



S/1419/2016
13 September 2016
Original: ENGLISH

NOTE BY THE TECHNICAL SECRETARIAT

REVISED TEMPLATES FOR PRELIMINARY FINDINGS AND FINAL INSPECTION REPORTS FOR SCHEDULE 1, SCHEDULE 2, AND SCHEDULE 3 INSPECTIONS

1. On the basis of the experience gained since the introduction of the revised templates for preliminary findings and final inspection reports for Schedule 1 inspections, annexed to a Note by the Technical Secretariat (hereinafter “the Secretariat”) (S/850/2010, dated 8 June 2010), and the revised templates for preliminary findings and final inspection reports for Schedule 2 and Schedule 3 inspections, annexed to a Note by 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 Schedule 1, Schedule 2, and Schedule 3 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 Schedule 1, Schedule 2, and Schedule 3 inspections are annexed to this Note.
3. The revised templates for Schedule 1 inspections were introduced in January 2016.
4. The revised templates for Schedule 2 and Schedule 3 inspections were introduced in May 2016.

Annex (English only):

Revised Templates for Preliminary Findings and Final Inspection Reports for Schedule 1, Schedule 2 and Schedule 3 Inspections



Annex

**REVISED TEMPLATES FOR PRELIMINARY FINDINGS
AND FINAL INSPECTION REPORTS FOR
SCHEDULE 1, SCHEDULE 2 AND SCHEDULE 3 INSPECTIONS**

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/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 SCHED1/xxSn/yy was conducted in accordance with paragraph 3 of Article VI and Part VI of the Verification Annex to the Convention.

Inspected State Party:	[name]
Inspected Facility:	[name, as it appears on the mandate]
Facility Code	[code]
Inspection Start:	DD Month YYYY
Inspection End:	DD Month YYYY

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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. Signatures

ANNEXES

ITL Initials: _____

0. SUMMARY

[Text]

[Provide a brief overview of the inspection to include, inter alia, location relative to the POE and nearest city, the type of facility and main activities. Indicate whether it is an initial, subsequent (in this case, when were the last inspections) 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 can be provided in section 5.]

ITL Initials: _____

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SCHED1/xxSn/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 a part of the PIB / inspection period².

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

1.2 Inspection activities and factual findings

1.2.1 General overview of the facility

General information of the facility

Type of facility	SSSF
Ownership/operator	<i>[Indicate whether the operator is a private company or belongs to the government]</i>
Date of previous inspection/s	<i>[MMM-YY format, for those taking place less than 10 years ago]</i>
POE	
Location	XX km from POE, YY km from City <i>[Use only great circle distances]</i> Isolated/industrial/urban/rural area/military compound
Security features	
Activities	Production/consumption for protective, research, pharmaceutical, medical purposes
GPS coordinates location	Location where the coordinates are measured

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes]

¹ Delete as appropriate.

² Delete as appropriate.

³ Delete as appropriate.

ITL Initials: _____

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SCHED1/xxSn/yy**

1.2.2 Physical inspection

N°	Room/area	Equipment	Activities
	<i>[Designation]</i>	<i>[List main equipment in relation to the activities of the room/area]</i>	<i>[Indicate the main activity taking place in the area, such as: Storage of precursors, production area, waste treatment, analysis...]</i>

[Text]

[If there were areas that the ISP provided access on a voluntary basis, describe them below the table]

[Include a facility lay-out with numbered elements and describe the changes since last inspection. For initial inspections include a description of the facility]

1.2.3 Inventory

1.2.3.1 SCHEDULE 1 CHEMICAL INVENTORY

Table 1: Inventory procedure

Description	[Text] <i>[Describe where and how are the chemicals stored]</i>
Inventory procedure	[Text] <i>[Describe in detail the inventory process, including details on the protection used]</i>
Inventory level	Complete/partial/spot
Selection criteria	[Text] <i>[If the inventory is not complete, explain what criteria were used to select]</i>
Measurement method	[Text] <i>[How the measurement is made, including details on the precision of the measurement and the calculation process, both for the agent and the tare. Differentiate between measured values and recorded values]</i>
Number of containers in stock	
Containers chosen for verification	

ITL Initials: _____

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SCHED1/xxSn/yy**

Table 2: Inventory results versus recorded data (all quantities in kg/g/mg)

Chemical	Id/reference	Gross weight	Tare	Net weight	Records	Diff.

1.2.3.2 EQUIPMENT INVENTORY⁴

Declared		Verified		Remarks
# Units	Description	# Units	Description	
			[As declared, Correction]	[Location, purpose or other remarks]

1.2.4 Review of 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]

Name of record	Period/date	Purpose

[Text]

[Describe the quality of access to records.]

⁴ Only in SSSF, or OFPP/OFRMPP when inventory has been provided with initial declaration.

ITL Initials: _____

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SCHED1/xxSn/yy**

1.3 Fulfilment of inspection aims and operational instructions

Reference was made to ADPA for the years XXX, XXX and to ADAA XXX. The IT also referred to transfer notifications and to the initial declaration.

	Declared	Verified
Name of the facility		
Street address		
Building or structure number, if any		
Precise location/geographical coordinates		

1.3.1 Verify that the quantities of Schedule 1 chemicals produced are correctly declared

No significant discrepancies were found/The following table shows the relevant discrepancies found during the inspection⁵. The complete set of figures verified by the IT can be found in Annex G.

Chemical/Code	Year	Declared (quantity)	Verified (quantity)	Remarks

[Delete table in case no significant discrepancies were found]

[Text]

[Describe here the conclusions on the consistency with declarations or not, including references to production methods and precursors.]

1.3.2 Verify that the aggregate amount of Schedule 1 chemicals produced does not exceed 1 tonne

The IT verified that the total production for each of the years subjected to verification was:g/kg (YYYY1),g/kg (YYYY2) and ...g/kg (YYYY3).

[Describe the conclusion on the total quantity produced during the verification period. Mention the quantity produced for each year under review. Use material balance as an argument to confirm that the quantities produced are correctly verified.]

1.3.3 Verify the information provided by the ISP in the declarations concerning the facility

[Text]

[Refer to the chemical names, structural formula and CAS of the declared Schedule 1 chemicals. Describe the conclusions in reference to quantities and purpose of consumption, quantities received and shipped, recipient and purpose, quantities stored (maximum and at the end of the year)]

⁵ Delete as appropriate.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

- 1.3.4 Collect data to re-assess the risk to the object of the Convention posed by the relevant chemicals, the characteristics of the facility and the nature of the activities carried out there

[In case of changes that effect the risk assessment, briefly describe these.]

- 1.3.5 Gather any further information to be provided in declarations

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

- 1.3.6 Collect data, if necessary, to update the draft/approved Facility Agreement

[For initial inspections, collect data and the information for a draft Facility Agreement for the inspected site. For subsequent inspections, collect data to update the approved Facility Agreement.]

2. ISSUES REQUIRING FURTHER ATTENTION

[Text]

3. UNCERTAINTIES

[Text]

4. REPORT OF ANY INCIDENTS IN RELATION TO THE 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 INSPECTED STATE PARTY

[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: _____

6. LIST OF ANNEXES

Annex A: Administrative Data

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

Annex B: Diagrams, Photographs and Documents

- B.1: Items taken off-site
- B.2: Inventory list of the contents of the sealed container left on-site

Annex C: List of Samples Taken

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

Annex F: List of Interviews Conducted

Annex G: Record of Findings

- G.1: Precursor data
- G.2: Schedule 1 chemicals verification data
- G.3: List of Schedule 1 chemicals

Annex H: Comments from the inspected State Party

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

Annex J: List of Acronyms

7. SIGNATURES

This Final Inspection Report has been printed in one copy on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

ITL Initials: _____

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SCHED1/xxSn/yy**

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

N°	Name	UNLP N°	Function
1.			Inspection Team Leader
2.			Team Member
3.			Team Member
4.			Team Member

A.2: ISP representatives

N°	Name	Function
1.		
2.		
3.		
4.		
5.		

A.3: Sequence of events

N°	Event	Date (GMT)	Time (GMT)
1.	Notification sent to ISP		
2.	Acknowledgement by ISP		
3.	Arrival of IT at the POE		
4.	Arrival at inspection site		
5.	Beginning of PIB		
6.	Completion of PIB		
7.	Beginning of inspection activities		
8.	Completion of inspection		
9.	Beginning of post-inspection procedures		
10.	Signing of PF		
11.	Departure from the plant site		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

ANNEX B: DIAGRAMS, PHOTOGRAPHS AND DOCUMENTS**B.1: Items taken off-site**

N/A

N°	Name	Type ⁶	DCN
1.			
2.			
3.			
4.			

⁶ Document, map, photograph...

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy****B.2: Inventory list of the contents of the sealed container left on-site⁷**

N/A

N°	Name	Type ⁸	DCN
1.			
2.			
3.			
4.			

Seal numbers:

ANNEX C: LIST OF SAMPLES TAKEN**C.1: For on-site analysis**

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

C.2: For off-site analysis

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Date/time	Result	Confidentiality
1.					
2.					
3.					
4.					

7

The copy of the inventory list that is left inside the sealed container should not be listed here or in the inventory list itself.

8

Document, map, photograph...

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

ANNEX E: EQUIPMENT RELATED DETAILS

E.1: Inspection team equipment used during the inspection

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			
4.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

ID	Interviewee	Interviewer	Date/ Time	Recording	DCN
1.					
2.					
3.					
4.					

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

ANNEX G: RECORD OF FINDINGS

G.1: Precursor data

Chemical	CAS #	Schedule	Year -3		Year -2		Year -1		YTD
			Declared	Verified	Declared	Verified	Declared	Verified	

G.2: Schedule 1 chemicals verification data

Year -3

Identity	Jan Stock	Production		Quantity Received		Quantity Supplied ⁹		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ¹⁰	
		Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver		

⁹ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
¹⁰ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

Year-2

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ¹¹		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ¹²
	Ver		Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	

Year-1

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ¹³		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ¹⁴
	Ver		Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	

¹¹ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
¹² Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.
¹³ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
¹⁴ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

YTD

Identity	Jan Stock		Production		Consumed		Purpose of consumption (App. 8)		End Stock		Transfer		Maximum Quantity stored		Remarks ¹⁵
	Ver		Dec	Ver	Ver		Ver		Ver		Not	Ver	Ver		

¹⁵ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

G.3: List of Schedule 1 Chemicals

Chemical name		CAS #			
Declared	Verified	Declared	Verified	Schedule	Code

ANNEX H: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

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

[Text]

ANNEX J: LIST OF ACRONYMS

Acronym	Definition
ADAA	Annual Declaration of Anticipated Activities
ADPA	Annual Declaration of Past Activities
CWC	Chemical Weapons Convention
DH	Declarations Handbook
ET	Escort Team
GPS	Global Positioning System
HQ	Headquarters
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OFPP	Other Facility for Protective Purposes
OFRMPP	Other Facility for Research, Medical and Pharmaceutical Purposes
PCL	Protective Clothing Level
PIB	Pre-Inspection Briefing
POE	Point of Entry
PPE	Personal Protective Equipment
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
SSSF	Single Small Scale Facility
TS	Technical Secretariat
VA	Verification Annex

ITL Initials: _____



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 SCHED1/xxSn/yy/nn was conducted in accordance with paragraph 3 of Article VI and Part VI of the Verification Annex to the Convention.

Inspected State Party:	[name] _____
Inspected Facility:	[name, as it appears on the mandate] _____
Facility Code	[code] _____
Inspection Start:	DD Month YYYY _____
Inspection End:	DD Month YYYY _____

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 : _____

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DCN: SCHED1/xxSn/yy/nm

Copy 1 of 2

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was not¹⁶ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period¹⁷.

A verbal /written¹⁸ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 General overview of the facility

General information of the facility

Type of facility	SSSF
Ownership/operator	<i>[Indicate whether the operator is a private company or belongs to the government]</i>
Date of previous inspection/s	<i>[MMM-YY format, for those taking place less than 10 years ago]</i>
POE	
Location	XX km from POE, YY km from City <i>[Use only great circle distances]</i> Isolated/industrial/urban/rural area/military compound
Security features	
Activities	Production/consumption for protective, research, pharmaceutical, medical purposes
GPS coordinates location	Location where the coordinates are measured

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes]

¹⁶ Delete as appropriate.

¹⁷ Delete as appropriate.

¹⁸ Delete as appropriate.

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

1.2.2 Physical inspection

N°	Room/area	Equipment	Activities
	<i>[Designation]</i>	<i>[List main equipment in relation to the activities of the room/area]</i>	<i>[Indicate the main activity taking place in the area, such as: Storage of precursors, production area, waste treatment, analysis...]</i>

[Text]

[If there were areas that the ISP provided access on a voluntary basis, describe them below the table]

[Include a facility lay-out with numbered elements and describe the changes since last inspection. For initial inspections include a description of the facility]

1.2.3 Inventory

1.2.3.1 SCHEDULE 1 CHEMICAL INVENTORY

Table 1: Inventory procedure

Description	[Text] <i>[Describe where and how are the chemicals stored]</i>
Inventory procedure	[Text] <i>[Describe in detail the inventory process, including details on the protection used]</i>
Inventory level	Complete/partial/spot
Selection criteria	[Text] <i>[If the inventory is not complete, explain what criteria were used to select]</i>
Measurement method	[Text] <i>[How the measurement is made, including details on the precision of the measurement and the calculation process, both for the agent and the tare. Differentiate between measured values and recorded values]</i>
Number of containers in stock	
Containers chosen for verification	

ITL Initials: _____

ISP Representative Initials : _____

[Text]

*[Describe the quality of access to records.]***1.3 Fulfilment of inspection aims and operational instructions**

Reference was made to ADPA for the years XXX, XXX and to ADAA XXX. The IT also referred to transfer notifications and to the initial declaration.

1.3.1 Verify that the quantities of Schedule 1 chemicals produced are correctly declared

No significant discrepancies were found/The following table shows the relevant discrepancies found during the inspection²⁰. The complete set of figures verified by the IT can be found in Annex G.

Chemical/Code	Year	Declared (quantity)	Verified (quantity)	Remarks

[Delete table in case no significant discrepancies were found]

[Text]

*[Describe here the conclusions on the consistency with declarations or not, including references to production methods and precursors.]***1.3.2 Verify that the aggregate amount of Schedule 1 chemicals produced does not exceed 1 tonne**

The IT verified that the total production for each of the years subjected to verification was:g/kg (YYYY1),g /kg(YYYY2) and ...g/kg (YYYY3).

*[Describe the conclusion on the total quantity produced during the verification period. Mention the quantity produced for each year under review. Use material balance as an argument to confirm that the quantities produced are correctly verified.]***1.3.3 Verify the information provided by the ISP in the declarations concerning the facility**

	Declared	Verified
Name of the facility		
Street address		
Building or structure number, if any		
Precise location/geographical coordinates		

²⁰

Delete as appropriate.

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED1/xxSn/yy/nm

Copy 1 of 2

[Text]

[Refer to the chemical names, structural formula and CAS of the declared Schedule 1 chemicals. Describe the conclusions in reference to quantities and purpose of consumption, quantities received and shipped, recipient and purpose, quantities stored (maximum and at the end of the year)]

- 1.3.4 Collect data to re-assess the risk to the object of the Convention posed by the relevant chemicals, the characteristics of the facility and the nature of the activities carried out there

[In case of changes that effect the risk assessment, briefly describe these.]

- 1.3.5 Gather any further information to be provided in declarations

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

- 1.3.6 Collect data, if necessary, to update the draft/approved Facility Agreement

[For initial inspections, collect data and the information for a draft Facility Agreement for the inspected site. For subsequent inspections, collect data to update the approved Facility Agreement.]

2. PENDING ISSUES

[Text]

[Insert text depending upon observations regarding ambiguities, unresolved discrepancies, open issues arising during the inspection, unfulfilled inspection aims if any, 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 THE INSPECTION ACTIVITIES

[Text]

[Provide a factual description of any event, equipment related or not, which 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 immunities and privileges, administrative arrangements, safety, communications, etc.]

ITL Initials: _____

ISP Representative Initials : _____

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4. COOPERATION OF THE INSPECTED STATE PARTY

[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 : _____

5. LIST OF ANNEXES

Annex A: Administrative Data

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

Annex B: Diagrams, Photographs and Documents

- B.1: Items taken off-site
- B.2: Inventory list of the contents of the sealed container left on-site

Annex C: List of Samples Taken

- D.1: For on-site analysis
- D.2: For off-site analysis

Annex D: Result of On -Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Record of Findings

- G.1: Precursor data
- G.2: Schedule 1 chemicals verification data
- G.3: List of Schedule 1 chemicals

Annex H: Comments from the inspected State Party

Annex I: List of Acronyms

6. SIGNATURES

These Preliminary Findings have been printed in two copies on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

Notice taken:

In accordance with the provisions of paragraph 60 of Part II of the VA.

Representative of the inspected State Party:

[Name]

(Signature)

ITL Initials: _____

ISP Representative Initials : _____

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

N°	Name	UNLP N°	Function
1.			Inspection Team Leader
2.			Team Member
3.			Team Member
4.			Team Member

A.2: ISP representatives

N°	Name	Function
1.		
2.		
3.		
4.		

A.3: Sequence of events

N°	Event	Date (GMT)	Time (GMT)
1.	Arrival of IT at the POE		
2.	Arrival at inspection site		
3.	Beginning of PIB		
4.	Completion of PIB		
5.	Beginning of inspection activities		
6.	Completion of inspection		
7.	Beginning of post-inspection procedures		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

ANNEX B: DIAGRAMS, PHOTOGRAPHS AND DOCUMENTS**B.1: Items taken off-site**

N/A

N°	Name	Type ²¹	DCN
1.			
2.			
3.			
4.			

B.2: Inventory list of the contents of the sealed container left on-site²²

²¹ Document, map, photograph...

²² The copy of the inventory list that is left inside the sealed container should not be listed here or in the inventory list itself.

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED1/xxSn/yy/nn

Copy 1 of 2

N/A

N°	Name	Type ²³	DCN
1.			
2.			
3.			
4.			

Seal numbers:

ANNEX C: LIST OF SAMPLES TAKEN**C.1: For on-site analysis**

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

C.2: For off-site analysis

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

ANNEX D: RESULT OF ON-SITE ANALYSIS

N/A

N°	Sample ID	Analytical method	Date/time	Result	Confidentiality
1.					
2.					
3.					
4.					

²³

Document, map, photograph...

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			
4.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

ID	Interviewee	Interviewer	Date/ Time	Recording	DCN
1.					
2.					
3.					
4.					

ITL Initials: _____

ISP Representative Initials : _____

ANNEX G: RECORD OF FINDINGS

G.1: Precursor data

Chemical	CAS #	Schedule	Year -3		Year -2		Year -1		YTD
			Declared	Verified	Declared	Verified	Declared	Verified	

G.2: Schedule 1 chemicals verification data

Year -3

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ²⁴		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ²⁵	
	Ver		Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver		

Year -2

²⁴ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
²⁵ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____ **ISP Representative Initials:** _____

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ²⁶		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ²⁷
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	

Year -1

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ²⁸		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ²⁹
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	

²⁶

For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.

²⁷

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

²⁸

For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.

²⁹

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

ISP Representative Initials : _____

YTD

Identity	Jan Stock		Production		Consumed		Purpose of consumption (App. 8)		End Stock		Transfer		Maximum Quantity stored		Remarks ³⁰
	Ver		Dec	Ver	Ver	Ver	Ver	Ver	Ver	Not	Ver	Ver	Ver		

30

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

ISP Representative Initials: _____

G.3: List of Schedule 1 Chemicals

Chemical name		CAS #		Schedule	Code
Declared	Verified	Declared	Verified		

ANNEX H: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

ANNEX I: LIST OF ACRONYMS

Acronym	Definition
ADAA	Annual Declaration of Anticipated Activities
ADPA	Annual Declaration of Past Activities
CWC	Chemical Weapons Convention
DH	Declarations Handbook
ET	Escort Team
GPS	Global Positioning System
HQ	Headquarters
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OFPP	Other Facility for Protective Purposes
OFRMPP	Other Facility for Research, Medical and Pharmaceutical Purposes
PCL	Protective Clothing Level
PIB	Pre-Inspection Briefing
POE	Point of Entry
PPE	Personal Protective Equipment
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
SSSF	Single Small Scale Facility
TS	Technical Secretariat
VA	Verification Annex

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/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 SCHED1/xxSn/yy was conducted in accordance with paragraph 3 of Article VI and Part VI of the Verification Annex to the Convention.

Inspected State Party:	[name] _____
Inspected Facility:	[name, as it appears on the mandate] _____
Facility Code	[code] _____
Inspection Start:	DD Month YYYY _____
Inspection End:	DD Month YYYY _____

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. Signatures**

ANNEXES

ITL Initials: _____

0. SUMMARY

[Text]

[Provide a brief overview of the inspection to include, inter alia, location relative to the POE and nearest city, the type of facility and main activities. Indicate whether it is an initial, subsequent (in this case, when were the last inspections) 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 can be provided in section 5.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was not³¹ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period³².

A verbal /written³³ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 General overview of the facility

General information of the facility

Type of facility	OFPP/OFRMPP ³⁴
Ownership/operator	<i>[Indicate whether the operator is a private company or belongs to the government]</i>
Date of previous inspection/s	<i>[MMM-YY format, for those taking place less than 10 years ago]</i>
POE	
Location	XX km from POE, YY km from City <i>[Use only great circle distances]</i> Isolated/industrial/urban/rural area/military compound
Security features	
Activities	Production/consumption for protective, research, pharmaceutical, medical purposes
GPS coordinates location	Location where the coordinates are measured

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes]

³¹ Delete as appropriate.

³² Delete as appropriate.

³³ Delete as appropriate.

³⁴ Delete as appropriate.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

1.2.2 Physical inspection

N°	Room/area	Equipment	Activities
	<i>[Designation]</i>	<i>[List main equipment in relation to the activities of the room/area]</i>	<i>[Indicate the main activity taking place in the area, such as: Storage of precursors, production area, waste treatment, analysis...]</i>

[Text]

[If there were areas that the ISP provided access on a voluntary basis, describe them below the table]

[Include a facility lay-out with numbered elements and describe the changes since last inspection. For initial inspections include a description of the facility.]

1.2.3 Inventory

1.2.3.1 SCHEDULE 1 CHEMICAL INVENTORY

Table 1: Inventory procedure

Description	[Text] <i>[Describe where and how are the chemicals stored]</i>
Inventory procedure	[Text] <i>[Describe in detail the inventory process, including details on the protection used]</i>
Inventory level	Complete/partial/spot
Selection criteria	[Text] <i>[If the inventory is not complete, explain what criteria were used to select]</i>
Measurement method	[Text] <i>[How the measurement is made, including details on the precision of the measurement and the calculation process, both for the agent and the tare. Differentiate between measured values and recorded values]</i>
Number of containers in stock	
Containers chosen for verification	

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

Table 2: Inventory results versus recorded data (all quantities in kg/g/mg)

Chemical	Id/reference	Gross weight	Tare	Net weight	Records	Diff.

1.2.3.2 EQUIPMENT INVENTORY³⁵

Declared		Verified		Remarks
# Units	Description	# Units	Description	
			[As declared, Correction]	[Location, purpose or other remarks]

1.2.4 Review of 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]

Name of record	Period/date	Purpose

[Text]

[Describe the quality of access to records.]

³⁵ Only in OFPP/OFMPP when inventory has been provided with initial declaration, otherwise enter N/A.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

1.3 Fulfilment of inspection aims and operational instructions

Reference was made to ADPA for the years XXX, XXX and to ADAA XXX. The IT also referred to transfer notifications and to the initial declaration.

[Table below included for operation purpose]

	Declared	Verified
Name of the facility		
Street address		
Building or structure number, if any		
Precise location/geographical coordinates		

1.3.1 Verify that the facility is not used to produce any schedule 1 chemicals except for the declared chemicals

[Text]

[Describe here the conclusions on verification if the facility does not produce any other Schedule 1 chemicals as those declared]

1.3.2 Verify that the quantities of Schedule 1 chemicals produced, processed, or consumed are correctly declared

No significant discrepancies were found/The following table shows the relevant discrepancies found during the inspection³⁶. The complete set of figures verified by the IT can be found in Annex H.

Chemical/Code	Year	Activity	Declared (quantity)	Verified (quantity)	Remarks

[Delete table in case no significant discrepancies were found]

1.3.3 Verify that the quantities of Schedule 1 chemicals produced, processed, or consumed are consistent with the needs for the declared purpose

[Text]

[Describe the conclusion on verification of the declared purpose for the quantities Schedule 1 chemicals produced, processed, or consumed.]

1.3.4 Verify that Schedule 1 chemicals are not diverted or used for other purposes

[Text]

³⁶

Delete as appropriate.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

[Describe the conclusion on verification of that Schedule 1 chemicals are not diverted or used for other purposes. Refer to Annex G for material balance.]

1.3.5 Collect data to re-assess the risk to the object of the Convention posed by the relevant chemicals, the characteristics of the facility and the nature of the activities carried out there

[Text]

[In case of changes that effect the risk assessment, briefly describe these.]

1.3.6 Gather any further information to be provided in declarations

[Text]

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

1.3.7 Collect data, if necessary, to update the draft/approved Facility Agreement

[Text]

[For initial inspections, collect data and the information for a draft Facility Agreement for the inspected site. For subsequent inspections, collect data to update the approved Facility Agreement.]

2. ISSUES REQUIRING FURTHER ATTENTION

[Text]

3. UNCERTAINTIES

[Text]

4. REPORT OF ANY INCIDENTS IN RELATION TO THE 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 INSPECTED STATE PARTY

[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: _____

6. LIST OF ANNEXES

Annex A: Administrative Data

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

Annex B: Diagrams, Photographs and Documents

- B.1: Items taken off-site
- B.2: Inventory list of the contents of the sealed container left on-site

Annex C: List of Samples Taken

- D.1: For on-site analysis
- D.2: For off-site analysis

Annex D: Result of On -Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Record of Findings

- G.1: Precursor data
- G.2: Schedule 1 chemicals verification data
- G.3: List of Schedule 1 chemicals

Annex H: Comments from the inspected State Party

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

Annex J: List of Acronyms

7. SIGNATURES

This Final Inspection Report has been printed in one copy on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

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

N°	Name	UNLP N°	Function
1.			Inspection Team Leader
2.			Team Member
3.			Team Member
4.			Team Member

A.2: ISP representatives

N°	Name	Function
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

A.3: Sequence of events

N°	Event	Date (GMT)	Time (GMT)
1.	Notification sent to ISP		
2.	Acknowledgement by ISP		
3.	Arrival of IT at the POE		
4.	Arrival at inspection site		
5.	Beginning of PIB		
6.	Completion of PIB		
7.	Beginning of inspection activities		
8.	Completion of inspection		
9.	Beginning of post-inspection procedures		
10.	Signing of PF		
11.	Departure from the plant site		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

ITL Initials: _____

ANNEX B: DIAGRAMS, PHOTOGRAPHS AND DOCUMENTS**B.1: Items taken off-site**

N/A

N°	Name	Type ³⁷	DCN
1.			
2.			
3.			
4.			

B.2: Inventory list of the contents of the sealed container left on-site³⁸

N/A

N°	Name	Type ³⁹	DCN
1.			
2.			
3.			
4.			

Seal numbers:

ANNEX C: LIST OF SAMPLES TAKEN**C.1: For on-site analysis**

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

C.2: For off-site analysis

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

³⁷ Document, map, photograph...

³⁸ The copy of the inventory list that is left inside the sealed container should not be listed here or in the inventory list itself.

³⁹ Document, map, photograph...

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Date/time	Result	Confidentiality
1.					
2.					
3.					
4.					

ANNEX E: EQUIPMENT RELATED DETAILS

E.1: Inspection team equipment used during the inspection

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			
4.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

ID	Interviewee	Interviewer	Date/Time	Recording	DCN
1.					
2.					
3.					
4.					

ITL Initials: _____

ANNEX G: RECORD OF FINDINGS

G.1: Precursor data

Chemical	CAS #	Schedule	Year -3		Year -2		Year -1		YTD	
			Declared	Verified	Declared	Verified	Declared	Verified	Declared	Verified

G.2: Schedule 1 chemicals verification data

Year -3

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ⁴⁰		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁴¹	
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec		

⁴⁰

For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.

⁴¹

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

Year -2

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ⁴²		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁴³	
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec		

Year -1

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ⁴⁴		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁴⁵	
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec		

⁴² For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
⁴³ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.
⁴⁴ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
⁴⁵ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy

YTD

Identity	Jan Stock		Production		Consumed		Purpose of consumption (App. 8)		End Stock		Transfer		Maximum Quantity stored		Remarks ⁴⁶
	Ver		Dec	Ver	Ver		Ver		Ver		Not	Ver	Ver		

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Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED1/xxSn/yy**

G.3: List of Schedule 1 Chemicals

Chemical name		CAS #		Schedule	Code
Declared	Verified	Declared	Verified		

ANNEX H: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

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

[Text]

ANNEX J: LIST OF ACRONYMS

Acronym	Definition
ADAA	Annual Declaration of Anticipated Activities
ADPA	Annual Declaration of Past Activities
CWC	Chemical Weapons Convention
DH	Declarations Handbook
ET	Escort Team
GPS	Global Positioning System
HQ	Headquarters
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OFPP	Other Facility for Protective Purposes
OFRMPP	Other Facility for Research, Medical and Pharmaceutical Purposes
PCL	Protective Clothing Level
PIB	Pre-Inspection Briefing
POE	Point of Entry
PPE	Personal Protective Equipment
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
SSSF	Single Small Scale Facility
TS	Technical Secretariat
VA	Verification Annex

ITL Initials: _____



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 SCHED1/xxSn/yy/nn was conducted in accordance with paragraph 3 of Article VI and Part VI of the Verification Annex to the Convention.

Inspected State Party:

[name]

Inspected Facility:

[name, as it appears on the mandate]

Facility Code

[code]

Inspection Start:

DD Month YYYY

Inspection End:

DD Month YYYY

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

DCN: SCHED1/xxSn/yy/nm

Copy 1 of 2

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was not⁴⁷ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period⁴⁸.

A verbal /written⁴⁹ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 General overview of the facility

General information of the facility

Type of facility	OFPP/OFRMPP ⁵⁰
Ownership/operator	<i>[Indicate whether the operator is a private company or belongs to the government]</i>
Date of previous inspection/s	<i>[MMM-YY format, for those taking place less than 10 years ago]</i>
POE	
Location	XX km from POE, YY km from City <i>[Use only great circle distances]</i> Isolated/industrial/urban/rural area/military compound
Security features	
Activities	Production/consumption for protective, research, pharmaceutical, medical purposes
GPS coordinates location	Location where the coordinates are measured

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes]

⁴⁷ Delete as appropriate.

⁴⁸ Delete as appropriate.

⁴⁹ Delete as appropriate.

⁵⁰ Delete as appropriate.

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

1.2.2 Physical inspection

N°	Room/area	Equipment	Activities
	<i>[Designation]</i>	<i>[List main equipment in relation to the activities of the room/area]</i>	<i>[Indicate the main activity taking place in the area, such as: Storage of precursors, production area, waste treatment, analysis...]</i>

[Text]

[If there were areas that the ISP provided access on a voluntary basis, describe them below the table]

[Include a facility lay-out with numbered elements and describe the changes since last inspection. For initial inspections include a description of the facility.]

1.2.3 Inventory

1.2.3.1 SCHEDULE 1 CHEMICAL INVENTORY

Table 1: Inventory procedure

Description	[Text] <i>[Describe where and how are the chemicals stored]</i>
Inventory procedure	[Text] <i>[Describe in detail the inventory process, including details on the protection used]</i>
Inventory level	Complete/partial/spot
Selection criteria	[Text] <i>[If the inventory is not complete, explain what criteria were used to select]</i>
Measurement method	[Text] <i>[How the measurement is made, including details on the precision of the measurement and the calculation process, both for the agent and the tare. Differentiate between measured values and recorded values]</i>
Number of containers in stock	
Containers chosen for verification	

ITL Initials: _____

ISP Representative Initials : _____

1.3 Fulfilment of inspection aims and operational instructions

Reference was made to ADPA for the years XXX, XXX and to ADAA XXX. The IT also referred to transfer notifications and to the initial declaration.

[Table below included for operation purpose]

	Declared	Verified
Name of the facility		
Street address		
Building or structure number, if any		
Precise location/geographical coordinates		

1.3.1 Verify that the facility is not used to produce any schedule 1 chemicals except for the declared chemicals

[Text]

[Describe here the conclusions on verification if the facility does not produce any other Schedule 1 chemicals as those declared]

1.3.2 Verify that the quantities of Schedule 1 chemicals produced, processed, or consumed are correctly declared

No significant discrepancies were found/The following table shows the relevant discrepancies found during the inspection⁵². The complete set of figures verified by the IT can be found in Annex H.

Chemical/Code	Year	Activity	Declared (quantity)	Verified (quantity)	Remarks

[Delete table in case no significant discrepancies were found]

1.3.3 Verify that the quantities of Schedule 1 chemicals produced, processed, or consumed are consistent with the needs for the declared purpose

[Text]

[Describe the conclusion on verification of the declared purpose for the quantities Schedule 1 chemicals produced, processed, or consumed.]

⁵²

Delete as appropriate.

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED1/xxSn/yy/nm

Copy 1 of 2

1.3.4 Verify that Schedule 1 chemicals are not diverted or used for other purposes

[Text]

[Describe the conclusion on verification of that Schedule 1 chemicals are not diverted or used for other purposes. Refer to Annex G for material balance.]

1.3.5 Collect data to re-assess the risk to the object of the Convention posed by the relevant chemicals, the characteristics of the facility and the nature of the activities carried out there

[Text]

[In case of changes that effect the risk assessment, briefly describe these.]

1.3.6 Gather any further information to be provided in declarations

[Text]

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

1.3.7 Collect data, if necessary, to update the draft/approved Facility Agreement

[Text]

[For initial inspections, collect data and the information for a draft Facility Agreement for the inspected site. For subsequent inspections, collect data to update the approved Facility Agreement.]

2. PENDING ISSUES

[Text]

[Insert text depending upon observations regarding ambiguities, unresolved discrepancies, open issues arising during the inspection, unfulfilled inspection aims if any, 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 THE INSPECTION ACTIVITIES

[Text]

[Provide a factual description of any event, equipment related or not, which 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 immunities and privileges, administrative arrangements, safety, communications, etc.]

ITL Initials: _____

ISP Representative Initials: _____

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4. COOPERATION OF THE INSPECTED STATE PARTY

[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 : _____

5. LIST OF ANNEXES

Annex A: Administrative Data

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

Annex B: Diagrams, Photographs and Documents

- B.1: Items taken off-site
- B.2: Inventory list of the contents of the sealed container left on-site

Annex C: List of Samples Taken

- D.1: For on-site analysis
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Annex D: Result of On -Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Record of Findings

- G.1: Precursor data
- G.2: Schedule 1 chemicals verification data
- G.3: List of Schedule 1 chemicals

Annex H: Comments from the inspected State Party

Annex I: List of Acronyms

6. SIGNATURES

These Preliminary Findings have been printed in two copies on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

Notice taken:

In accordance with the provisions of paragraph 60 of Part II of the VA.

Representative of the inspected State Party:

[Name]

(Signature)

ITL Initials: _____

ISP Representative Initials : _____

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

N°	Name	UNLP N°	Function
1.			Inspection Team Leader
2.			Team Member
3.			Team Member
4.			Team Member

A.2: ISP representatives

N°	Name	Function
1.		
2.		
3.		
4.		
5.		
6.		

A.3: Sequence of events

N°	Event	Date (GMT)	Time (GMT)
1.	Arrival of IT at the POE		
2.	Arrival at inspection site		
3.	Beginning of PIB		
4.	Completion of PIB		
5.	Beginning of inspection activities		
6.	Completion of inspection		
7.	Beginning of post-inspection procedures		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

ANNEX B: DIAGRAMS, PHOTOGRAPHS AND DOCUMENTS**B.1: Items taken off-site**

N/A

N°	Name	Type ⁵³	DCN
1.			
2.			
3.			
4.			

53

Document, map, photograph...

ITL Initials: _____

ISP Representative Initials : _____

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DCN: SCHED1/xxSn/yy/nn

Copy 1 of 2

B.2: Inventory list of the contents of the sealed container left on-site⁵⁴

N/A

N°	Name	Type ⁵⁵	DCN
1.			
2.			
3.			
4.			

Seal numbers:

ANNEX C: LIST OF SAMPLES TAKEN**C.1: For on-site analysis**

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

C.2: For off-site analysis

N/A

N°	Sample ID	Sampling point	Sample type	Sampling date/time	Confidentiality
1.					
2.					
3.					
4.					

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Date/time	Result	Confidentiality
1.					
2.					
3.					
4.					

54

The copy of the inventory list that is left inside the sealed container should not be listed here or in the inventory list itself.

55

Document, map, photograph...

ITL Initials: _____

ISP Representative Initials : _____

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			
4.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			
4.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

ID	Interviewee	Interviewer	Date/ Time	Recording	DCN
1.					
2.					
3.					
4.					

ITL Initials: _____

ISP Representative Initials : _____

ANNEX G: RECORD OF FINDINGS

G.1: Precursor data

Chemical	CAS #	Schedule	Year -3		Year -2		Year -1		YTD	
			Declared	Verified	Declared	Verified	Declared	Verified	Declared	Verified

G.2: Schedule 1 chemicals verification data

Year -3

Identity	Jan Stock	Production		Quantity Received		Quantity Supplied ⁵⁶		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁵⁷	
	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver		

⁵⁶

For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.

⁵⁷

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

ISP Representative Initials: _____

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DCN: SCHED1/xxSn/yy/mn **Copy 1 of 2**

Year -2

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ⁵⁸		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁵⁹	
	Ver	Dec	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Dec	Ver	Dec		Ver

Year -1

Identity	Jan Stock		Production		Quantity Received		Quantity Supplied ⁶⁰		Consumed		Purpose of consumption (App. 8)		Year End Stock		Maximum Quantity stored		Remarks ⁶¹	
	Ver	Dec	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Ver	Dec	Dec	Ver	Dec		Ver

⁵⁸ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
⁵⁹ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.
⁶⁰ For SSSF this is the quantity "shipped" to other facilities in the ISP. For OFPP and OFRMPP is the quantity "transferred" to other facilities in the ISP.
⁶¹ Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____ **ISP Representative Initials:** _____
OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

YTD

Identity	Jan Stock		Production		Consumed	Purpose of consumption (App. 8)		End Stock		Transfer		Maximum Quantity stored	Remarks ⁶²
	Ver		Dec	Ver		Ver	Ver	Ver	Not	Ver	Ver		

⁶²

Fill in only when discrepancies between declared and verified data are identified. In particular, identify the undeclared Schedule 1 chemicals.

ITL Initials: _____

ISP Representative Initials: _____

G.3: List of Schedule 1 Chemicals

Chemical name		CAS #		Schedule	Code
Declared	Verified	Declared	Verified		

ANNEX H: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

ANNEX I: LIST OF ACRONYMS

Acronym	Definition
ADAA	Annual Declaration of Anticipated Activities
ADPA	Annual Declaration of Past Activities
CWC	Chemical Weapons Convention
DH	Declarations Handbook
ET	Escort Team
GPS	Global Positioning System
HQ	Headquarters
ISP	Inspected State Party
IT	Inspection Team
ITL	Inspection Team Leader
NA	National Authority
OFPP	Other Facility for Protective Purposes
OFRMPP	Other Facility for Research, Medical and Pharmaceutical Purposes
PCL	Protective Clothing Level
PIB	Pre-Inspection Briefing
POE	Point of Entry
PPE	Personal Protective Equipment
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
SSSF	Single Small Scale Facility
TS	Technical Secretariat
VA	Verification Annex

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/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 SCHED2/xxSn/yy was conducted in accordance with paragraph 4 of Article VI, and Part VII of the Verification Annex, of the Convention.

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

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. Signatures

ANNEXES

ITL Initials: _____

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 S&A inspection.]

[If inspection activities include S&A activities, besides the physical inspection and a review of relevant records, indicate the number of samples that have been taken to check the absence of undeclared scheduled chemicals.]

0.1 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations or amendments on past 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 can be provided in section 5.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was⁶³ not briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period⁶⁴.

A verbal / written⁶⁵ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 Description of the plant site

General information of the plant site

Ownership or company operating the plant site			
Date of previous inspection(s)			
POE			
Location			
Situated within			
Security features			
Number of personnel		Area of the site	
Plant site operation hours			
Certificates of accreditation			
Main chemical products			
Mixed plant site			
Schedule 3 plants			
DOCs plants			
Other plants and facilities			
PPE / Safety features			

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes.]

⁶³ Delete as appropriate.

⁶⁴ Delete as appropriate.

⁶⁵ Delete as appropriate.

ITL Initials: _____

Simplified layout of the declared plant site

[Include a plant site layout when judged valuable to delineate the plant site, to define the scope of the inspection and/or to report it easily.]

Draw the plant site lay out here

ITL Initials: _____

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SCHED2/xxSn/yy**

1.2.2 Schedule 2 plant(s)

Schedule 2 plant(s) description⁶⁶

Plant name	
Schedule 2 chemical(s) / CASRN	
Type of chemical activities	<i>[Production, Processing, Consumption]</i>
Raw material(s) used ⁶⁷	
Chemical reaction(s)	
Process description	<i>[For initial inspection provide more in depth process description]</i>
Technical features	<i>[Including main equipment]</i>
Operation mode	<i>[Batch/ continuous, multipurpose/ dedicated]</i>
Plant structure	
Personal protective equipment	<i>[PPE if different to the rest of the site]</i>
Directly associated infrastructure	<i>[Including storage of Schedule 2 chemicals]</i>
Sampling points	

[Text]

[It is recommended that the table be used to describe the main features of the Schedule 2 plants. Supplement information with narrative and block diagram if necessary.]

Process Block Diagram

⁶⁶

For subsequent inspections, the IT may focus on the changes and additional information to the previous report.

⁶⁷

Only for production of Schedule 2 chemicals.

ITL Initials: _____

Draw the process block diagram here

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy

1.2.3 Plant site common infrastructure

Common infrastructure description

Definition / Purpose		Technical features
Storage and warehousing	Warehouse X <i>[Storage of Scheduled chemicals, raw materials and finished products]</i>	
	Shed Y <i>[Storage of raw materials and finished chemicals]</i>	
	Tank farms <i>[Storage of solvent and finished products]</i>	
Waste and off gases treatment	WWT	<i>[Include waste water treatment facilities, separation systems, treatment of organics (liquid, solid, vapours).]</i>
	Incinerator	<i>[Treatment of organics and liquid, solid, vapours].]</i>
Maintenance <i>[Include electrical, instrument and mechanical maintenance]</i>		
Utilities		<i>[Boilers, cooling water systems, nitrogen, steam, etc.]</i>
Laboratories	QC / QA <i>[Analysis of raw materials, in-process and finished chemicals]</i>	
	R&D <i>[Troubleshooting and development of new products]</i>	
Medical Center		
Other		

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

1.2.4 Other

[Text]

[Describe additional plants such as Schedule 3 and DOC-plants and facilities 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 material accounting system, list of chemicals handled on site, Schedule 2 chemicals production, processing, consumption, transfers, import and export records, business registration, certificates, etc.]

Name of record	Period/date	Purpose

1.2.6 Consistency of declarations of Schedule 2 chemical activities:Schedule 2 chemical name: XX (CASRN: 000-00-00)⁶⁸

Unit: ton/kg

	Year (-3) 100%		Year (-2) 100%		Year (-1) 100%		Up to (DD/MM)	
	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.
Opening stock	n.a.		n.a.		n.a.		n.a.	
Purchase (domestic)	n.a.		n.a.		n.a.		n.a.	
Import								
Production								
Consumption								
Processing								
Transfers (domestic)	n.a.		n.a.		n.a.		n.a.	
Export								
Closing stock	n.a.		n.a.		n.a.		n.a.	
Physical Inventory								

⁶⁸

Repeat for each Schedule 2 chemical.

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.2.7 Production capacity of the Schedule 2 plant (s)⁶⁹

Schedule 2 chemical name: XX (CASRN: 000-00-00)⁷⁰

Unit: ton/year / kg/year

	Year (-3)		Year (-2)		Year (-1)		Up to (DD/MM)	
	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.
Schedule 2 Plant [AA]								
Capacity calculation method								
Schedule 2 Plant [BB]								
Capacity calculation method								

[Text]

[State consistency or comment on any inconsistency between declarations and verified production capacity. Describe the annual production capacity calculation method.]

1.3 Mandated aims and operational instructions

1.3.1 Verify that activities are in accordance with the obligations under the Convention and consistent with the information provided by the inspected State Party in declarations

Reference was made to ADPA for the years YYYY (-3), YYYY (-2), YYYY (-1) and to ADAA YYYY.

Schedule 2 Plant Site

⁶⁹ Only for production declared activities.

⁷⁰ Repeat for each Schedule 2 chemical.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

	Declared	Verified
Name of the plant site		
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		
Number of declared Schedule 3 plants at the plant site		

[Text]

[Describe if the plant site was changed and when. State consistency or comment on any other inconsistency between declarations and verified activities.]

Schedule 2 Plant(s)⁷¹

	Declared	Verified
Applicable years ⁷²		
Plant code		
Name of the plant		
Name of the owner, company, or enterprise operating the plant		
Precise location of the plant		
Main activities of the plant		
Activities related to Schedule 2 chemicals		
Characteristics of the plant		
Other activities related to Schedule 2 chemical (s)		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities. Refer to operational changes occurring during the period inspected, e.g.: For the year (-2) only production was declared/verified or for the year (-2) the IT verified undeclared amounts of consumption.]

⁷¹ Repeat for each declared Schedule 2 plant.

⁷² Years when the plant had declarable activities.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

Schedule 2 chemical(s)⁷³

	Declared	Verified
Applicable years ⁷⁴		
IUPAC chemical name		
Common or trade name		
CASRN		
Purpose for which it was Processed or consumed on site		
Direct exports from the plant site		
Sales or transfer within the ISP		
Final product types derived from sold/transferred chemical		
Other purposes		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.2 Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex of the Convention

[Text]

[Conclusions based on verified activities; list any additional observations.]

1.3.3 Verify the consistency with declarations of levels of production, processing or consumption of Schedule 2 chemicals

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

⁷³

Repeat for each declared Schedule 2 chemical.

⁷⁴

Years when the plant had declarable activities.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

1.3.4 Verify the non-diversion of Schedule 2 chemicals for activities prohibited under the Convention

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.5 Undertake sampling and analysis in accordance with paragraph 27 of Part VII 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 D and to the Analytical Report for further details.]

1.3.6 Collect data to assess the risk to the object and purpose of the Convention posed by the relevant chemicals, the characteristics of the plant site, and the nature of activities carried out there

[Text]

Type of Schedule 2 chemical	<i>[Schedule 2A/2A*, Schedule 2B]</i>
Plant (s) characteristics and flexibility	<i>[Multipurpose & batch, dedicated & batch, continuous]</i>
Activities related to Schedule 2 chemicals	<i>[Production, processing, consumption]</i>

1.3.7 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations or amendments on past declarations.]

2. ISSUES REQUIRING FURTHER ATTENTION

[Text]

3. UNCERTAINTIES

[Text]

4. REPORT OF ANY INCIDENTS IN RELATION TO THE 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

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

devices, printers, hard drives, etc. List any issues related to privileges and immunities, administrative arrangements, safety, communications, etc.]

5. COOPERATION OF THE INSPECTED STATE PARTY

[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: _____

6. 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: List of Samples Taken

Annex D: Result of On-Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Comments from the inspected State Party

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

Annex I: List of Acronyms

7. SIGNATURES

This Final Inspection Report has been printed in one copy on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/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.	Beginning of inspection activities		
7.	Extension requested/granted ⁷⁵		
8.	Completion of inspection		
9.	Beginning of post-inspection procedures		
10.	Signing of PF		
11.	Departure from the plant site		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

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

N°	Name	Function
1.		
2.		
3.		

⁷⁵

Fill in only if an extension was requested.

ITL Initials: _____

ANNEX C: LIST OF SAMPLES TAKEN

N/A

N°	Sample ID	Sampling date/time	Sampling point	Sample type
1.				
2.				
3.				

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Result
1.			
2.			
3.			

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

N°	Interviewee	Interviewer	Date/Time	Recording	DCN
1.					
2.					
3.					

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED2/xxSn/yy**

ANNEX G: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

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

[Text]

ANNEX I: LIST OF ACRONYMS

Acronym	Definition
CASRN	Chemical Abstract Substance Registry Number
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
ERP	Enterprise Resource Planning
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
PPE	Personal Protective Equipment
PSF	Chemicals containing phosphorous, sulfur or fluorine
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

ITL Initials: _____



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 SCHED2/xxSn/yy/nn was conducted in accordance with paragraph 4 of Article VI, and Part VII of the Verification Annex, of the Convention.

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

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

DCN: SCHED2/xxSn/yy/nn

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1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was⁷⁶ not briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period⁷⁷.

A verbal / written⁷⁸ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 Description of the plant site

General information of the plant site

Ownership or company operating the plant site			
Date of previous inspection(s)			
POE			
Location			
Situated within			
Security features			
Number of personnel		Area of the site	
Plant site operation hours			
Certificates of accreditation			
Main chemical products			
Mixed plant site			
Schedule 3 plants			
DOCs plants			
Other plants and facilities			
PPE / Safety features			

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes.]

⁷⁶ Delete as appropriate.

⁷⁷ Delete as appropriate.

⁷⁸ Delete as appropriate.

ITL Initials: _____

ISP Representative Initials : _____

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Simplified layout of the declared plant site

[Include a plant site layout when judged valuable to delineate the plant site, to define the scope of the inspection and/or to report it easily.]

Draw the plant site lay out here

ITL Initials: _____

ISP Representative Initials : _____

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DCN: SCHED2/xxSn/yy/nm

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1.2.2 Schedule 2 plant(s)Schedule 2 plant(s) description⁷⁹

Plant name	
Schedule 2 chemical(s) / CASRN	
Type of chemical activities	<i>[Production, Processing, Consumption]</i>
Raw material(s) used ⁸⁰	
Chemical reaction(s)	
Process description	<i>[For initial inspection provide more in depth process description]</i>
Technical features	<i>[Including main equipment]</i>
Operation mode	<i>[Batch/ continuous, multipurpose/ dedicated]</i>
Plant structure	
Personal protective equipment	<i>[PPE if different to the rest of the site]</i>
Directly associated infrastructure	<i>[Including storage of Schedule 2 chemicals]</i>
Sampling points	

[Text]

[It is recommended that the table be used to describe the main features of the Schedule 2 plants. Supplement information with narrative and block diagram if necessary.]

Process Block Diagram

79

For subsequent inspections, the IT may focus on the changes and additional information to the previous report.

80

Only for production of Schedule 2 chemicals.

ITL Initials: _____

ISP Representative Initials : _____

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Draw the process block diagram here

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DCN: SCHED2/xxSn/yy/nn

Copy 1 of 2

1.2.3 Plant site common infrastructureCommon infrastructure description

Definition / Purpose		Technical features
Storage and warehousing	Warehouse X <i>[Storage of Scheduled chemicals, raw materials and finished products]</i>	
	Shed Y <i>[Storage of raw materials and finished chemicals]</i>	
	Tank farms <i>[Storage of solvent and finished products]</i>	
Waste and off gases treatment	WWT	<i>[Include waste water treatment facilities, separation systems, treatment of organics (liquid, solid, vapours).]</i>
	Incinerator	<i>[Treatment of organics and liquid, solid, vapours].]</i>
Maintenance <i>[Include electrical, instrument and mechanical maintenance]</i>		
Utilities		<i>[Boilers, cooling water systems, nitrogen, steam, etc.]</i>
Laboratories	QC / QA <i>[Analysis of raw materials, in-process and finished chemicals]</i>	
	R&D <i>[Troubleshooting and development of new products]</i>	
Medical Center		
Other		

ITL Initials: _____

ISP Representative Initials : _____

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1.2.4 Other

[Text]

[Describe additional plants such as Schedule 3 and DOC-plants and facilities 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 material accounting system, list of chemicals handled on site, Schedule 2 chemicals production, processing, consumption, transfers, import and export records, business registration, certificates, etc.]

Name of record	Period/date	Purpose

1.2.6 Consistency of declarations of Schedule 2 chemical activities:Schedule 2 chemical name: XX (CASRN: 000-00-00)⁸¹

Unit: ton/kg

	Year (-3) 100%		Year (-2) 100%		Year (-1) 100%		Up to (DD/MM)	
	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.
Opening stock	n.a.		n.a.		n.a.		n.a.	
Purchase (domestic)	n.a.		n.a.		n.a.		n.a.	
Import								
Production								
Consumption								
Processing								
Transfers (domestic)	n.a.		n.a.		n.a.		n.a.	
Export								
Closing stock	n.a.		n.a.		n.a.		n.a.	
Physical Inventory								

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

81

Repeat for each Schedule 2 chemical.

ITL Initials: _____

ISP Representative Initials : _____

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DCN: SCHED2/xxSn/yy/nm

Copy 1 of 2

1.2.7 Production capacity of the Schedule 2 plant (s)⁸²Schedule 2 chemical name: XX (CASRN: 000-00-00)⁸³

Unit: ton/year / kg/year

	Year (-3)		Year (-2)		Year (-1)		Up to (DD/MM)	
	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.	Decl.	Verif.
Schedule 2 Plant [AA]								
Capacity calculation method								
Schedule 2 Plant [BB]								
Capacity calculation method								

[Text]

[State consistency or comment on any inconsistency between declarations and verified production capacity. Describe the annual production capacity calculation method.]

1.3 **Mandated aims and operational instructions**1.3.1 Verify that activities are in accordance with the obligations under the Convention and consistent with the information provided by the inspected State Party in declarations

Reference was made to ADPA for the years YYYY (-3), YYYY (-2), YYYY (-1) and to ADA A YYYY.

Schedule 2 Plant Site

	Declared	Verified
Name of the plant site		
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		
Number of declared Schedule 3 plants at the plant site		

[Text]

[Describe if the plant site was changed and when. State consistency or comment on any other inconsistency between declarations and verified activities.]

⁸² Only for production declared activities.

⁸³ Repeat for each Schedule 2 chemical.

ITL Initials: _____

ISP Representative Initials: _____

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Schedule 2 Plant(s)⁸⁴

	Declared	Verified
Applicable years ⁸⁵		
Plant code		
Name of the plant		
Name of the owner, company, or enterprise operating the plant		
Precise location of the plant		
Main activities of the plant		
Activities related to Schedule 2 chemicals		
Characteristics of the plant		
Other activities related to Schedule 2 chemical (s)		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities. Refer to operational changes occurring during the period inspected, e.g.: For the year (-2) only production was declared/verified or for the year (-2) the IT verified undeclared amounts of consumption.]

⁸⁴ Repeat for each declared Schedule 2 plant.

⁸⁵ Years when the plant had declarable activities.

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED2/xxSn/yy/nm

Copy 1 of 2

Schedule 2 chemical(s)⁸⁶

	Declared	Verified
Applicable years ⁸⁷		
IUPAC chemical name		
Common or trade name		
CASRN		
Purpose for which it was Processed or consumed on site		
Direct exports from the plant site		
Sales or transfer within the ISP		
Final product types derived from sold/transferred chemical		
Other purposes		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.2 Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex of the Convention

[Text]

[Conclusions based on verified activities; list any additional observations.]

1.3.3 Verify the consistency with declarations of levels of production, processing or consumption of Schedule 2 chemicals

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

⁸⁶ Repeat for each declared Schedule 2 chemical.

⁸⁷ Years when the plant had declarable activities.

ITL Initials: _____

ISP Representative Initials: _____

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1.3.4 Verify the non-diversion of Schedule 2 chemicals for activities prohibited under the Convention

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.5 Undertake sampling and analysis in accordance with paragraph 27 of Part VII 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 D and to the Analytical Report for further details.]

1.3.6 Collect data to assess the risk to the object and purpose of the Convention posed by the relevant chemicals, the characteristics of the plant site, and the nature of activities carried out there

[Text]

Type of Schedule 2 chemical	<i>[Schedule 2A/2A*, Schedule 2B]</i>
Plant (s) characteristics and flexibility	<i>[Multipurpose & batch, dedicated & batch, continuous]</i>
Activities related to Schedule 2 chemicals	<i>[Production, processing, consumption]</i>

1.3.7 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations or amendments on past declarations.]

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 Verification Annex, if any. Issues needing further action by the ISP 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 provide as appropriate, his/her views verbally that these unresolved issues could be categorised as "IRFA" or "Uncertainties" during the preparation of the FIR at the Secretariat]

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED**DCN: SCHED2/xxSn/yy/nm****Copy 1 of 2**

**3. REPORT OF ANY INCIDENTS IN RELATION TO THE 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 INSPECTED STATE PARTY

[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**

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: List of Samples Taken

Annex D: Result of On-Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Comments from the inspected State Party

Annex H: List of Acronyms

6. SIGNATURES

This Preliminary Findings Report has been printed in duplicate on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

Notice taken

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

Representative of the inspected State Party:

[Name]

(Signature)

ITL Initials: _____

ISP Representative Initials : _____

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DCN: SCHED2/xxSn/yy/nn

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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.	Beginning of inspection activities		
5.	Extension requested/granted ⁸⁸		
6.	Completion of inspection		
7.	Beginning of post-inspection procedures		

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

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

N°	Name	Function
1.		
2.		
3.		

ANNEX C: LIST OF SAMPLES TAKEN

N/A

N°	Sample ID	Sampling date/time	Sampling point	Sample type
1.				
2.				
3.				

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

⁸⁸ Fill in only if an extension was requested.

ITL Initials: _____

ISP Representative Initials : _____

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N/A

N°	Sample ID	Analytical method	Result
1.			
2.			
3.			

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

N°	Interviewee	Interviewer	Date/Time	Recording	DCN
1.					
2.					
3.					

ANNEX G: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED2/xxSn/yy/nm

Copy 1 of 2

ANNEX H: LIST OF ACRONYMS

Acronym	Definition
CASRN	Chemical Abstract Substance Registry Number
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
ERP	Enterprise Resource Planning
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
PPE	Personal Protective Equipment
PSF	Chemicals containing phosphorous, sulfur or fluorine
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

ITL Initials: _____

ISP Representative Initials : _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED



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 SCHED3/xxSn/yy was conducted in accordance with paragraph 5 of Article VI, and Part VIII of the Verification Annex, of the Convention.

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

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. Signatures**

ANNEXES

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/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 S&A inspection.]

[If inspection activities include S&A activities, besides the physical inspection and a review of relevant records, indicate the number of samples that have been taken to check the absence of undeclared scheduled chemicals.]

0.1 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations or amendments on past 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 can be provided in section 5.]

ITL Initials: _____

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was⁸⁹ not briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period⁹⁰.

A verbal / written⁹¹ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 Description of the plant site

General information of the plant site

Ownership or company operating the plant site			
Date of previous inspection(s)			
POE			
Location			
Situated within			
Security features			
Number of personnel		Area of the site	
Plant site operation hours			
Certificates of accreditation			
Main chemical products			
Mixed plant site			
Schedule 2 plants			
DOCs plants			
Other plants and facilities			
PPE / Safety features			

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes.]

⁸⁹ Delete as appropriate.

⁹⁰ Delete as appropriate.

⁹¹ Delete as appropriate.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy**

Simplified layout of the declared plant site

[Include a plant site layout when judged valuable to delineate the plant site, to define the scope of the inspection and/or to report it easily.]

Draw the plant site lay out here

ITL Initials: _____

1.2.2 Schedule 3 plant(s)Schedule 3 plant(s) description

Plant name	
Schedule 3 chemical(s) / CAS number	
Chemical reaction(s)	
Process description	<i>[For initial inspection provide more in depth process description]</i>
Technical features	<i>[Including main equipment]</i>
Operation mode	<i>[Batch/ continuous, multipurpose/ dedicated]</i>
Plant structure	
Personal protective equipment	<i>[PPE if different to the rest of the site]</i>
Directly associated infrastructure	
Sampling points	

[Text]

[It is recommended that the table be used to describe the main features of the Schedule 3 plants. Supplement information with narrative and block diagram if necessary.]

Process Block Diagram

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy

Draw the process block diagram here

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy**

1.2.3 Plant site common infrastructureCommon infrastructure description

Definition / Purpose		Technical features
Storage and warehousing	Warehouse X <i>[Storage of Scheduled chemicals, raw materials and finished products]</i>	
	Shed Y <i>[Storage of raw materials and finished chemicals]</i>	
	Tank farms <i>[Storage of solvent and finished products]</i>	
Waste and off gases treatment	WWT	<i>[Include waste water treatment facilities, separation systems, treatment of organics (liquid, solid, vapours).]</i>
	Incinerator	<i>[Treatment of organics and liquid, solid, vapours).]</i>
Maintenance <i>[Include electrical, instrument and mechanical maintenance]</i>		
Utilities		<i>[Boilers, cooling water systems, nitrogen, steam, etc.]</i>
Laboratories	QC / QA <i>[Analysis of raw materials, in-process and finished chemicals]</i>	
	R&D <i>[Troubleshooting and development of new products]</i>	
Medical Center		
Other		

ITL Initials: _____

OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy

1.2.4 Other

[Text]

[Describe additional plants such as Schedule 2 and DOC-plants and facilities 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 material accounting system, list of chemicals handled on site, Schedule 3 chemicals production, transfers, import and export records, business registration, certificates, etc.]

[Text]

Name of record	Period/date	Purpose

1.3 Mandated aims and operational instructions

1.3.1 Verify that activities are consistent with the information provided by the inspected State Party in declarations

Reference was made to ADPA for the year XXXX and to ADAA YYYY.

Schedule 3 Plant Site

	Declared	Verified
Name of the plant site		
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		
Number of declared Schedule 2 plants at the plant site		

[Text]

[Describe if the plant site was changed and when. State consistency or comment on any other inconsistency between declarations and verified activities.]

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy**

Schedule 3 Plant(s)⁹²

	Declared	Verified
Plant code		
Name of the plant		
Name of the owner, company, or enterprise operating the plant		
Precise location of the plant		
Specific Structure		
Specific building number		
Main activities of the plant in terms of product group code		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities. Refer to operational changes occurring during the period inspected.]

Schedule 3 chemical(s)⁹³

	Declared	Verified
IUPAC chemical name		
Common or trade name		
CAS registry number		
Production range		
Purpose of production		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.2 Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex of the Convention

[Text]

[Conclusions based on verified activities; list any additional observations.]

⁹² Repeat for each Schedule 3 plant.

⁹³ Repeat for each Schedule 3 chemical produced above the declaration threshold.

ITL Initials: _____

**OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED
SCHED3/xxSn/yy**

1.3.3 Undertake sampling and analysis in accordance with paragraph 22 of Part VIII of the Verification Annex to check for the absence of undeclared scheduled chemicals⁹⁴

[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.]

1.3.4 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations.]

2. ISSUES REQUIRING FURTHER ATTENTION

[Text]

3. UNCERTAINTIES

[Text]

4. REPORT OF ANY INCIDENTS IN RELATION TO THE 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 INSPECTED STATE PARTY

[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.]

⁹⁴

This section is to be included in the report only if it is in the mandate.

ITL Initials: _____

6. 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: List of Samples Taken

Annex D: Result of On-Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Comments from the inspected State Party

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

Annex I: List of Acronyms

7. SIGNATURES

This Final Inspection Report has been printed in one copy on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

ITL Initials: _____

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SCHED3/xxSn/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.	Beginning of inspection activities		
7.	Extension requested/granted ⁹⁵		
8.	Completion of inspection		
9.	Beginning of post-inspection procedures		
10.	Signing of PF		
11.	Departure from the plant site		

This was the [*first / second*] inspection in a sequential mission⁹⁶.

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

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

N°	Name	Function
1.		
2.		
3.		

⁹⁵ Fill in only if an extension was requested.

⁹⁶ Delete if not a sequential mission.

ITL Initials: _____

ANNEX C: LIST OF SAMPLES TAKEN

N/A

N°	Sample ID	Sampling date/time	Sampling point	Sample type
1.				
2.				
3.				

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Result
1.			
2.			
3.			

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

N°	Interviewee	Interviewer	Date/Time	Recording	DCN
1.					
2.					
3.					

ANNEX G: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

ITL Initials: _____

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SCHED3/xxSn/yy

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

[Text]

ANNEX I: LIST OF ACRONYMS

Acronym	Definition
CASRN	Chemical Abstract Substance Registry Number
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
ERP	Enterprise Resource Planning
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
PPE	Personal Protective Equipment
PSF	Chemicals containing phosphorous, sulfur or fluorine
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

ITL Initials: _____



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 SCHED3/xxSn/yy/nn was conducted in accordance with paragraph 5 of Article VI, and Part VIII of the Verification Annex, of the Convention.

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

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 : _____

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DCN: SCHED3/xxSn/yy/nm

Copy 1 of 2

1. ON-SITE ACTIVITIES AND FACTUAL FINDINGS

1.1 Pre-inspection briefing

The IT was / was not⁹⁷ briefed in accordance with paragraph 37 of Part II of the VA.

A site tour was provided as a part of the PIB / inspection period⁹⁸.

A verbal / written⁹⁹ inspection plan was discussed and agreed upon.

1.2 Inspection activities and factual findings

1.2.1 Description of the plant site

General information of the plant site

Ownership or company operating the plant site			
Date of previous inspection(s)			
POE			
Location			
Situated within			
Security features			
Number of personnel		Area of the site	
Plant site operation hours			
Certificates of accreditation			
Main chemical products			
Mixed plant site			
Schedule 2 plants			
DOCs plants			
Other plants and facilities			
PPE / Safety features			

[Text]

[Include any other relevant information that was provided during the PIB, such as scheduled changes, or status of notified changes.]

⁹⁷ Delete as appropriate.

⁹⁸ Delete as appropriate.

⁹⁹ Delete as appropriate.

ITL Initials: _____

ISP Representative Initials : _____

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Annex

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DCN: SCHED3/xxSn/yy/nm

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Simplified layout of the declared plant site

[Include a plant site layout when judged valuable to delineate the plant site, to define the scope of the inspection and/or to report it easily.]

Draw the plant site lay out here

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ISP Representative Initials : _____

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OPCW HIGHLY PROTECTED/PROTECTED/RESTRICTED/UNCLASSIFIED

DCN: SCHED3/xxSn/yy/nm

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1.2.2 Schedule 3 plant(s)Schedule 3 plant(s) description

Plant name	
Schedule 3 chemical(s) / CAS number	
Chemical reaction(s)	
Process description	<i>[For initial inspection provide more in depth process description]</i>
Technical features	<i>[Including main equipment]</i>
Operation mode	<i>[Batch/ continuous, multipurpose/ dedicated]</i>
Plant structure	
Personal protective equipment	<i>[PPE if different to the rest of the site]</i>
Directly associated infrastructure	
Sampling points	

[Text]

[It is recommended that the table be used to describe the main features of the Schedule 3 plants. Supplement information with narrative and block diagram if necessary.]

Process Block Diagram

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Draw the process block diagram here

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DCN: SCHED3/xxSn/yy/nn

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1.2.3 Plant site common infrastructureCommon infrastructure description

Definition / Purpose		Technical features
Storage and warehousing	Warehouse X <i>[Storage of Scheduled chemicals, raw materials and finished products]</i>	
	Shed Y <i>[Storage of raw materials and finished chemicals]</i>	
	Tank farms <i>[Storage of solvent and finished products]</i>	
Waste and off gases treatment	WWT	<i>[Include waste water treatment facilities, separation systems, treatment of organics (liquid, solid, vapours).]</i>
	Incinerator	<i>[Treatment of organics and liquid, solid, vapours].]</i>
Maintenance <i>[Include electrical, instrument and mechanical maintenance]</i>		
Utilities		<i>[Boilers, cooling water systems, nitrogen, steam, etc.]</i>
Laboratories	QC / QA <i>[Analysis of raw materials, in-process and finished chemicals]</i>	
	R&D <i>[Troubleshooting and development of new products]</i>	
Medical Center		
Other		

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ISP Representative Initials : _____

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1.2.4 Other

[Text]

[Describe additional plants such as Schedule 2 and DOC-plants and facilities 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 material accounting system, list of chemicals handled on site, Schedule 3 chemicals production, transfers, import and export records, business registration, certificates, etc.]

Name of record	Period/date	Purpose

1.3 Mandated aims and operational instructions**1.3.1 Verify that activities are consistent with the information provided by the inspected State Party in declarations**

Reference was made to ADPA for the year XXXX and to ADAA YYYY.

Schedule 3 Plant Site

	Declared	Verified
Name of the plant site		
Name of the owner or company operating the plant site		
Address		
Geographical coordinates		
Number of declared Schedule 2 plants at the plant site		

[Text]

[Describe if the plant site was changed and when. State consistency or comment on any other inconsistency between declarations and verified activities.]

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ISP Representative Initials : _____

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Schedule 3 Plant(s)¹⁰⁰

	Declared	Verified
Plant code		
Name of the plant		
Name of the owner, company, or enterprise operating the plant		
Precise location of the plant		
Specific Structure		
Specific building number		
Main activities of the plant in terms of product group code		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared activities. Refer to operational changes occurring during the period inspected.]

Schedule 3 chemical(s)¹⁰¹

	Declared	Verified
IUPAC chemical name		
Common or trade name		
CAS registry number		
Production range		
Purpose of production		

[Text]

[State consistency or comment on any inconsistency between declarations and verified activities, including undeclared periods of activities. Refer to operational changes occurring during the period inspected.]

1.3.2 Verify the absence of any Schedule 1 chemical, especially its production, except if in accordance with Part VI of the Verification Annex of the Convention

[Text]

[Conclusions based on verified activities; list any additional observations.]

¹⁰⁰

Repeat for each Schedule 3 plant.

¹⁰¹

Repeat for each Schedule 3 chemical produced above the declaration threshold.

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ISP Representative Initials : _____

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1.3.3 Undertake sampling and analysis in accordance with paragraph 22 of Part VIII of the Verification Annex to check for the absence of undeclared scheduled chemicals¹⁰²

[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.]

1.3.4 Gather any further information to be provided in declarations

[Text]

[Describe the recommendations to the ISP to include in future declarations.]

2. PENDING ISSUES

[Text]

3. REPORT OF ANY INCIDENTS IN RELATION TO THE 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 INSPECTED STATE PARTY

[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.]

¹⁰²

This section is to be included in the report only if it is in the mandate.

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: List of Samples Taken

Annex D: Result of On-Site Analysis

Annex E: Equipment Related Details

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

Annex F: List of Interviews Conducted

Annex G: Comments from the inspected State Party

Annex H: List of Acronyms

6. SIGNATURES

This Preliminary Findings Report has been printed in duplicate on [date] in English.

Inspection Team Leader:

[Name]

(Signature)

Notice taken

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

Representative of the inspected State Party:

[Name]

(Signature)

ITL Initials: _____

ISP Representative Initials : _____

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.	Beginning of inspection activities		
5.	Extension requested/granted ¹⁰³		
6.	Completion of inspection		
7.	Beginning of post-inspection procedures		

This was the [*first / second*] inspection in a sequential mission¹⁰⁴.

Time differences:

NA office: GMT+/-nn hours

POE: GMT+/-nn hours

Inspected facility: GMT+/-nn hours

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

N°	Name	Function
1.		
2.		
3.		

¹⁰³ Fill in only if an extension was requested.

¹⁰⁴ Delete if not a sequential mission.

ITL Initials: _____

ISP Representative Initials : _____

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DCN: SCHED3/xxSn/yy/nn

Copy 1 of 2

ANNEX C: LIST OF SAMPLES TAKEN

N/A

N°	Sample ID	Sampling date/time	Sampling point	Sample type
1.				
2.				
3.				

ANNEX D: RESULT OF ON-SITE ANALYSIS AND OTHER MEASUREMENTS

N/A

N°	Sample ID	Analytical method	Result
1.			
2.			
3.			

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

N°	Equipment type	Serial #/ID	Number of units
1.			
2.			
3.			

E.2: Equipment provided by the ISP

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

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

None

N°	Equipment type	Number of units	Remarks
1.			
2.			
3.			

ANNEX F: LIST OF INTERVIEWS CONDUCTED

N/A

N°	Interviewee	Interviewer	Date/Time	Recording	DCN
1.					
2.					
3.					

ITL Initials: _____

ISP Representative Initials : _____

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ANNEX G: COMMENTS FROM THE INSPECTED STATE PARTY

[Text]

ANNEX H: LIST OF ACRONYMS

Acronym	Definition
CASRN	Chemical Abstract Substance Registry Number
CWC	Chemical Weapons Convention
DCS	Distributed Control System
DH	Declarations Handbook
DOC	Discrete Organic Chemical
ERP	Enterprise Resource Planning
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
PPE	Personal Protective Equipment
PSF	Chemicals containing phosphorous, sulfur or fluorine
QA	Quality Assurance
QC	Quality Control
R&D	Research and Development
TS	Technical Secretariat

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ITL Initials: _____

ISP Representative Initials : _____