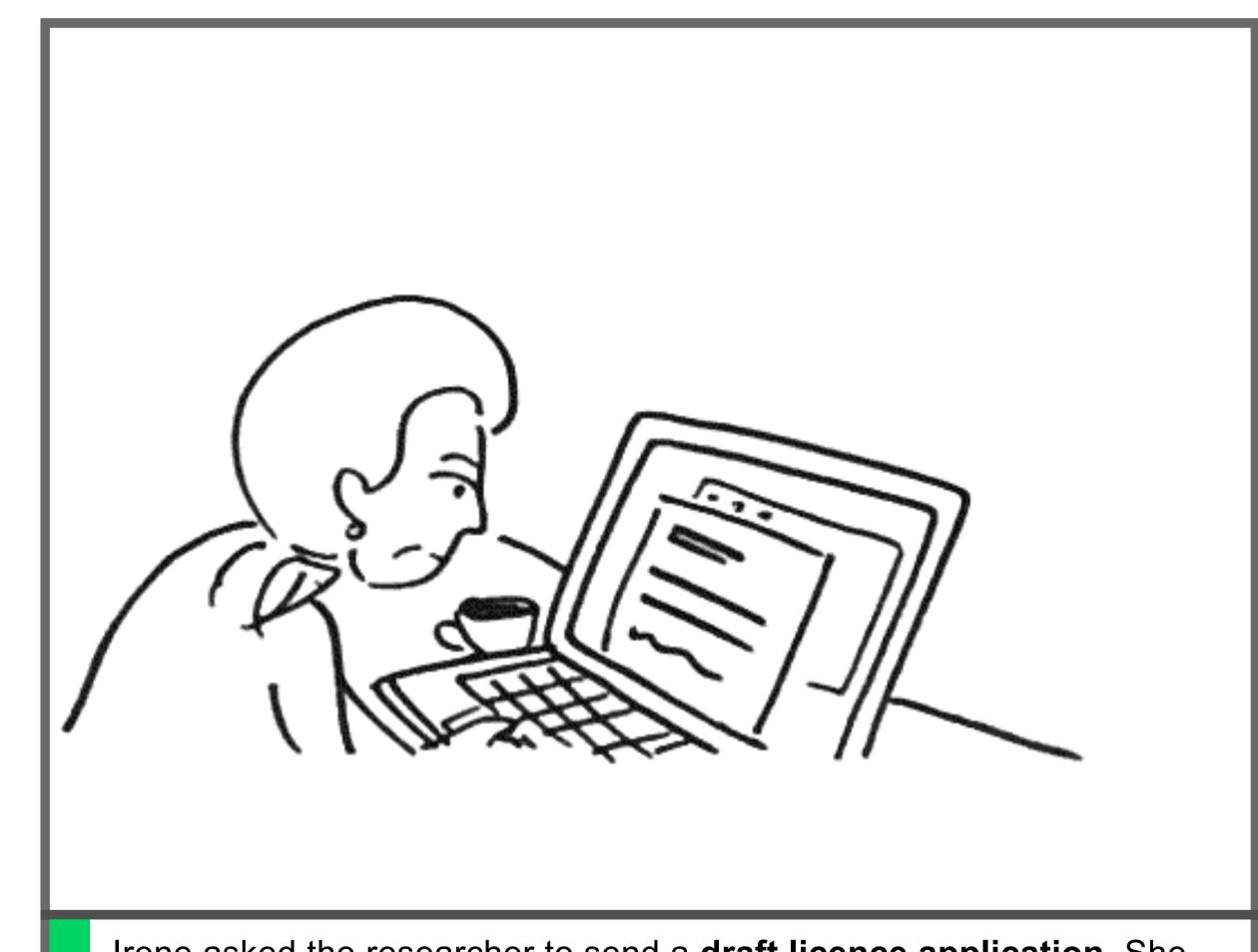
On her way home, she will add to her handwritten notes. The next day, she will start writing her report, but this may take a week. If she has any serious concerns, she sends an email to the HOLC and copies in the licence holder outlining her concerns.



When the report is complete, Irene will **upload** onto the system (RASP) and may also upload notes on iManage. However, this often **takes time** and effort over a remote connection, so she may wait until she is back in the office. She keeps a **local copy** on her laptop for easy access.



A researcher has sent Irene an email because she is planning of applying for a new Project licence. As there may be some controversial aspects to this research, Irene organises a call.



Irene asked the researcher to send a **draft licence application**. She reviews it, adds her **comments**, then returns it.

