

9. Measures to Protect Confidential Information

Pending agreement in the Conference on Disarmament on measures to protect confidential information, the four-level classification system then under consideration in Working Group A was used as a basis for discussion with the company. Reference to this system of classification has since been included in Appendix II (page 139) of the current Rolling Text.

The company specified which types of information it considered came under the four levels, viz:

- (a) Releasable to the public;
- (b) Releasable to States Parties to the Convention;
- (c) Limited to the Technical Secretariat; and
- (d) Available to inspectors only - not to be removed from the company premises.

Agreement was reached on which information came under the four levels, and the necessary arrangements were made to ensure that confidential information was handled appropriately during the inspection.

10. Opening Conference

During the opening conference, the leader of the inspection team outlined to participants and observers the purpose of the NTI. He described in detail the proposed inspection activities and specified services that were likely to be needed from the company. A company representative discussed the current activities at the facility and safety regulations to be observed. The opening conference lasted about one and a half hours.

11. Types of Records needed and/or audited

The company keeps accurate and complete records of the designated feedstock chemical, which is imported. The records made available to the inspection team included:

- placement of orders with overseas suppliers;
- payment advice;
- import documentation/customs clearance;
- receipt at company store (off-site);
- receipt at production site;
- batch production sheets (including quantities of feedstock chemicals and products, chemical analysis/quality control of product);