

8. Duration of the initial visit and the routine on-site inspection

Initial visit: five days, including two days for the preparation of the draft "Agreement on verification arrangements for a facility producing N,N-dialkylaminoethan-2-ols".

Routine inspection: actual inspection - one day;
preparation of report - one day.

9. Measures to protect confidential information

No special measures were taken to protect confidential information since the inspectors, members of the monitoring team and observers were persons who are under a duty to comply with the relevant provisions of Soviet legislation. The degree of confidentiality of the information made available to the inspectors in connection with the performance of their duties was indicated by the management of the facility.

10. Opening conference

The opening conference, chaired by the Chief Engineer of the enterprise, that took place after the inspection team arrived at the facility was devoted to the following matters:

Statement by the inspection team leader concerning the purposes of the inspection and the services that might be required by the inspectors;

Information provided by the management concerning the facility and safety regulations within its precinct;

Agreement on inspection procedures.

11. Types of records needed and/or audited

Material flow diagram in respect of N,N-dialkylaminoethan-2-ol production.

Feedstock records of the materials and technical supplies department.

Accounting records indicating the amount of feedstock used and the volume of finished products.

Records of the sales department on deliveries of end products and consumers.

12. Plant orientation tour

A plant orientation tour took place only during the initial visit. The facility was checked over during the subsequent inspection.