

Pre-inspection Briefing Guidelines

A PIB should be provided by facility representatives (not by the national authority / government personnel) and last no more than three hours, though one hour is usually sufficient. Hardcopies are very helpful. The PIB should focus on the necessary site-specific issues including:

Maps

Where is the site?

- With respect to point of entry
- With respect to the locality
- Boundaries

What is within the site?

- Plants and infrastructure
- Other companies / plant sites including sites which may be physically located within the same boundary, but may not (operationally) form part of the site.

“Other documentation as appropriate”

- No definition given for other documentation
- Consider what may aid the team and help make a smoother inspection process
- Consider inclusion of the following for each plant, related to declarable activities:
 - Chemical production quantities
 - Types of chemical reaction
 - Other processes
 - Materials of construction
 - Batch / continuous
 - Dedicated / multi-product / multi-purpose.
- Consider the inclusion of the following information for the site:
 - List of personnel supporting the inspection, including their roles / responsibilities.
 - Waste treatment processes (simplified), if any

“Activities carried out there”

- The main purpose of the site
- Fertilisers; pharmaceuticals; chlor-alkali; pesticides; plasticisers; paints; soaps; etc.
- Type of chemicals produced
 - Plants under inspection regime
 - Plants under other regimes
 - Non-CWC related plants
- Infrastructure
 - Research and development, Laboratories, Maintenance, Warehouses, Waste treatment etc.

“Safety measures”

- General
 - No operation / touching of equipment
 - Under escort
 - Site specific, may include
 - Emergency alarms
 - Specific personal protective equipment
 - Evacuation routes
 - Assembly points

“Administrative and logistic arrangements”

- ‘Normal’ office working hours
 - Support outside of normal working hours
 - Location of inspection team office and escort team office
 - Welfare facilities

Pre-inspection Briefing

Jordi Chemicals

Jordi Chemicals, LTDA.

DD MM, 20XX

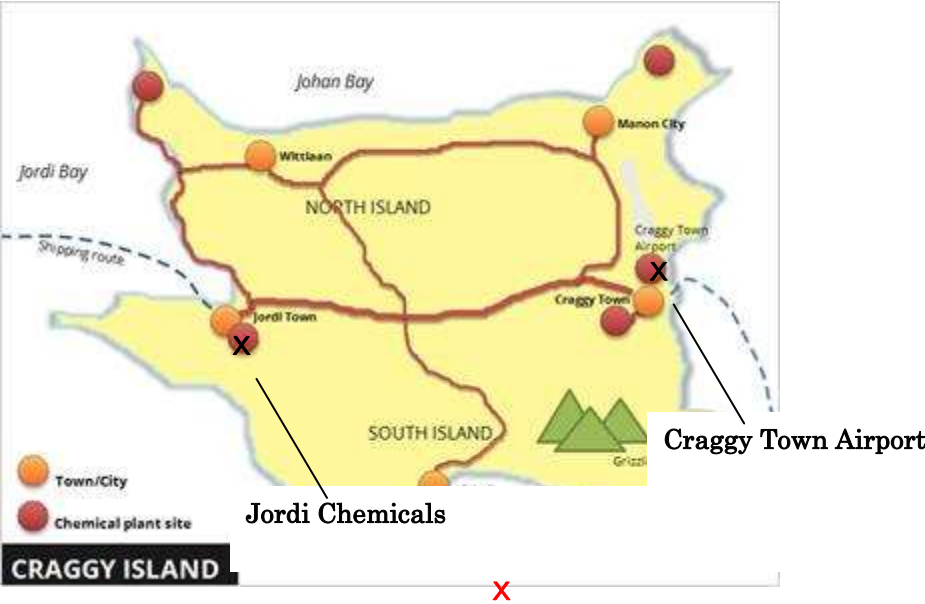
Contents:

1. Location of the Plant Site and Airport
2. Vicinity of the Plant Site and Hospitals
3. Outline of the Company and the Plant Site (As of DD MMM, 20XX)
4. Organization of the Plant Site
5. Layout of the Administration Office
6. General Layout of the Plant Site and
Route map for the site tour
7. Health and Safety Regulations
8. Summary of DOC / PSF Production by plants in 20XX

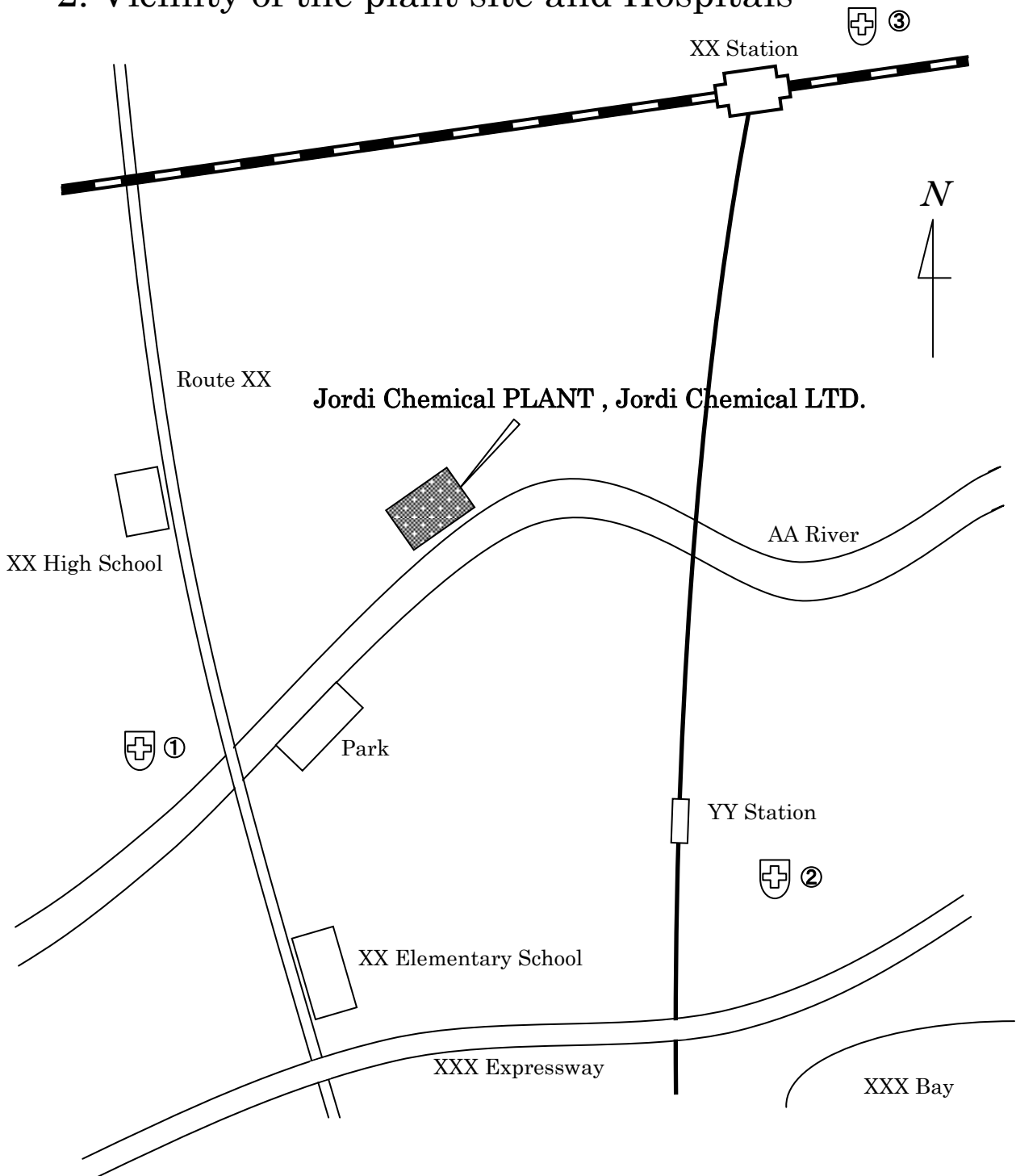
Appendix A: List of the site representatives

1. Location of the Plant Site and Airport

Jordi Chemicals, LTDA.
Longitude: xx Latitude: YY



2. Vicinity of the plant site and Hospitals



Hospital	Location	Distance	Required Time
ABC City Hospital	①	1.0 km	About 5 min. by car
DEF General Hospital	②	1.3 km	About 7 min. by car
GHI Hospital	③	1.5 km	About 8 min. by car

3. Outline of the Company and the Plant Site (as of DD MMM, 20XX)

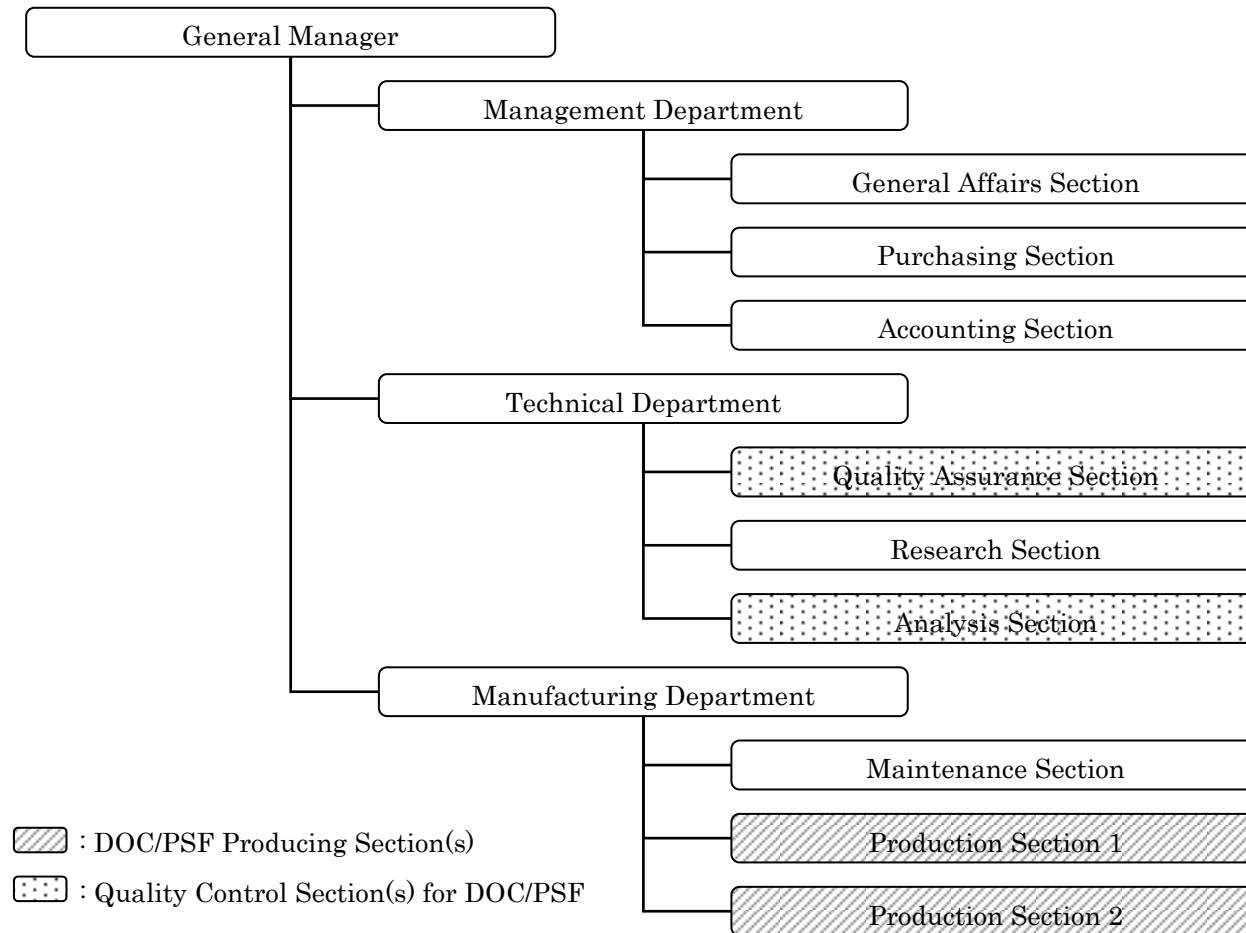
1. Outline of the Company

- Name of the Company:
- Address of the head office:
- Establishment:
- Capital amount (yen):

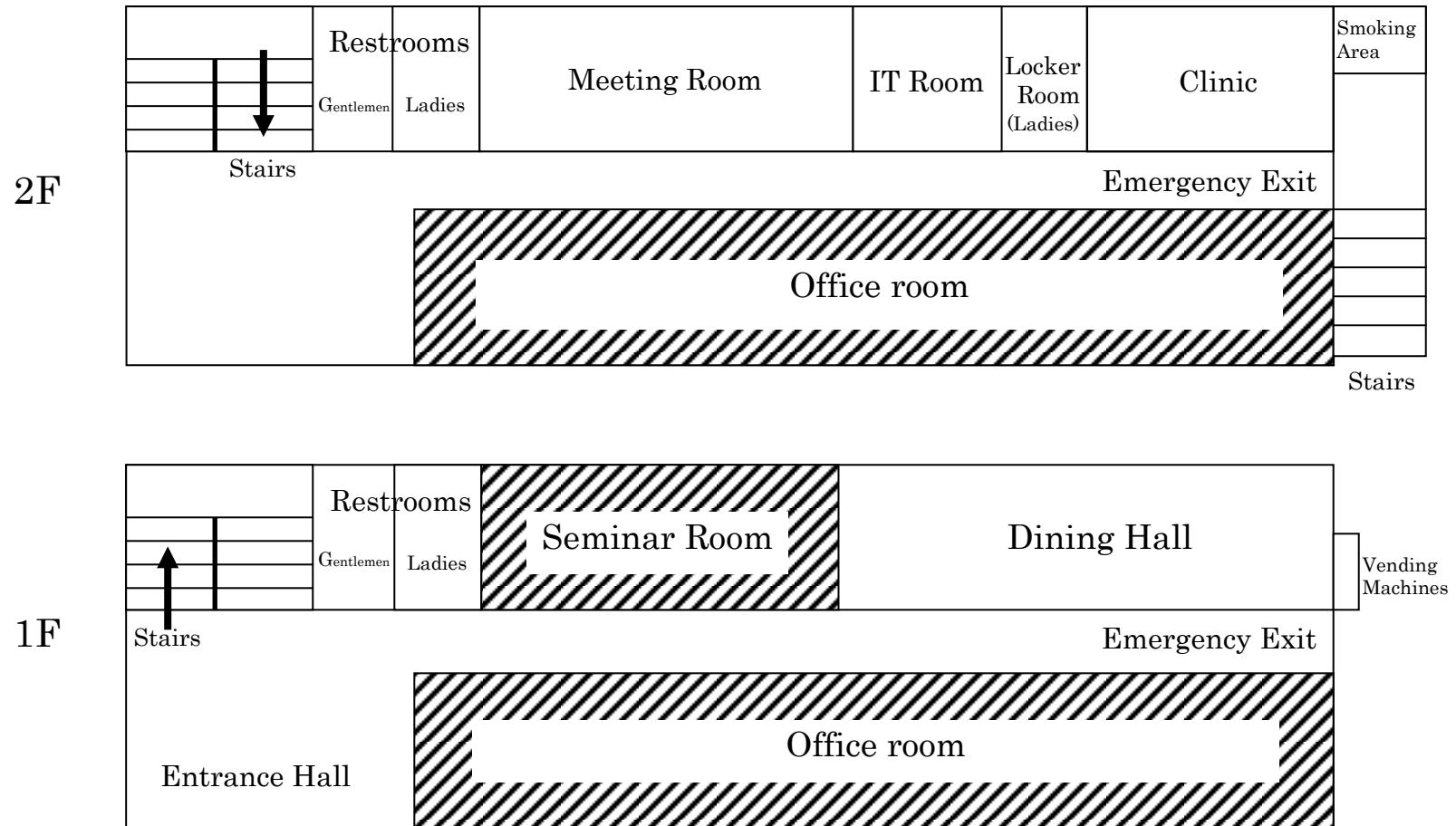
2. Outline of the Plant Site


- Name of the Plant Site:
- Address:
- Location:
- Total area: XX ha.
- Establishment: MMM, 19XX
- Employees:
- Working time:
- Features and Main Products:

4. Organization of the Plant Site

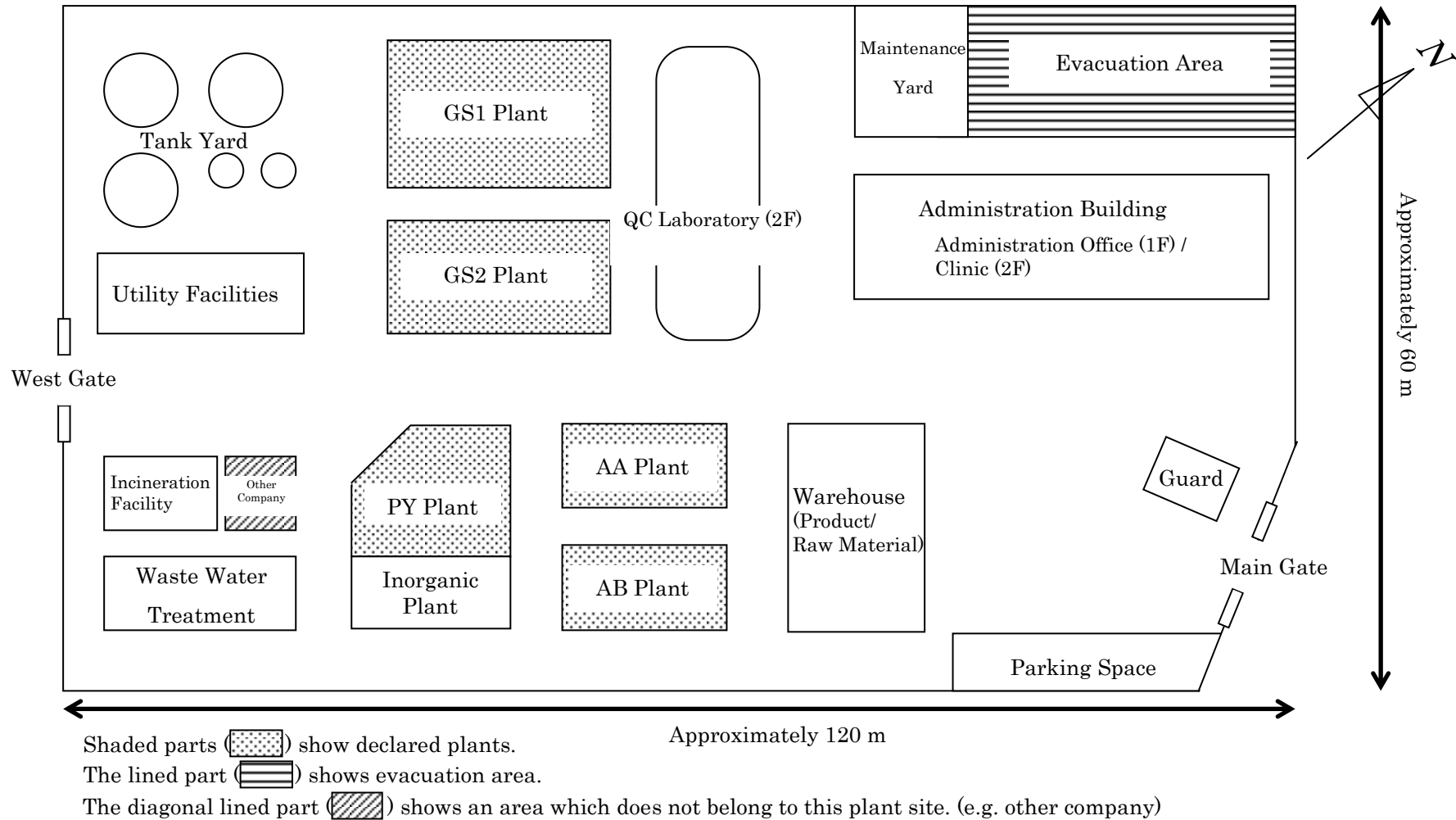


5. Layout of the Administration Office



Shaded parts () show off-limits area.

6. General Layout of the Plant Site and Route map for the site tour



7. Health and Safety Regulations

METI Chemical Co., Ltd. YY Plant

1. Entry to the Plant Site

- (a) Alcoholic drinks shall not be brought on to the plant site.
- (b) Anyone who is drunk shall be prohibited from entering the plant site.
- (c) Dangerous equipment or substances shall not be brought on to the plant site.
- (d) The Inspection Team shall be escorted by representative(s) of the Inspected State Party, when it enters or leaves the plant site.

2. Administration Office

- (a) The Inspected State Party will indicate the areas that are available to the Inspection Team in the pre-inspection briefing. Access to other parts of the office is subject to the approval of the Inspected State Party.
- (b) Smoking is permitted only in the designated areas.
- (c) Use of fire or electricity without permission is prohibited.

3. Plant Area

- (a) Bringing ignition sources and hazardous materials into the plant area is prohibited.
- (b) Use of fire or electricity without permission is prohibited.
- (c) Access to the plant by the Inspection Team is allowed in the presence of the representative(s) of the Inspected State Party, and the Inspection Team shall follow the directions of the plant site personnel.
- (d) The Inspection Team shall not operate and/or touch any equipments, instruments, raw materials or products belonging to the plant site in any area of the plant.
- (e) Use of equipment that generates electricity (static) or sparks in the plant area is restricted to the explosion-proof type. If the Inspection Team deems it necessary to use such equipment, its use shall be subject to the approval of the Inspected State Party. Use of mobile phone is prohibited in the plant area.
- (f) In general, entering the following area is prohibited:
 - 1) Where there are suggestions of, or signs indicating, "Danger" or "No Entry".
 - 2) Where heavy-load machines are in operation.
 - 3) Where welding operations using gas or electricity are taking place.
 - 4) Where equipment is being dismantled.
 - 5) Where equipment is being operated.
 - 6) Where construction is under way.
 - 7) Inside of apparatuses or pits.

If the Inspection Team deems it necessary to inspect any of the above-mentioned areas, such inspection is subject to negotiations between the Inspected State Party and the Inspection Team.

4. Medical Assistance

To facilitate medical assistance to be provided by the Inspected State Party, the Inspection Team leader shall inform the Inspected State Party of the kind and extent of the medical care needed by the sick or injured Inspection Team member. The Inspected State Party will provide the requested medical care to the extent possible.

5. Evacuation Procedures

The Inspection Team shall obey the directions of the plant site personnel. The designated evacuation point will be indicated in the pre-inspection briefing.

Date: _____

Signature: _____

Appendix A: List of the site representatives

Name	Title