The inspection team was split into five groups:

- Group I, responsible for sampling;
- Group II, responsible for verifying the process;
- Group III, responsible for process control analysis;
- Group IV, responsible for documentation analysis (records examination);
- Group V, observers.

During the course of the inspection, the leader of the team was responsible to meet the unforeseen needs of the inspectors with the aid of facility personnel.

2.11 INSPECTION OF OPERATION PROCEDURES

During the inspection, all the production and ancillary equipment was examined in detail to ensure their suitability for declared activity and their probable use for undeclared ones such as production of schedule 1 and other toxic chemicals. Notes were taken about the size of reactor in accordance with designed capacity and the physical characteristics of the reactor and the ancillary equipment. Particular attention was paid to the waste treatment and the safety measures in different areas. It was noted that the above mentioned factors were in accordance with the original design specification (the process diagram is presented in the appendix).

2.12 TYPES OF RECORDS NEEDED AND/OR AUDITED

Records and files of raw materials and products were checked to verify the consumption of raw materials used for production and the declared product. The examination process and the types of records studied are given in appendix 3.

2.13 SAMPLING AND SAMPLE TAKING PROCEDURES

The points of sample taking were specified in the facility attachment. Inspectors were equipped with the equipment and materials required for sampling. Sampling was carried out by the personnel in the presence of the inspection team. The areas and places from where the samples were taken were:

- Raw material storage tanks, vessels and sacks;
- Raw materials holding tanks to the reactor;
- Reactor (beginning, mid and end of reaction);
- DDVP carrying pumps. These pumps were washed by organic solvents and a sample was taken from the resulting solution;
- Waste treatment facility. Samples were taken from pipes carrying, washing liquid from reactor and tanks;
- Samples were taken from waste treatment tanks;