

#### 4.1 Preliminary visit

Participants: The entire team of inspectors

Date: 5 December 1988

Time: From 10.30 a.m. until 4.30 p.m.

Site: QUIMICA DA BAHIA S.A.

##### Activities:

- (a) Meeting with the production manager (Engineer Jose Alberto Leite):
- . introduction of inspectors
  - . definition of criteria related to the confidentiality (signature by the inspectors of the standard term of confidentiality in accordance with Addendum ...)
  - . definition of the date of inspection
  - . request for copies of the following documents
    - description of the process (including fluxograms and P&I's)
    - reserves and movement during the present MIPA production
    - chemical analysis charts
    - general layout of the facility
    - Industrial Safety Programme
    - Industrial Hygiene Programme
    - Environmental Programme
    - Programme of Quality Guarantee
- (b) Description of the MIPA production process by Engineer Jose Alberto Leite.
- (c) Visit to the industrial area and laboratory.
- (d) Complementary meeting with the Processing Engineer of QUIMICA DA BAHIA S.A. (Carlos Alberto).