



OPCW

Technical Secretariat

Office of the Director-General

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NOTE BY THE TECHNICAL SECRETARIAT

REVISED TEMPLATES FOR PRELIMINARY FINDINGS AND FINAL INSPECTION REPORTS (OTHER CHEMICAL PRODUCTION FACILITY INSPECTIONS)

1. On the basis of the experience gained since the introduction of the revised templates for preliminary findings and final inspection reports for other chemical production facility (OCPF) inspections, annexed to a Note by the Technical Secretariat (hereinafter “the Secretariat”) (S/960/2011, dated 2 September 2011 and Corr.1, dated 20 September 2011), the templates for preliminary findings and final inspection reports for OCPF inspections have been reviewed within the Secretariat in an effort to make them more consistent and more concise. The reports have been streamlined and further standardised (in both format and content) by using more tables and by reducing narrative to enhance efficiency and consistency. In addition, States Parties provided input that was discussed during the Industry Cluster facilitation.
2. For the information of the Member States, the revised templates specific to OCPF inspections are annexed to this Note.
3. The templates began to be introduced in January 2015.

Annexes (English only):

Annex 1: Final Inspection Report for OCPF inspections

Annex 2: Preliminary Findings for OCPF inspections



**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS

FINAL INSPECTION REPORT

This document is the factual, final report referred to in paragraph 62 of Part II of the Verification Annex to the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction.

Inspection OCPF/XXX/YY was conducted in accordance with paragraph 6 of Article VI and Part IX of the Verification Annex to the Convention.

Inspected State Party:	<i>[name]</i>
Inspected Plant Site:	<i>[name, as it appears on the mandate]</i>
Plant Site Code	<i>[code]</i>
Inspection Start:	<i>DD Month YYYY</i>
Inspection End:	<i>DD Month YYYY</i>

CONTENTS

- 0. Summary**
- 1. On-site Activities and Factual Findings**
- 2. Issues Requiring Further Attention**
- 3. Uncertainties**
- 4. Report of Any Incidents in Relation to the Inspection Activities**
- 5. Cooperation of the Inspected State Party**
- 6. List of Annexes**
- 7. Signature**

ANNEXES

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

0. SUMMARY

[Text]

[Provide a brief overview of the inspection to include, inter alia, location relative to the boundaries and POE, main activities/products, indicate whether the site is a mixed plant site and indicate whether it is an initial, subsequent (in this case, when was the last inspection) and/or sequential inspection, fulfilment of aims.]

0.1 Gather any further information to be provided in declarations

[Text]

[Recommendations to the ISP to include in future declarations.]

0.2 Issues requiring further attention

[Text]

0.3 Uncertainties

[Text]

0.4 Cooperation of the ISP

[Text]

[Provide a summary with an overview of the cooperation of the ISP. More detailed information may be provided in section 5.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was/was not¹ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as part of the PIB/inspection period.²

A verbal/written³ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 Description of plant site

[Text]

[It is recommended that this table be used to describe the main features of the plant site. Additional narrative may be used to complement the information included in the table, if deemed necessary. Include a plant site diagram, when judged valuable, to delineate the plant site, to define the scope of the inspection, and/or to report it easily.]

General information about the plant site

Ownership or Company Operating the Plant Site			
POE			
Location			
Situated Within			
Security Features			
Number of Personnel		Area of the Site	
Plant Site Operation Hours			
Accredited Certificates			
Main Chemical Products			
Schedule 3 Plants (List)		Schedule 2 Plants (List)	
Other Plants and Facilities			
PPE			

1 Delete as appropriate.

2 Delete as appropriate.

3 Delete as appropriate.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

1.2.2 DOC plants

[Text]

[It is recommended that the tables below or similar tables be used to describe the main features of the plants, if the IT believes they are appropriate for the situation on site. Supplement information in the tables with narrative, if necessary. If the DOC plants have many things in common, a general description for all of them may be included in this section. Of particular note is that the description of the plant should include the directly associated infrastructure. Delete blank table(s) if not used.]

Plant description⁴

Plant Name		
Type of Chemical Activities		
Type of Reaction		
Process Description		
Technical Features (Including Equipment)		
Plant Structure		
Operation Mode		
Directly Associated Infrastructure ⁵		

⁴ This table may be used for plant sites with a small number of plants. Delete/add rows as appropriate.

⁵ Include a brief description of the associated infrastructure below the table, if required.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

Plant description⁶

Plant Name	Type of Chemical Activities	Type of Reaction	Process Description	Technical Features (Including Equipment)	Plant Structure	Operation Mode	Directly Associated Infrastructure ⁷

⁶ This table may be used for plant sites with a large number of plants. Delete/add rows as appropriate.

⁷ Include a brief description of the associated infrastructure below the table, if required.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

1.2.2.1 [Name] (indicate whether this is a PSF-plant)

[Text]

[Describe individual plants in this section if it is more appropriate than using tables for the specific plant site.]

1.2.3 Plant site common infrastructure

[Delete headings that do not apply and add headings, where appropriate.]

1.2.3.1 Storage and warehousing

[Text]

[Include tank farms, open areas, and buildings.]

1.2.3.2 Waste treatment

[Text]

[Include waste water treatment facilities, separation systems, treatment of organics and incinerators (liquid, solid, vapours).]

1.2.3.3 Maintenance

[Text]

[Include electrical, instrument, and mechanical maintenance.]

1.2.3.4 Utilities

[Text]

[List the type of utilities available on site such as boilers, cooling water systems, nitrogen, steam, etc.]

1.2.3.5 Laboratories

[Text]

[Include types of laboratories, such as QA, QC, R&D.]

1.2.3.6 Medical centre

[Text]

[Describe the main features of the medical centre.]

1.2.3.7 Other

[Text]

[Describe any additional plant site common infrastructure that is not covered above.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

1.2.4 Other

[Text]

[Describe additional facilities or non-DOC plants, such as formulation plants, new plants in construction, shutdown plants, etc.]

1.2.5 Review of relevant records

[Text]

[Describe the material accounting system and the activities carried out by the IT, such as cross-checking, reviewing, etc. List the items reviewed and returned to the ISP, such as lists of chemicals handled on site, production records, business registration, certificates, etc.]

Records reviewed

Record Name ⁸	Date ⁹	Purpose	Remarks ¹⁰

1.3 Mandated aims and operational instructions

- a) *Verify that activities are consistent with the information to be provided by the ISP in declarations*

Reference is made to the latest declaration update provided by the ISP for the year YYYY.
The name of the plant site (remains unchanged./was changed to) _____
in MM/YYYY.

Precise location, address, geographical coordinates

	Declared	Verified
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		

⁸ Also include original name, if appropriate.

⁹ Include any dates pertaining to the documents reviewed.

¹⁰ Remarks: use this column to specify whether a document or item has been left on site in a joint sealed container or has been taken off site. In these cases, include the item ID or DCN and the confidentiality classification.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

Technical data

	Declared	Verified
Main activities that make the site declarable (product group codes)		[as declared/correction]
Aggregate amount of production of DOCs (code of production range)		[as declared/correction]
Approximate number of DOC plants, including PSF-plants		[as declared/correction]
Number of PSF-plants		[as declared/correction]
Production of more than 200 tonnes of an individual PSF-chemical?	[Yes/No]	[as declared/correction]
Number of PSF-plants producing: (a) 30-200 t / (b) 200-1,000 t / (c) 1000-10,000 t / (d) > 10,000 t	(a) = / (b) = / (c) = / (d) =	[as declared/correction]

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities.]

- b) Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex to the Convention**

[Text]

[Conclusions based on verified activities; list any additional observations that are not otherwise included in previous text.]

- c) Undertake sampling and analysis in accordance with paragraph 19 of Part IX of the Verification Annex to check for the absence of undeclared scheduled chemicals**

[Text]

[Elaborate on the meaning of each sample for the verification activities. Comment on the results of the analysis, especially findings of undeclared scheduled chemicals and related explanations or recommendations. Report false positives, if any, and how they were ruled out. Refer to Annex C and to the Analytical Report for further details.]

- d) Gather any further information to be provided in declarations**

[Text]

[Recommendations to the ISP to include in future declarations.]

2. ISSUES REQUIRING FURTHER ATTENTION

[Text]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

3. UNCERTAINTIES

[Text]

**4. REPORT OF ANY INCIDENTS IN RELATION TO INSPECTION
ACTIVITIES**

[Text]

[Insert text regarding factual description of any event, equipment-related or not, that occurred during the course of the inspection and had an impact on verification activities. List here the equipment excluded by the ISP at the POE, including the equipment type and equipment ID. List issues related to the inspection equipment used on site such as USB devices, printers, hard drives, etc. List any issues related to privileges and immunities, administrative arrangements, safety, communications, etc.]

5. COOPERATION OF THE ISP

[Text]

[Provide information regarding the manner in which the ISP cooperated with the inspection team, in accordance with paragraph 62 of Part II of the VA.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

6. LIST OF ANNEXES

Annex A: Administrative Data

A.1: List of inspectors

A.2: ISP representatives

A.3: Sequence of events

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Annex C: Sampling and Analysis

Annex D: Equipment-Related Details

D.1: Inspection team equipment used during the inspection

D.2: Equipment provided by the ISP

D.3: Equipment requested to be left behind/destroyed by the inspection team/ISP

Annex E: List of Interviews Conducted

Annex F: Comments from the ISP

Annex G: Differing Observations Made by Inspectors, in Accordance with Paragraph 62 of Part II of the Verification Annex

Annex H: List of Acronyms

7. SIGNATURE

This final inspection report has been printed in one original copy on [date].

Inspection Team Leader:

(Signature)

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

ANNEX A: ADMINISTRATIVE DATA**A.1 List of Inspectors**

N°	Name	UNLP No.	Function
1.			Inspection team leader
2.			Inspection team member
3.			Inspection team member

A.2 ISP Representatives

N°	Name	Function
1.		
2.		
3.		

A.3 Sequence of Events

N°	Event	Date GMT	Time GMT
1.	Notification sent to the ISP		
2.	Acknowledgement by the ISP		
3.	Arrival of inspection team at the POE		
4.	Arrival at inspection site		
5.	Beginning of pre-inspection briefing		
6.	Completion of pre-inspection briefing		
7.	Beginning of inspection activities		
8.	Extension requested/granted ¹¹		
9.	Completion of inspection		
10.	Beginning of post-inspection procedures		
11.	Signing of PF		
12.	Departure from the plant site		

This was the *[first/second]* inspection in a sequential mission.¹²

The time difference between the location of the NA office and GMT is *[+/- XX]* hours.

The time difference between the POE and GMT is *[+/- XX]* hours.

The time difference between the inspection site and GMT is *[+/- XX]* hours.

¹¹ Fill in only if an extension was requested.

¹² Delete if not a sequential mission.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

ANNEX B: LIST OF BUILDINGS, STRUCTURES, AND AREAS ACCESSED OR INSPECTED

N°	Name ¹³	Function
1		
2		
3		

ANNEX C: SAMPLING AND ANALYSIS

List of samples and results

Sample ID	Sampling Point	Date/Time of Sampling	Result	Obtained Date/Time	Confidentiality Classification	Off Site Y/N
		/		/		
		/		/		
		/		/		

ANNEX D: EQUIPMENT-RELATED DETAILS

D.1 Inspection team equipment used during the inspection

[List equipment used during the inspection, including the PPE such as masks, etc. It is not required to list here typical PPE such as safety boots, safety glasses, and helmets.]

N°	Equipment Type	Equipment ID	No. of Units	Remarks
1.				
2.				
3.				

D.2 Equipment provided by the ISP

N°	Equipment Type	Equipment Used For	No. of Units	Remarks
1.				
2.				
3.				

D.3 Equipment requested to be left behind/destroyed by the IT/ISP

N°	Equipment Type/Part	Equipment ID	Remarks
1.			
2.			
3.			

¹³ Include the original name or abbreviation, if appropriate.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY**

ANNEX E: LIST OF INTERVIEWS CONDUCTED

Interview ID	Interviewee	Interviewers	Date/ Time	Type of Recording	Confidentiality Classification	Remarks

ANNEX F: COMMENTS FROM THE ISP

[Text]

ANNEX G: DIFFERING OBSERVATIONS MADE BY INSPECTORS, IN ACCORDANCE WITH PARAGRAPH 62 OF PART II OF THE VERIFICATION ANNEX

[Text]

ANNEX H: LIST OF ACRONYMS

Acronym¹⁴	Definition
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
HQ	Headquarters
PPE	Personal Protective Equipment
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OCPF	Other Chemical Production Facilities
PGC	Product Group Code
PIB	Pre-Inspection Briefing
PLC	Programmable Logic Controller
POE	Point of Entry
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

¹⁴ Add to the list any acronym specifically related to this inspection.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY**



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS

PRELIMINARY FINDINGS

This document contains the preliminary findings referred to in paragraph 60 of Part II of the Verification Annex to the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction.

Inspection OCPF/XXX/YY was conducted in accordance with paragraph 6 of Article VI and Part IX of the Verification Annex to the Convention.

Inspected State Party:	<i>[name]</i>
Inspected Plant Site:	<i>[name, as it appears on the mandate]</i>
Plant Site Code	<i>[code]</i>
Inspection Start:	<i>DD Month YYYY</i>
Inspection End:	<i>DD Month YYYY</i>

CONTENTS

- 1. On-site Activities and Factual Findings**
- 2. Pending Issues**
- 3. Report of Any Incidents in Relation to the Inspection Activities**
- 4. Cooperation of the Inspected State Party**
- 5. List of Annexes**
- 6. Signatures**

ANNEXES

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY**

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1. Pre-inspection briefing

The IT was/was not¹⁵ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as part of the PIB/inspection period¹⁶.

A verbal/written¹⁷ inspection plan was discussed and agreed upon.

1.2. Inspection activities and factual findings

1.2.1. Description of plant site

[Text]

[It is recommended that this table be used to describe the main features of the plant site. Additional narrative may be used to complement the information included in the table, if deemed necessary. Include a plant site diagram when judged valuable, to delineate the plant site, to define the scope of the inspection, and/or to report it easily.]

General information about the plant site

Ownership or Company Operating the Plant Site			
POE			
Location			
Situated Within			
Security Features			
Number of Personnel		Area of the Site	
Plant Site Operation Hours			
Accredited Certificates			
Main Chemical Products			
Schedule 3 Plants (List)		Schedule 2 Plants (List)	
Other Plants and Facilities			
PPE			

¹⁵ Delete as appropriate.

¹⁶ Delete as appropriate.

¹⁷ Delete as appropriate.

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

1.2.2. DOC plants

[Text]

[It is recommended that the tables below or similar tables be used to describe the main features of the plants, if the IT believes they are appropriate for the situation on site. Supplement information in the tables with narrative, if necessary. If the DOC plants have many things in common, a general description for all of them may be included in this section. Of particular note is that the description of the plant should include the directly associated infrastructure. Delete blank table(s) if not used.]

Plant description¹⁸

Plant Name		
Type of Chemical Activities		
Type of Reaction		
Process Description		
Technical Features (Including Equipment)		
Plant Structure		
Operation Mode		
Directly Associated Infrastructure ¹⁹		

¹⁸ This table may be used for plant sites with a small number of plants. Delete/add rows as appropriate.

¹⁹ Include a brief description of the associated infrastructure below the table, if required.

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
OCPF/XXX/YY

Plant description²⁰

Plant Name	Type of Chemical Activities	Type of Reaction	Process Description	Technical Features (Including Equipment)	Plant Structure	Operation Mode	Directly Associated Infrastructure ²¹

²⁰ This table may be used for plant sites with a large number of plants. Delete/add rows as appropriate.

²¹ Include a brief description of the associated infrastructure below the table, if required.

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

1.2.2.1 [Name] (indicate whether this is a PSF-plant)

[Text]

[Describe individual plants in this section if it is more appropriate than using tables for the specific plant site.]

1.2.3 Plant site common infrastructure

[Delete headings that do not apply and add headings, where appropriate.]

1.2.3.1 Storage and warehousing

[Text]

[Include tank farms, open areas and buildings.]

1.2.3.2 Waste treatment

[Text]

[Include waste water treatment facilities, separation systems, treatment of organics and incinerators (liquid, solid, vapours).]

1.2.3.3 Maintenance

[Text]

[Include electrical, instrument, and mechanical maintenance.]

1.2.3.4 Utilities

[Text]

[List the type of utilities available on site such as boilers, cooling water systems, nitrogen, steam, etc.]

1.2.3.5 Laboratories

[Text]

[Include types of laboratories, such as QA, QC, R&D.]

1.2.3.6 Medical centre

[Text]

[Describe the main features of the medical centre.]

1.2.3.7 Other

[Text]

[Describe any additional plant site common infrastructure that is not covered above.]

1.2.4 Other

[Text]

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

[Describe additional facilities or non-DOC plants such as formulation plants, new plants in construction, shutdown plants, etc.]

1.2.5 Review of relevant records

[Text]

[Describe the material accounting system and the activities carried out by the IT, such as cross-checking, reviewing, etc. List the items reviewed and returned to the ISP, such as lists of chemicals handled on site, production records, business registration, certificates, etc.]

Records reviewed

Record Name ²²	Date ²³	Purpose	Remarks ²⁴

1.3. Mandated aims and operational instructions

- a) *Verify that activities are consistent with the information to be provided by the ISP in declarations*

Reference is made to the latest declaration update provided by the ISP for the year YYYY. The name of the plant site (remains unchanged./was changed to) _____ in MM/YYYY.

Precise location, address, geographical coordinates

	Declared	Verified
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		

²² Also include original name, if appropriate.

²³ Include any dates pertaining to the documents reviewed.

²⁴ Remarks: use this column to specify whether a document or item has been left on site in a joint sealed container or has been taken off site. In these cases, include the item ID or DCN and the confidentiality classification.

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

Technical data

	Declared	Verified
Main activities that make the site declarable (product group codes)		[as declared/correction]
Aggregate amount of production of DOCs (code of production range)		[as declared/correction]
Approximate number of DOC plants, including PSF-plants		[as declared/correction]
Number of PSF-plants		[as declared/correction]
Production of more than 200 tonnes of an individual PSF-chemical?	[Yes/No]	[as declared/correction]
Number of PSF-plants producing: (a) 30-200 t / (b) 200-1,000 t / (c) 1000-10,000 t (d) > 10,000 t	(a) = / (b) = / (c) = / (d) =	[as declared/correction]

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities.]

- b) Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex to the Convention**

[Text]

[Conclusions based on verified activities; list any additional observations that are not otherwise included in previous text.]

- c) Undertake sampling and analysis in accordance with paragraph 19 of Part IX of the Verification Annex to check for the absence of undeclared scheduled chemicals**

[Text]

[Elaborate on the meaning of each sample for the verification activities. Comment on the results of the analysis, especially findings of undeclared scheduled chemicals and related explanations or recommendations. Report false positives, if any, and how they were ruled out. Refer to Annex C and to the Analytical Report for further details.]

- d) Gather any further information to be provided in declarations**

[Text]

[Recommendations to the ISP to include in future declarations.]

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

2. PENDING ISSUES

[Text]

[Insert text depending upon observations regarding ambiguities, unresolved discrepancies, open issues arising during the inspection, unfulfilled inspection aims, if any, due to regulatory issues, etc. Include questions and clarifications provided by the ISP as per paragraph 51 of Part II of the VA, if any. Issues needing further action by the ISP (e.g. amendments of declarations) and/or by the Secretariat/subsequent inspection team(s) may be recorded here. Include, if applicable, proposals, positions, actions, and responses made by the inspection team and/or ISP. In order to provide the ISP with an indication of the degree of severity of the pending issues listed under this section, the ITL may verbally provide, as appropriate, his/her views that these unresolved issues could be categorised as “IRFA” or “Uncertainties” during the preparation of the FIR at the Secretariat.]

3. REPORT OF ANY INCIDENTS IN RELATION TO INSPECTION ACTIVITIES

[Text]

[Insert text regarding factual description of any event, equipment-related or not, that occurred during the course of the inspection and had an impact on verification activities. List here the equipment excluded by the ISP at the POE, including the equipment type and equipment ID. List issues related to the inspection equipment used on site such as USB devices, printers, hard drives, etc. List any issues related to privileges and immunities, administrative arrangements, safety, communications, etc.]

4. COOPERATION OF THE ISP

[Text]

[Provide information regarding the manner in which the ISP cooperated with the inspection team, in accordance with paragraph 62 of Part II of the VA.]

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

5. LIST OF ANNEXES

Annex A: Administrative Data

- A.1: List of inspectors
- A.2: ISP representatives
- A.3: Sequence of events

Annex B: List of Buildings, Structures, and Areas Accessed or Inspected

Annex C: Sampling and Analysis

Annex D: Equipment-Related Details

- D.1: Inspection team equipment used during the inspection
- D.2: Equipment provided by the ISP
- D.3: Equipment requested to be left behind/destroyed by the inspection team/ISP

Annex E: List of Interviews Conducted

Annex F: Comments from the ISP

Annex G: List of Acronyms

6. SIGNATURES

These preliminary findings have been printed in duplicate on [date] in English.

Inspection Team Leader:

(Signature)

Notice taken

In accordance with the provisions of paragraph 60 of Part II of the Verification Annex.

Representative of the inspected State Party:

(Signature)

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

ANNEX A: ADMINISTRATIVE DATA**A.1 List of Inspectors**

N°	Name	UNLP No.	Function
1.			Inspection team leader
2.			Inspection team member
3.			Inspection team member

A.2 ISP Representatives

N°	Name	Function
1.		
2.		
3.		

A.3 Sequence of Events

N°	Event	Date GMT	Time GMT
1.	Arrival of inspection team at the POE		
2.	Arrival at inspection site		
3.	Beginning of pre-inspection briefing		
4.	Completion of pre-inspection briefing		
5.	Beginning of inspection activities		
6.	Extension requested/granted ²⁵		
7.	Completion of inspection		
8.	Beginning of post-inspection procedures		

This was the *[first/second]* inspection in a sequential mission.²⁶

The time difference between the location of the NA office and GMT is *[+/- XX]* hours.

The time difference between the POE and GMT is *[+/- XX]* hours.

The time difference between the inspection site and GMT is *[+/- XX]* hours.

ANNEX B: LIST OF BUILDINGS, STRUCTURES, AND AREAS ACCESSED OR INSPECTED

N°	Name ²⁷	Function
1.		
2.		
3.		

²⁵ Fill in only if an extension was requested.

²⁶ Delete if not a sequential mission.

²⁷ Include the original name or abbreviation, if appropriate.

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

ANNEX C: SAMPLING AND ANALYSIS**List of samples and results**

Sample ID	Sampling Point	Date/Time of Sampling	Result	Obtained Date/Time	Confidentiality Classification	Off Site Y/N
		/		/		
		/		/		
		/		/		

ANNEX D: EQUIPMENT-RELATED DETAILS**D.1 Inspection team equipment used during the inspection**

[List equipment used during the inspection, including the PPE such as masks, etc. It is not required to list here typical PPE such as safety boots, safety glasses, and helmets.]

N°	Equipment type	Equipment ID	No. of Units	Remarks
1.				
2.				
3.				

D.2 Equipment provided by the ISP

N°	Equipment Type	Equipment Used For	No. of Units	Remarks
1.				
2.				
3.				

D.3 Equipment requested to be left behind / destroyed by the IT / ISP

N°	Equipment Type/Part	Equipment ID	Remarks
1.			
2.			
3.			

ANNEX E: LIST OF INTERVIEWS CONDUCTED

Interview ID	Interviewee	Interviewers	Date/Time	Type of Recording	Confidentiality Classification	Remarks

ITL Initials: _____

ISP Representative Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
DCN: OCPF/XXX/YY

ANNEX F: COMMENTS FROM THE ISP

[Text]

ANNEX G: LIST OF ACRONYMS

Acronym²⁸	Definition
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
HQ	Headquarters
PPE	Personal Protective Equipment
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OCPF	Other Chemical Production Facilities
PGC	Product Group Code
PIB	Pre-Inspection Briefing
PLC	Programmable Logic Controller
POE	Point of Entry
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

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²⁸ Add to the list any acronym specifically related to this inspection.

ITL Initials: _____

ISP Representative Initials: _____