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| **Inspection/Report Reference no.:** |  |
| **Inspected NMVO:** |
| *Name and full address of the inspected organisation* |
| **Inspection Type** | On-site: **[ ]**  | Remote (Desktop): **[ ]**  |
| **Purpose of the Inspection** | Routine: **[ ]**  | Other: **[ ]** *Indicate reasons* |
| **Inspection Date(s):** | *Date(s), month, year* |
| **Inspector(s) and Expert(s):** |
| *Name(s) of the inspector(s).**Name(s) of expert(s) (if applicable).**Name(s) of Competent Authority(ies).* |
| **Introduction:** |
| *Short description of the organisation.**Indicate whether the repository is national or supranational.**Include details of the NMVS Service Provider.**Indicate whether the NMVS is a Blueprint, Customised Blueprint or Bespoke System.**Include the following details, as applicable:** *Date of previous inspection.*
* *Name(s) of inspector(s)/expert(s) involved in previous inspection.*
* *Significant changes since the previous inspection.*
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| **Brief report of the inspection activities undertaken:** |
| Scope of Inspection: *Short description of the inspection.* Inspected area(s): *Each inspected area should be specified.* |
| **Activities not inspected:** |
| *Where applicable attention should be drawn to areas or activities not subject to inspection on this occasion.* |
| **Personnel met during the inspection:** |
| *The names and job titles of key personnel met should be specified.* |
| **Findings and observations relevant to the inspection and non-compliances:** |
| *Relevant headings from the Commission Delegated Regulation (EU) 2016/161, as applicable.**This section can link the findings to the non-compliances.**Headings which may be used (other headings may be introduced when relevant):**Establishment of the repositories system**Structure of the repositories system**Uploading of information in the repositories system**Functioning of the hub**Characteristics of the repositories system**Operations of the repositories system**Obligations of legal entities establishing and managing a repository which is part of the repositories system**Data protection and data ownership**Qualification/Validation of the Systems**Quality Management System** *Overview of inspection findings from the last inspection and corrective action taken*
* *System Access Management*
* *Information Security Management*
* *Connection of End-users*
* *Management of Incidents/Potential Incidents of Falsification*
* *Change Management*
* *Complaint Management*
* *Risk Management*
* *CAPA Management*
* *Training*
* *Business Continuity*
* *Audit Management*
 |
| **Annexes attached:** |
| *List of any annexes attached* |
| ***List of non-compliances:*** |
| *Non-compliances should be listed and the relevant reference to the Delegated Regulation should be mentioned.**The organisation should be asked to respond to the findings including proposed time schedule for corrections.* |
| **Compliance rating:** |
| *Indicate the compliance rating***[ ]**  Compliant **[ ]**  Compliant with observations**[ ]**  Non-Compliant **[ ]**  Not Operational  |
| **Competent Authority comments on the organisation’s response to the inspection findings:** |
| *i.e. are the responses acceptable?* |
| **Summary and conclusions:** |
| *The Competent Authority should state whether the organisation operates in general compliance with the requirements of the Commission Delegated Regulation (EU) 2016/161.* |
| **Name(s):** *The inspection report should be signed and dated by all personnel having participated in the inspection.***Signature(s):****Competent Authority Name:****Date:** |