

## Inspection Preparation Advice for Schedule 3 Declarers

This brief document outlines the most commonly requested information pertaining to inspections by OPCW inspectors. Therefore, it is advised that access arrangements are made for the relevant areas and the following documentation and information is readily available.

### Documents – Briefing

- Copies of presentations given during the briefing;
- Site maps/diagrams showing the site perimeter and declared facilities;
- Organisation charts, showing the role of the key individuals introduced to the team and with whom the team is likely to come into contact;
- List of plants, including those declared, with the approximate annual production range of each plant;
- Readily available material such as site brochures, catalogues, advertising material and website information;
- List of products produced on site;
- List of any undeclared Schedule 1, 2 or DOC/PSF chemicals held on site;
- Site health and safety instructions;

### Documents – Inspection

- Records, with supporting documentation, explaining the basis of the declaration;
- Schedule 3 production records for the last calendar year to date from which the declaration was derived for each plant, possibly broken down by monthly, weekly or batch figures;
- Relevant Schedule 3 sales records, sales invoices, credit notes;
  - Schedule 3 import and/or export records for the previous calendar year, to date, from which the declaration was derived;
- Basic process flow information, including block flow diagrams and P and I diagrams;
- Standard operating procedures;
- Raw material (particularly any Schedule 3 chemicals) purchase/utilisation records for the last calendar year;
- Material safety data sheets;

- List of chemicals held on site;
- Waste effluent records - in particular, disposal of Schedule 3 effluent (Environmental Licences etc.);
- Official documentation proving site address (telephone bill etc.).

### **Access – Inspection**

- Declared production plants;
- Product filling areas;
- QC lab - any special safety features, detectors, filtration etc. Consistency of instrumentation with stated requirements;
- R&D facility - any special safety features, detectors, filtration etc.;
- Warehouses & workshops – any special safety features, detectors, filtration etc.;
- Waste water treatment facilities;
- Emergency facilities and any on-site medical personnel - qualifications of staff, equipment and medicines available.

### **Information – Inspection**

- Declared production plants:
  - Materials of construction;
  - Dedicated or multi-purpose configuration;
  - Batch or continuous process;
  - Control rooms, manual or computer control;
  - Vapour filtration systems;
  - Safety equipment available;
  - Any vapour detectors;
  - Security measures;
  - Waste treatment.
- Number of reactors/vessels (plant specific);
- Processing methods e.g. crystallisation/distillation;
- Extraction/ventilation filters in laboratories and plants;
- Distance to nearest hospital to site.