

The sample-taking schedule (programme) during the period between inspections shall be determined by the inspectors.

The samples taken prior to the arrival of the inspectors shall be kept in containers which ensure their integrity.

The samples shall be analysed by the personnel of the facility in the presence of the inspectors in accordance with agreed standard methods (gas-liquid chromatography, chromatograph "TsvET-500, No. ...").

## 7. Records

### 7.1. Types of records

The records to be examined shall be determined after the initial visit and shall include the following:

#### (a) Accounting records:

Feedstock records (quantity in store, quantity used in the process and quantity received for storage);

End-product records (quantity of output, quantity delivered to users, users);

Records concerning off-specification end-products (quantity, date of production, quantity destroyed and date of destruction).

#### (b) Operating records:

Process flow schematic;

Quantity of wastes resulting from the process and index of feedstock used per unit of finished product;

Logs of the operators of the facility;

Recorded readings of the measuring instruments at the facility;

Results of analyses;

Safety instructions.

#### (c) Calibration records.

### 7.2. Location and language of records

(a) Copies of the documentation describing the basic features of the process, the configuration of the facility and its principal equipment at the time of the initial visit shall be kept in a safe allocated to the Technical Secretariat at the facility.