



Qingyuan Latop Fine Chemicals Limited

2020 SCAN Security Audit

Report #	EA-2020-09-0155
Audit Submitted	Sep 24, 2020
Compliance Score	89%
Audit Type	EXTERNAL AUDIT



This Report Applies Solely for SCAN - Supplier Compliance Audit Network

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LOCATION INFORMATION

Qingyuan Latop Fine Chemicals Limited
Fine Chemicals Zone
Overseas Chinese Industry Park, Donghua Town
Qingyuan
Yingde, Guangdong, China
513058
0763-3166510

SCAN ID: CNT1442L30QI

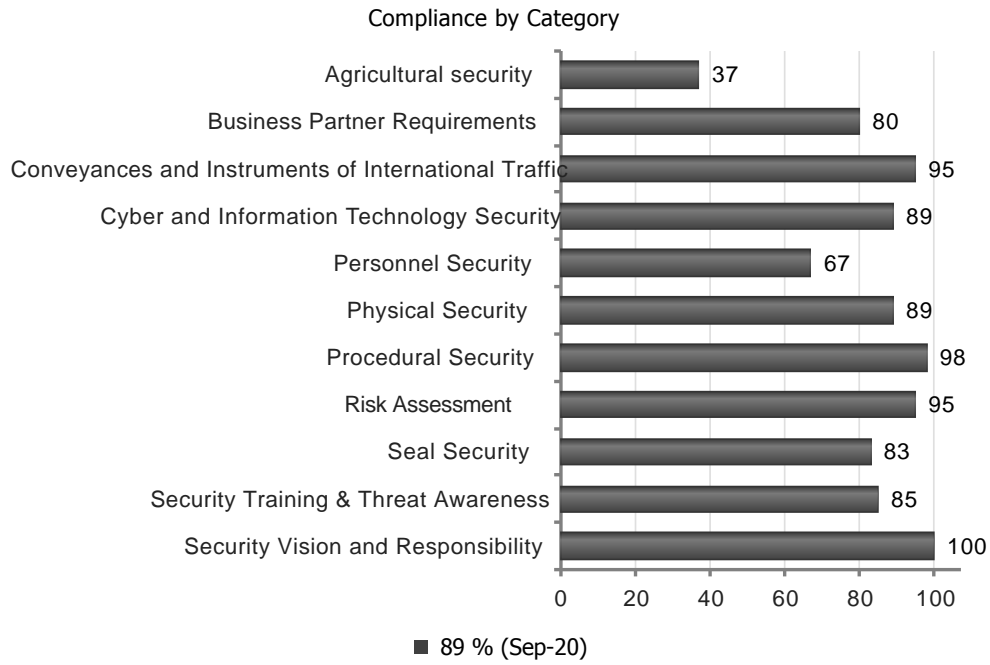
Point of Contact Name: Mr. Li Ruo Peng/ HR Supervisor
Point of Contact Email: marketing11@yacgp.com
Target Month: 09/14/20

Contact Name	Phone	Email
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Location: Qingyuan Latop Fine Chemicals Limited
Primary Location: Yes
Critical Location: No
Assigned Auditor: Omega
Schedule Date: 09/17/2020

SCAN - 2020 SCAN Security Audit
Audit submitted on September 24, 2020

89% Compliance Score



BUSINESS PROFILE INFORMATION

Profile Question	Response
Does the facility participate in any government, local customs, or World Customs Organization (WCO) accredited facility security program?	<i>No</i>
Do you hold a Government Supply Chain Security Certification?	<i>No</i>
Has the facility been reviewed or audited by this program?	<i>No</i>
Primary Industry of Operations	<i>Aerosol Products</i>
Product Type / Commodity	<i>Skin care and household cleaning products</i>
Year Established	<i>2011</i>
Grounds Size (Square Meters)	<i>7646</i>
Number of Buildings	<i>4</i>
Facility Size (Square Meters)	<i>10358</i>
Number of access points? (i.e. gates, exterior doors)	<i>2</i>
Hours of Operation	<i>8:00 a.m. - 12:00 p.m. 1:30 p.m. - 5:30 p.m. (8 hours' normal work hours), if overtime is arranged, 6:00 p.m. – 8:00 p.m.</i>
Number of Employees	<i>51 - 100</i>
Number of Contract Employees	<i>98</i>
Number of Security Guards	<i>4</i>
Number of Migrant Workers	<i>0</i>
Annual Revenue	<i>10 - 50 Million</i>
Does the facility outsource any manufacturing services?	<i>No</i>
What countries does this facility export to?	<i>The United States, Thailand</i>
Does this facility have affiliate locations where any work is conducted or product stored?	<i>No</i>

Yes

Does the facility outsource any transportation services?

Company Name	Contact Name	Contact Email	What % of Time Used?
Shenzhen Jin An Logistics Co. LTD	Mr. Wang Qiang	No information	100

No

Does this facility partner with any sales agent or vendor representatives?

AUDIT RESPONSES

Overall Compliance Score: 89 %

Audit Sent: 9/24/2020

Due Date: 9/14/2020

Security Vision and Responsibility

100%

Question

1. Does the Business License match the current location name and address as in the audit sheet? If no, please attach current scanned copy or picture of the facility's Business License.

Actual

- Yes
 No

Additional Comments: No comments were provided

2. *Must* Is there a primary point of contact (POC) identified regarding security matters?

Actual

- Yes
 No POC listed in contacts on factory profile

Additional Comments: No comments were provided

Risk Assessment

95%

Question

3. *Must* Does the facility have a risk assessment that identifies vulnerabilities in the business plan?

Actual

- Yes there is a written risk assessment
 No risk assessment available

Additional Comments: No comments were provided

4. *Must* Is the facility risk assessment shared with business partners and contractors?

Actual

- Yes the factory risk assessment is shared with business partners
 No the factory risk assessment is not shared with business partners

Additional Comments: No comments were provided

5. *Material* Does the facility risk assessment include vulnerabilities specific to contracted service providers such as contractors, seasonal employees etc.?

Actual

- Yes
- No

Additional Comments: No comments were provided

6. *Must* Is the facility risk assessment updated periodically?

Actual

- No updates noted or last update greater than 24 months ago
- Last update reflects a date within the past 12 months
- Last update reflects a date between 12 months and 18 months
- Last update reflects a date between 18 months and 24 months

Additional Comments: No comments were provided

7. *Material* Define the facility's cargo mapping process. (Select all that apply)

Use NA only if the arrangement of transportation at origin is strictly managed by the customer or the customer's representative.

Actual

- A written cargo process map is available
- No written cargo process map is available
- The cargo process map includes transit times from origin to final container yard
- The cargo process map includes locations where freight may be at rest
- NA

Additional Comments: No comments were provided

8. *Material* Define the facility's crisis plan. (Select all that apply)

Actual

- No documented crisis plan available
- Crisis plan includes communication to business partners of crisis related issues
- Crisis plan includes potential alternative locations if facility is rendered unusable
- Documented crisis plan available



[documented crisis plan.jpg](#)

Additional Comments: The crisis plan was established in the facility, however, the crisis plan did not include the following requirements: the potential alternative locations if facility is rendered unusable and the communication to business partners of crisis related issues.

Question

9. Does the facility contract services such as security, transportation or manufacturing labor?

Actual

- Yes
 No

Additional Comments: The facility contracted services with the transportation service company, pest control service company and materials suppliers.

10. *Critical* Does the facility review and provide copies of security criteria to business partners, particularly those that support international supply chain activities?

Actual

- Yes - Security criteria reviewed and provided in Local language
 Yes - Security criteria is reviewed but not provided to business partners
 No - Security criteria is not reviewed at all
 Yes - Security criteria reviewed and provided in English only.



[security criteria.jpg](#)

Additional Comments: No comments were provided

11. *Must* Does the facility have written procedures used in the selection of business partners including: material suppliers, manufacturers, and logistics service providers? (Select all that apply)

Actual

- Documented screening process is available
 Screening process is done on an annual basis
 Screening process includes looking for evidence of money laundering and terrorism funding
 No screening process takes place
 Screening process includes monitoring for financial stability



[Written procedure for the selection of business partners.jpg](#)

Additional Comments: The written procedure used in the selection of business partners including material suppliers, manufacturers, and logistics service providers was available in the facility, the screening process includes monitoring for financial stability, and the screening process was done on an annual basis. However, the screening process did not include a process of looking for evidence of money laundering and terrorism funding.

12. *Must* Are the facility's contracted business partners required to conduct and provide an annual security risk assessment of their operation?

Actual

- No
 Yes - Annually
 Yes - Minimally every 2 years

Yes - At time of contract initiation only

Additional Comments: No comments were provided

13. *Must* Does the facility require business partners to provide a statement of compliance or complete a questionnaire highlighting the Minimum Security Requirements and controls that are in place? Is the statement or questionnaire renewed annually? (Select all that apply)

Actual

- Compliance Statement and/or Security Questionnaire required
- No
- Renewed annually



[statement of compliance of the security requirements.jpg](#)

Additional Comments: No comments were provided

14. *Must* If there are areas of non compliance found on the questionnaire, does the facility require corrective actions plans from the business partner with evidence of implementation?

Actual

- Yes
- No

Additional Comments: It was noted that the facility didn't require corrective actions plans from the business partner with evidence of implementation when there are areas of non-compliance found on the questionnaire.

Cyber and Information Technology Security

89%

Question

15. *Must* Does the facility have a comprehensive written cyber security policy to protect information technology systems? Is the policy reviewed and updated annually?

NA is applicable only if there are no internet enabled network systems.

Actual

- Yes - Policy is written and was updated within the past 12 months
- Yes - Policy is written and was updated within the past 12-18 months
- Yes - Policy is written but last update was greater than 18 months ago
- No written policy is available
- NA



[written cyber security policy.jpg](#)

Additional Comments: The facility has established a comprehensive written cyber security policy to protect information technology systems, however, the last update was greater than 18 months.

-
16. *Must* Does the facility have firewall and malware software deployed/set up to identify, protect, detect, respond and recover their network? (Select all that apply)

NA is applicable only if there are no internet enabled network systems.

Actual

- Firewall deployed
- Malware software installed
- No firewall or malware software deployed
- NA

Additional Comments: No comments were provided

17. *Must* How frequently are updates performed on firewall and malware software?

NA is applicable only if there are no internet enabled network systems.

Actual

- Manual updates installed by on site IT services as needed
- No updating is performed
- Software updates are automatically deployed from the software providers
- NA

Additional Comments: No comments were provided

18. *Must* Are test scenarios conducted to identify open ports and IP addresses that create vulnerable access to the internal network?

NA is applicable only if there are no internet enabled network systems.

Actual

- Vulnerability tests are conducted by IT personnel
- No vulnerability tests are conducted
- NA

Additional Comments: No comments were provided

19. What actions are taken when problems are identified while testing firewall, malware, and other network vulnerabilities?

Comments: The senior management investigates and identifies the cause of the problems, restores it in time and immediately contacts the maintenance department of the network operator.

20. *Material* To whom does the facility report Cyber security threats and attempts at unapproved access to network systems?

NA is applicable only if there are no internet enabled network systems.

Actual

- Senior management
- Internal Business partners
- External business partners
- Customers / suppliers
- Government agencies
- No reporting process and procedure in place
- NA



[cyber security policy.jpg](#)

Additional Comments: Based on the document review, the facility requires cyber security threats and attempts at unapproved access to network systems be reported to senior management and government agencies, but does not require reporting to internal business partners, external business partners and customers/ supplies.

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21. *Must* Are automated systems in place to monitor and prevent attempts of unauthorized access and tampering with systems and/or electronic data?

NA is applicable only if there are no internet enabled network systems.

Actual

- No
- Yes - Please describe systems
- NA

Additional Comments: The fire-wall and anti-virus programs are available in the facility.

-
22. *Must* Does management regularly review the employees with network access in order to restrict access to only those applications required to perform current job requirements?

NA is applicable only if there are no internet enabled network systems.

Actual

- Management reviews annually
- Management reviews quarterly
- Management reviews monthly
- No management review conducted
- NA

Additional Comments: *No comments were provided*

-
23. *Must* Is there a written procedure to remove network access for employees who are terminated or on leave longer than vacation? (Select all that apply)

NA is applicable only if there are no internet enabled network systems.

Actual

- Access immediately removed for terminated employees

[written procedure to remove network](#)

- Employees on long term disability or maternity leave have access suspended
- No written procedure is available
- NA

[access.docx](#)

Additional Comments: No comments were provided

24. *Must* How is computer access managed at the factory? (Select all that apply)

NA is applicable only if there are no internet enabled network systems.

Actual

- Passwords are required
- No passwords are required
- Passwords are required to be changed every 60-90 days
- Passwords must be complex
- NA

Additional Comments: No comments were provided

25. *Must* Are employees/business partners/contractors/consultants permitted to access the company systems remotely?

NA is applicable only if there are no internet enabled network systems.

Actual

- Yes
- No

Additional Comments: Based on the management interview, the employees/business partners/contractors/consultants were not permitted to access the company systems remotely.

27. *Must* Do all security policies and procedures apply to any personal devices that connect to the network?

NA is applicable only if there are no internet enabled network systems.

Actual

- Facility does not permit personal devices to connect to the network
- Yes - All security policies apply to personal devices
- No - Facility's security policies and procedures do not apply to personal devices
- NA

Additional Comments: No comments were provided

28. *Material* Does IT security limit and monitor the downloading of software and access to non-internal websites?

NA is applicable only if there are no internet enabled network systems.

Actual

- No it does not monitor or limit access
- Yes - IT security monitors and limits access
- NA

Additional Comments: No comments were provided

29. *Material* Are network systems backed up?

NA is applicable only if there are no internet enabled network systems.

Actual

- No data back ups are performed
- Yes - Data is backed up daily
- Yes - Data is backed up weekly
- Yes - Data is backed up monthly
- NA

Additional Comments: No comments were provided

30. *Material* Is data backed up offsite and encrypted? (Select all that apply)

Actual

- Backed up data is offsite
- Backed up data is encrypted
- Backed up data is not kept offsite nor encrypted

Additional Comments: No comments were provided

31. *Must* Is IT related equipment slated for disposal returned to the IT department for elimination of any sensitive business details and documents?

Actual

- Yes
- No

Additional Comments: No comments were provided

Conveyances and Instruments of International Traffic

95%

Question

32. Does the facility load trailers/containers or Instruments of International Traffic?

Actual

- Yes
- No

Additional Comments: No comments were provided

33. *Critical* While in the facility's control, are containers stored in a secured manner whether on-site or off site?

Actual

- Yes
 No

Additional Comments: No comments were provided

34. *Critical* Is there a written procedure in place to inspect the security integrity of a container or trailer prior to loading? (Select all that apply)

Actual

- Written procedure is in place
 No written procedure in place
 Procedure includes a process to refuse to load damaged or dirty containers



[Finished goods shipment management procedure.jpg](#)

Additional Comments: No comments were provided

35. *Critical* Is there a documented, comprehensive inspection of a trailer/container conducted prior to loading of the container? (Select all that apply)

Actual

- Size of container notated
 Name of person performing the inspections included
 Undercarriage checked for damage
 No inspections completed or documented
 Checklist is utilized
 Container number notated
 Date and time of inspection notated
 Floor and roof of container intact no holes or leaks notated
 Outside walls free of damage notated
 Inspection for invasive species (eggs nests, dirt seeds) included



[inspection report of a container.jpg](#)

Additional Comments: The factory had conducted a documented, comprehensive inspection of a trailer/container conducted prior to loading of the container, the provided records including the container number, name of person performing the inspections and date of inspection, floor and roof of container intact no holes or leaks, outside walls free of damage and undercarriage checked for damage. However, the size of container, time of inspection and inspection for invasive species (eggs nests, dirt seeds) were not notated in the inspection records.

36. *Material* Are photos and/or CCTV videos taken during the container/trailer loading process? (Select all that apply)

Actual

- Photos are captured
- No visual documentation is recorded
- Video is captured

Additional Comments: No comments were provided

37. *Critical* Does the shipping area use equipment to conduct a 7-point container inspection? (Select all that apply)

Actual

- Mirrors for undercarriage
- No tools available
- Laser distance measuring tool, pre-measured string or tape measure
- Tap test tool (such as a hammer)
- A broom or some type of blower air hose etc. is used to sweep or clean the inside of the container



[Equipment for container inspection.jpg](#)

Additional Comments: Based on the document review, CCTV records review and management interview, the factory used a hammer for a tap test, a tape measure for distance measuring, a broom which used to sweep or clean the inside of the container to conduct their 7-point container inspection. However, mirrors for the undercarriage of containers were not in use.

38. *Material* Are container inspections conducted in a secure area and recorded in view of CCTV cameras? (Select all that apply)

Actual

- Inside of trailer/container is visible from tail to nose on CCTV
- Trailer inspection area is visible on CCTV
- Inspections are conducted in a secured area
- Inspections are not captured on CCTV nor in a secured area

Additional Comments: No comments were provided

39. *Must* Does the facility maintain training records indicating which employees are trained to properly perform a 7-point container/trailer inspection?

Actual

- Yes
- No

Additional Comments: No comments were provided

40. *Material* Is there a procedure where management or supervision conducts follow up inspections?

Actual

- Yes
 No

Additional Comments: The facility did not establish a procedure where management or supervision conducts follow up inspection.

42. Does the facility directly contract transportation service providers for any of your customers or business partners? This includes the movement to a consolidation location or between multiple production or storage facilities prior to export.

Actual

- Yes
 No

Additional Comments: No comments were provided

43. *Material* Does the facility have a written procedure to track, trace and require confirmation of arrival at destination (container yard or freight forwarder's location) for items that you ship?

Actual

- Yes
 No
 NA

Additional Comments: No comments were provided

44. *Material* What container or trailer tracking technologies does the facility require to be used by the contracted transportation company? (Select all that apply)

Actual

- Global positioning system carrier controlled
 Global positioning system shipper controlled
 Required cell phone check by carrier dispatch with status update
 Required cell phone confirmation by driver
 No document or report was available to review
 Other please explain

Additional Comments: No comments were provided

45. *Material* Where possible, are transit routes from the facility to the port or next destination location randomly changed to minimize predictability?

NA is only an available response if there is only one direct route between the factory and the final destination. (i.e. container yard, consolidation location, port of export)

Actual

- Yes

- No
- NA

Additional Comments: No comments were provided

-
46. *Material* Does the facility provide written instructions to transportation service drivers detailing that only required stops are permitted? (i.e. inspections by governmental agencies, refueling etc.)

Actual

- No
- Yes - Drivers are given written instruction to stop only for permitted instances



[written instructions to transportation service drivers.jpg](#)

Additional Comments: No comments were provided

-
47. *Critical* Does the facility document driver and visitor information including photo ID, tractor ID number and conveyance ID number for arriving and departing material movements? (Select all that apply)

Actual

- Visitor/ driver log is maintained
- Tractor number listed
- Container Number listed
- Photo ID required of drivers and visitors
- No verifiable documentation was available



[driver information of log in and out.jpg](#)

Additional Comments: No comments were provided

-
48. *Critical* Is a written and verifiable security procedure in place with contracted less than container load (LCL) service providers?

NA is only an available response if no (LCL) movements are done from this facility.

Actual

- Yes
- No
- NA

Additional Comments: No LCL available in the facility.

-
50. Does the facility make air shipments?

Actual

- Yes
- No

Additional Comments: Based on the document review and management interview, no air shipment is available in the facility.

52. Does the facility make any shipments in open top, open sided, ventilated (livestock), soft sided containers?

Actual

- Yes
 No

Additional Comments: The facility does not make any shipments in open top, open sided, ventilated (livestock) or soft sided containers.

54. *Critical* Are international shipments sealed with an ISO 17712:2013 compliant high-security seal immediately after a container or trailer is loaded?

NA is only an available response if no containers are loaded at this location.

Actual

- Yes
 No
 NA

Additional Comments: ocean service provider provides the seals.

55. *Critical* Does the facility insure that all loaded and stored containers or trailers are closed and secured with a security seal?

NA is only an available response if no containers are loaded at this location.

Actual

- Yes - All loaded and stored containers are closed and sealed
 No - Loaded containers are observed on yard without seals
 NA

Additional Comments: No comments were provided

56. *Critical* Does the facility have written and verifiable procedures to ensure that security seals are controlled and are properly applied to a container or trailer by a designated facility employee(s)? (Select all that apply)

NA is only an available response if no containers are loaded at this location.

Actual

- Written policy includes keeping seals secured
 Policy designates a facility employee whom is responsible for seal control

- Policy includes that someone, other than the party whom applied the seal, performs the required "TUG TWIST TURN" testing to insure seal is correctly applied. This step is intended as a validation of proper application.
- No written policy is available
- NA

Additional Comments: No comments were provided

Agricultural security

37%

Question

57. *Material* Does the facility run water over or otherwise remove dirt and other debris from the outside of the shipping containers prior to loading and before departure from the facility? (Select all that apply)

Actual

- Outside of container is inspected for dirt and evidence of pests such as egg masses
- Outside of container is run through a water bath/shower to remove dirt and loose debris; identify leaks prior to loading. Other methods of removing dirt or seeds are acceptable please document these methods.
- No washing or inspection for dirt/debris removal is conducted

Additional Comments: The facility didn't run water over or otherwise remove dirt and other debris from the outside of the shipping containers prior to loading and before departure from the facility, and no inspection for dirt/debris removal/evidence of pests such as egg masses is conducted.

58. *Material* Does the facility have a procedure to inspect and review evidence of pest access such as baited traps, periodic extermination, and removal of debris from shipping and storage facilities? (Select all that apply)

Actual

- Bait stations are visible
- Extermination contract is available for review
- Shipping and receiving area appears clean
- No evidence of process or procedure available
- Area outside and around the shipment and container storage are noted to have trash and evidence of bugs, rodents (i.e. droppings, food sources)

Additional Comments: No comments were provided

59. *Must* Is wood packaging material heat treated or fumigated to kill pests and limit the potential for introduction of pests at the container stuffing location? (Select all that apply)

NA is an available answer only if no pallets or wood packaging material are shipped from this location.

Actual

- Only heat treated or otherwise treated packaging material is utilized at this location
- Origins of all wood used in the manufacturing process is documented and provided to the receiver
- Factory cannot detail how wood packaging material is treated prior to utilization
- NA

Additional Comments: the factory only uses wooden pallet but no other WPM. Please refer to Q61 for the treatment of pallets.

60. *Must* Are wood and wood products utilized in the manufacturing process identified by source and species?

NA is only an available and appropriate response if no wood packaging material is utilized in this facility.

Actual

- Yes
- No
- NA

Additional Comments: The factory did not use wood or wood products during manufacturing processes and they just used the wooden pallets to store goods or materials, but those wooden pallets could not be identified by source and species. And no relevant policy was established in the factory.

61. *Must* Are wood pallets used in the shipping process heat treated or fumigated to kill pests and limit the possible introduction of pests at the loading facility? Are pallets stored inside the facility to limit the exposure to seeds, dirt and other forms of contamination? (Select all that apply)

NA is only an available and appropriate answer if no wood pallets are utilized in the international shipment process.

Actual

- Pallets are heat treated or fumigated
- Pallets are marked with a heat treated stamp or a Phytosanitary inspection certificate is issued with each pallet delivery
- Pallets are stored inside the building
- Pallets are observed stored outside and on the ground
- Pallets are not heat treated nor fumigated
- NA



[pallets not heat treated and stored outside.jpg](#)

Additional Comments: As per the observation from the factory tour, some pallets are stored outside and on the ground, which are not limit the exposure to seeds, dirt and other forms of contamination. And the wood pallets used in the shipping process were not heat treated or fumigated to kill pests and limit the possible introduction of pests at the loading facility and were not marked with a heat treated stamp or a phytosanitary inspection certificate.

Question

62. *Critical* Are security seals stored in a secured location?

NA only applicable if the seals used are supplied by the Ocean service provider or other transportation service provider and as a used basis.

Actual

- Yes
 No
 NA



[Seals stored in a secured locker.jpg](#)

Additional Comments: No comments were provided

63. *Must* Does the facility have documented test reports or statements from the seal vendor to validate that the seals utilized meet the most recent ISO 17712 criteria?

NA is only an applicable response if the seals are not provided by the factory.

Actual

- Yes
 No
 NA

Additional Comments: No comments were provided

64. *Must* Is there a procedure in place requiring management level personnel to conduct periodic audits of the seal inventory, seal log, and shipping documents and conveyances to validate that the seal controls are being followed. All steps must be documented. (Select all that apply)

NA is only an available and appropriate response if no containers or trailers are loaded at this facility.

Actual

- A written procedure is available
 Audits are conducted
 Audits are documented
 No written procedure or practices are in place
 NA

Additional Comments: The factory don't have a procedure in place requiring management level personnel to conduct periodic audits of the seal inventory, seal log, and shipping documents and conveyances to validate that the seal controls are being followed, and no audits were conducted and documented.

65. *Critical* Describe the facility's seal application process. (Select all that apply)

NA is only an available and appropriate response if no containers or trailers are loaded at this facility.

Actual

- VTT process included in seal application procedure
- Secondary testing and validation is checked by supervisors or security guard at time of exit from the facility
- Seal numbers are written on shipping documents
- Testing procedure recorded on CCTV footage
- Seal numbers are communicated or otherwise transmitted to the consignee
- Facility is advised when seal numbers are changed prior to departure from port of origin
- NA

Additional Comments: Seal numbers are both written by hand writing and print on shipping document.

Procedural Security

98%

Question

66. *Critical* Is the area adjacent to the shipping and receiving areas enclosed or otherwise monitored?

Actual

- Yes
- No

Additional Comments: No comments were provided

67. *Critical* Is a written procedure in place to report unauthorized access to a container/trailer and/or product storage areas within the facility including whom to notify?

Actual

- Yes
- No



[container and warehouse safety procedure.jpg](#)

Additional Comments: No comments were provided

68. *Critical* Is a written procedure in place to monitor and limit access to critical operational areas of the facility, such as warehouse picking, final packing or packaging, shipping and receiving? Access should be limited to only authorized employees.

Actual

- Yes

No



[Critical operation areas written and verifiable procedure.jpg](#)

Additional Comments: No comments were provided

69. *Critical* Is a written procedure in place that requires all information used in the shipping documents for merchandise/cargo to be legible, complete, and accurate?

Actual

Yes
 No

Additional Comments: No comments were provided

70. *Critical* Is a written procedure in place to resolve a carton count shortage, overage, or any documentation issue found during container or trailer loading; or after the shipment has departed the facility?

NA is only an available option if no containers are loaded at this location.

Actual

Yes
 No
 NA

Additional Comments: No comments were provided

71. *Critical* Is an international shipment marked, counted, weighed, and properly reported on the commercial invoice and bill of lading?

NA is only an available option if no containers are loaded at this location.

Actual

Yes
 No
 NA

Additional Comments: No comments were provided

72. *Critical* Is a written and verifiable procedure in place that restricts access to shipping and receiving documentation?

Actual

- No written procedure is available
- Yes - Written procedure is available

Additional Comments: No comments were provided

73. *Material* Are pre-printed paper documents/forms used to prepare commercial documents and properly secured? (Select all that apply)

Actual

- Documents are secured
- Pre-printed paper documents are utilized
- Pre-printed documents are not utilized or secured

Additional Comments: No comments were provided

74. *Material* Are shared network printers password protected when used to prepare export documents?

Actual

- Yes - Shared network printers are password protected
- No passwords are utilized for network printers
- No shared network printers are utilized at this facility

Additional Comments: No comments were provided

75. *Critical* Are commercial document packets sent with the shipment at departure?

Actual

- Document sent in either hard copy or electronically
- No documentation is submitted

Additional Comments: No comments were provided

76. *Critical* Is a written procedure in place to notify local law enforcement and the customer when illegal shipping activity or any abnormality is suspected or detected? (Select all that apply)

Actual

- Nothing in place
- Procedure is written
- Local law enforcement notified
- Customer notified
- Origin Customs is notified

Additional Comments: No comments were provided

77. *Critical* Are access control procedures or devices used to ensure that only authorized employees have access to the facility?

Actual

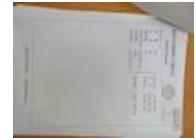
- Yes
- No

Additional Comments: The factory has a access control procedure and uses a acces card to ensure the authorized persons have access to the factory.

78. *Critical* Is there a procedure in place to notify Business Partners of security issues such as attempted theft, fraud or internal conspiracies? (Select all that apply)

Actual

- Nothing in place
- Yes Procedure is written
- Local Law enforcement is notified
- Business partners notified
- Origin Customs notified



[Procedure to notify local law enforcement and origin customs of security issues.jpg](#)

Additional Comments: There is a procedure in place to notify local law enforcement and origin customs of security issues such as attempted theft, fraud or internal conspiracies, but not notified the business partners.

79. *Material* Does the shipping department validate the freight being loaded against the Purchase Order prior to departure?

Actual

- Yes freight is validated prior to loading via manual count
- Freight being loaded is scanned and reviewed against PO/ delivery order prior to departure
- No not validated

Additional Comments: *No comments were provided*

80. *Critical* Is a written procedure in place to control the issue, removal, and changing of access devices such as ID badge, door and lock keys, access cards, and security alarm codes? (Select all that apply)

Actual

- Nothing in place
- Procedure is written
- Checklist is included in Termination document

Additional Comments: *No comments were provided*

81. Do you have dedicated security staff/guards on site?

Actual

- Yes
- No

Additional Comments: No comments were provided

-
82. *Must* Are written job descriptions in place outlining the roles and responsibilities of security staff or staff performing dual roles that include security functions. (Select all that apply)

Actual

- Job descriptions are in place
- Job descriptions available for review at time of audit
- No job descriptions exist or were unavailable for review at the time of the audit
- Management review occurs as required
- Electronic or written logs are kept and reviewed regarding duties of security guards such as building/facility tours

Additional Comments: No comments were provided

-
83. *Must* Does the facility require the security staff or contractors to "patrol" the facility during off business hours and "patrols" are documented either with CCTV surveillance, electronic recordings or with paper check lists?

Actual

- Yes - Patrols are required; documented electronically or via CCTV
- Yes - Patrols are required; documented via paper only
- Yes - Patrols are required; no documentation available
- Patrols are not required nor documented

Additional Comments: No comments were provided

-
84. *Must* Does management verify compliance with Security company work instructions and policies? (Select all that apply)

Actual

- No
- Reviews are conducted
- Reviews are documented

Additional Comments: No comments were provided

Physical Security

89%

Question

85. *Critical* Is there a designated employee and visitor vehicle parking area separate from the shipping and receiving area? (Select all that apply)

Actual

- Shipping & Receiving fenced
- No
- No personally owned vehicles are permitted in Shipping & Receiving area
- Access controlled

Additional Comments: No comments were provided

-
86. *Material* Does the shipping area have a fence, a wall, or other controls separating domestic, hazardous, high value, and international goods and materials?

Actual

- Yes
- No

Additional Comments: No comments were provided

-
87. *Material* Is a preventative maintenance procedure in place that requires a regular inspection of perimeter fencing or other barriers, buildings, and structures? (Select all that apply)

Actual

- Nothing in place
- Procedure is written
- Regular inspections are documented
- Preventative maintenance logs kept

Additional Comments: No comments were provided

-
88. *Critical* Are facility gates through which vehicles and/or employees enter and exit guarded or monitored?

NA is only an available and appropriate response for locations such as bulk packaging and shipment facilities such as coal yards, fresh fruit and vegetable locations.

Actual

- Yes gates are secured and monitored
- No gated or other controls in place to limit access
- gates are secured but not monitored
- NA



[Secured guards monitor the entrance gate.jpg](#)

Additional Comments: No comments were provided

-
89. *Critical* Are gates locked or otherwise secured when not in use?

NA is only an available and appropriate response for locations such as bulk packaging and shipment

facilities such as coal yards, fresh fruit and vegetable locations.

Actual

- Yes
- No
- NA



[Facility entrance gate.jpg](#)

Additional Comments: No comments were provided

-
90. *Must* Does the facility have sufficient lighting at entrances, exits, cargo handling and storage areas, along fence lines, and in parking areas to detect movement during periods of darkness?

NA is only an available and appropriate response if the location is a bulk packaging facility or a fresh fruit and vegetable packaging facility operated only during daylight hours.

Actual

- Nothing in place
- Interior lighting only
- Exterior lighting only
- Yes - Sufficient exterior and interior lighting
- NA

Additional Comments: No comments were provided

-
91. Does the facility incorporate security technology as part of its systems and controls?

Actual

- Other
- CCTV
- Access Control
- Security Alarm

Additional Comments: The facility used the security technologies of CCTV and security alarm as part of its systems and controls.

-
92. *Must* Do you have written procedures governing the use of the security technology? (Select all that apply)

Actual

- Policy and procedures are written
- Written documentation includes testing and corrective actions
- No written procedures in place

Additional Comments: No comments were provided

-
93. *Material* Was security equipment installed by a licensed/certified contractor?

Actual

- System was installed by a specialized licensed/certified contractor
- System was installed by factory personnel or an electrical contractor
- Systems were installed in facility by building owners (this is leased space)

Additional Comments: The factory owns the places and the security equipment was installed by factory personnel.

94. *Material* Do you have maintenance contracts in place for your security systems?

Actual

- Yes, contracts are annually reviewed
- Yes, contracts are only reviewed when problems are uncovered
- No contract is in place, or readily available for review

Additional Comments: The factory has their own qualified maintenance staff.

95. *Must* Are Critical Security Infrastructure locations secured and authorized access limited to only those whose jobs require access.

NA is only applicable if the facility does not have CCTV or alarm systems.

Actual

- Yes
- No
- NA

Additional Comments: No comments were provided

96. *Material* In the event of a power outage, does the facility have an alternate electrical power system to ensure uninterrupted operation of electronic security systems?

NA is only applicable if the facility does not have CCTV or alarm systems.

Actual

- Yes
- No
- NA

Additional Comments: No comments were provided

97. *Critical* Is a CCTV system used to monitor the facility and premises' including entrances, exits, cargo storage, shipping, and other loading/unloading areas?

Actual

- No CCTV or camera system
- Other surveillance system (please explain)
- Yes



[CCTV monitoring system.jpg](#)

Additional Comments: No comments were provided

-
98. *Material* Does your CCTV system have a failure alarm that indicates when the system is off line or no recording is underway? (Select all that apply)

Actual

- System is connected to a back up power system
- CCTV system has a failure alarm
- No failure alarm available

Additional Comments: No comments were provided

-
99. *Critical* Does the CCTV system run 24 hours per day 7 days per week?

Actual

- Yes
- No

Additional Comments: No comments were provided

-
100. *Must* Is the facility's CCTV system recording at the highest quality picture setting available?

Actual

- Yes
- No
- PO issued for upgraded system

Additional Comments: No comments were provided

-
101. *Must* Does the facility's management team conduct random documented reviews of CCTV footage periodically to ensure security processes and procedures are being followed? If found to be lacking corrective actions are taken. (Select all that apply)

Actual

- Reviews are documented
- Yes - Periodic reviews are conducted
- Corrective actions are taken for gaps identified
- No reviews are conducted



[CCTV monitoring procedure.jpg](#)

Additional Comments: Based on the document review and management interview, although there is a CCTV monitoring procedure established in place to require the security officer to conduct

daily random reviews of CCTV footage to ensure security processes and procedures are being followed, the facility's management team didn't conduct random documented reviews of CCTV footage periodically, and no reviews are documented.

102. *Critical* How many days are CCTV recordings kept?

Actual

- 90 or more days
- Less than 30 days
- Recordings not retained
- 45 - 89 days
- 30 - 44 days



[CCTV records.jpg](#)

Additional Comments: The CCTV recordings are only kept for 10-28 days instead of at least 90 days. For example, the CCTV records in the factory entrance gate only kept for 10 days from September 08 to September 17, 2020.

103. *Must* Are employees required to display their ID badge at all times while at the facility?

Actual

- Yes
- No
- IDs carried but not displayed



[ID badges not displayed.jpg](#)

Additional Comments: There is a procedure to require all employees to display their badge at all times while at the facility. However, as per the observation from the factory tour, 20% of employees in the factory did not wear badges when working.

104. *Critical* Is a written procedure in place to require an unknown visitor to present photo identification upon arrival? Is their information recorded into a visitor log? (Select all that apply)

Actual

- Written procedure is available
- Photo ID is required
- Visitor Log is utilized
- No written process is in place
- Photo IDs are not checked



[visitor records.jpg](#)

Additional Comments: *No comments were provided*

105. *Must* Is a written procedure in place to inspect a visitor's bag or package before entering and leaving the manufacturing, production or shipping area of the facility?

Actual

- Yes - Written procedure in place and all bags were inspected

- Yes - Written procedure in place but auditors bag was not inspected or other visitors entering were observed not having bags inspected
- No written process or procedure in place

Additional Comments: No comments were provided

106. *Critical* Is a visitor issued a numbered visitor badge which is displayed or carried while at the facility?

Actual

- Yes
- No

Additional Comments: No comments were provided

107. *Critical* Is a visitor escorted at all times while at the facility?

Actual

- Yes
- No

Additional Comments: No comments were provided

108. *Material* Is a written procedure in place to inspect a suspicious package and mail for dangerous materials and/or contraband prior to distribution? A written procedure is in place to periodically inspect arriving packages for contraband.

NA is an available and appropriate response only if all packages and mail are delivered to another location prior to distribution to the factory.

Actual

- Yes
- No
- NA

Additional Comments: No comments were provided

Personnel Security

67%

Question

109. *Must* Does the facility have a written procedure in place to validate information provided on an employment application, such as an address, previous employment history, education, personal or professional references, and a certification? (Select all that apply)

NA is an available and appropriate response only if background checks are not permitted by local law.

Actual

- Nothing in place
- Policy is written
- Education check
- Reference check
- Previous employment check
- NA



[Verification records.jpg](#)

Additional Comments: Based on the document review and management interview, it was noted that although the factory has established a relevant procedure to check all employees' education, previous employment and reference information, the factory could not provide relevant records to show that the employees' education and references has been checked. Remark: the verification records of previous employment of employees in the factory were provided for review.

-
110. *Must* Are permanent and temporary job applicant(s) required to submit a written application for employment and provide proof of their identity? (Select all that apply)

Actual

- Written application required
- Government issued ID required
- No requirements available

Additional Comments: No comments were provided

-
111. *Must* If allowed by local law, is a written procedure in place to perform a background check on an applicant and employee who works in a sensitive area of the facility, such as personnel, shipping, computer systems, or contract employees? (Select all that apply)

NA is an available and appropriate response only if background checks are not permitted by local law.

Actual

- Written policy is available
- Criminal background checks
- Credit check completed
- No background checks or policy available for review
- NA

Additional Comments: The factory had the written policy of background, however, the factory did not complete the credit check. Criminal background check is not available in China.

Security Training & Threat Awareness

85%

Question

112. *Must* Is a security threat awareness training program established and maintained? Is training provided to all new employees and an annual refresher course for current employees?

Actual

- Training provided annually
- Training provided for new hires
- There is no Threat Awareness training in place

Additional Comments: The security threat awareness training program was established and maintained in the facility and the security training was provided to all new employees and an annual refresher course for all current employees.

113. *Must* Are training classes or meetings conducted to explain the critical reasons why documentation and security is critical in certain departments etc.? (Select all that apply)

Actual

- No training is conducted or documentation of training is unavailable
- Classes are conducted on security related issues
- Training logs are kept to insure required personnel attend the training
- Management personnel randomly reviews documentation

Additional Comments: No comments were provided

114. *Material* Is there an evaluation of understanding included at the end of a training session? (Select all that apply)

Actual

- No evaluations are conducted
- Retraining is required if a successful score is not achieved
- Evaluations of effectiveness of the training classes are conducted

Additional Comments: No comments were provided

115. *Must* Does the facility provide training to employees who conduct security and agricultural inspections? (Select all that apply)

NA is only an available and appropriate response if no container or trailers are loaded at this facility.

Actual

- Training is conducted
- Training logs are kept and reviewed
- Refresher training conducted annually
- Training available in local language
- No training conducted or documentation available for review
- NA

Additional Comments: No comments were provided

116. *Must* Does threat awareness training identify unique risks for sensitive or restricted areas of the facility such as final packing, shipping and receiving?

Actual

- Yes
 No

Additional Comments: No comments were provided

117. *Must* Does threat awareness training inform employees of procedures to report suspicious activity or a security incident?

Actual

- Yes
 No

Additional Comments: No comments were provided

118. *Must* Does threat awareness training provide additional instruction to shipping and receiving employees regarding access controls, container and trailer inspection, and security seal control procedures? (Select all that apply)

Actual

- Training includes shipping & receiving controls
 Training includes how to conduct container/trailer inspections
 Training includes container/trailer sealing practices
 Training includes how to control seals
 No specific additional training is in place for shipping & receiving personnel

Additional Comments: No comments were provided

119. *Must* Does the training program include criteria critical to security programs such as Threat Awareness, Contraband, Human Smuggling and Terrorism? (Select all that apply)

Actual

- Threat Awareness training is included
 Training includes how to identify and manage contraband found
 Training includes how to identify evidence of human smuggling
 No specific training is conducted

Additional Comments: The training program includes criteria critical to security programs such as Threat Awareness and Terrorism, but it doesn't include how to identify and manage Contraband and Human Smuggling.

120. *Material* Does the facility have a program to recognize an employee when reporting a security incident or recommending improvements?

Actual

- Yes - Incentive/recognition program is in place
- No incentive program is available at the facility

Additional Comments: No comments were provided

121. *Must* Does the factory have a specific training platform for identifying pest contamination? (Select all that apply)

Actual

- No
- Training platform is available
- Documentation of trained personnel is kept and available

Additional Comments: Based on the document review, the factory didn't have a specific training platform for identifying pest contamination.

122. *Must* Is there a documented training platform outlining the risks of Cyber security? (Select all that apply)

NA is only an available and appropriate response if the facility has no network connected computer systems or equipment.

Actual

- No
- Documentation of trained personnel is kept
- Training platform is available
- NA

Additional Comments: No comments were provided

Misc

NA

Question

123. Describe the front of the factory building including any signage. Please attach a picture.

Comments: There were 4 buildings used in the factory. One 3-story building was used as warehouses, two 1-story buildings were used as production buildings and one 4-story building was used as canteen, kitchen and an office. The factory name is on the fence near the factory entrance gate.



[factory name and entrance gate.jpg](#)

124. Describe the guard station and facility access gates. Please attach a picture.

Comments: There were two access gates in the factory where the guard stations are located. Security guards are stationed the gates 24 hours/7 days with 2 shifts. CCTV system is installed for monitoring.



[Security guard station and the entrance gate.jpg](#)

125. Describe the buildings and structures for this location. Please attach a picture.

Comments: The buildings in the factory, used as workshops, warehouses, canteen, kitchen and an office are constructed from bricks and cement.



[Factory building.jpg](#)

126. Describe the shipping and receiving areas. Please attach a picture.

Comments: There was a designated shipping and receiving area outside of the production building. This area was monitored by security guard and segregated by physical fences. CCTV cameras, enough lighting, authorized access staff name list and access restriction warning signs are available onsite.



[Shipping and receiving area.jpg](#)

127. Describe how the perimeter of the facility is protected from unauthorized access? Please attach pictures

Comments: The perimeter fences of factory are in good condition and solid enough to resist unlawful entry and sufficient lightings are installed along the perimeter fences to detect unlawful entry in the evening.



128. Describe the final packaging area. Please attach a picture.

Comments: There was one final independent packaging area in one 1-story production building with authorized personnel permitted to access only. During the walkthrough, auditor was required to sign the entrance log when access the packing area. And the CCTV system and an employee designated by the facility's management as an observer were in place to monitor the packing area.



[Final packing area.jpg](#)

129. Describe any container storage and vehicle parking areas and please attach picture.

Comments: There are three designated vehicle parking areas of the facility. One is used for visitor's vehicles and one is used for their own and their employees' vehicles and the other one is used as the container storage area. The container storage area is segregated by physical fencings and monitored by their security guards and CCTV camera. The parking areas of the visitors and employees are far from the container storage area. Enough lighting, CCTV cameras, dividing signs is available onsite. The security guards will conduct regular patrol to monitor these areas.

[The parking areas of visitors and employees and container storage area.docx](#)

130. Did the Factory Representative and the Auditor sign the Opening Meeting Letter? Please attach the signed copy.

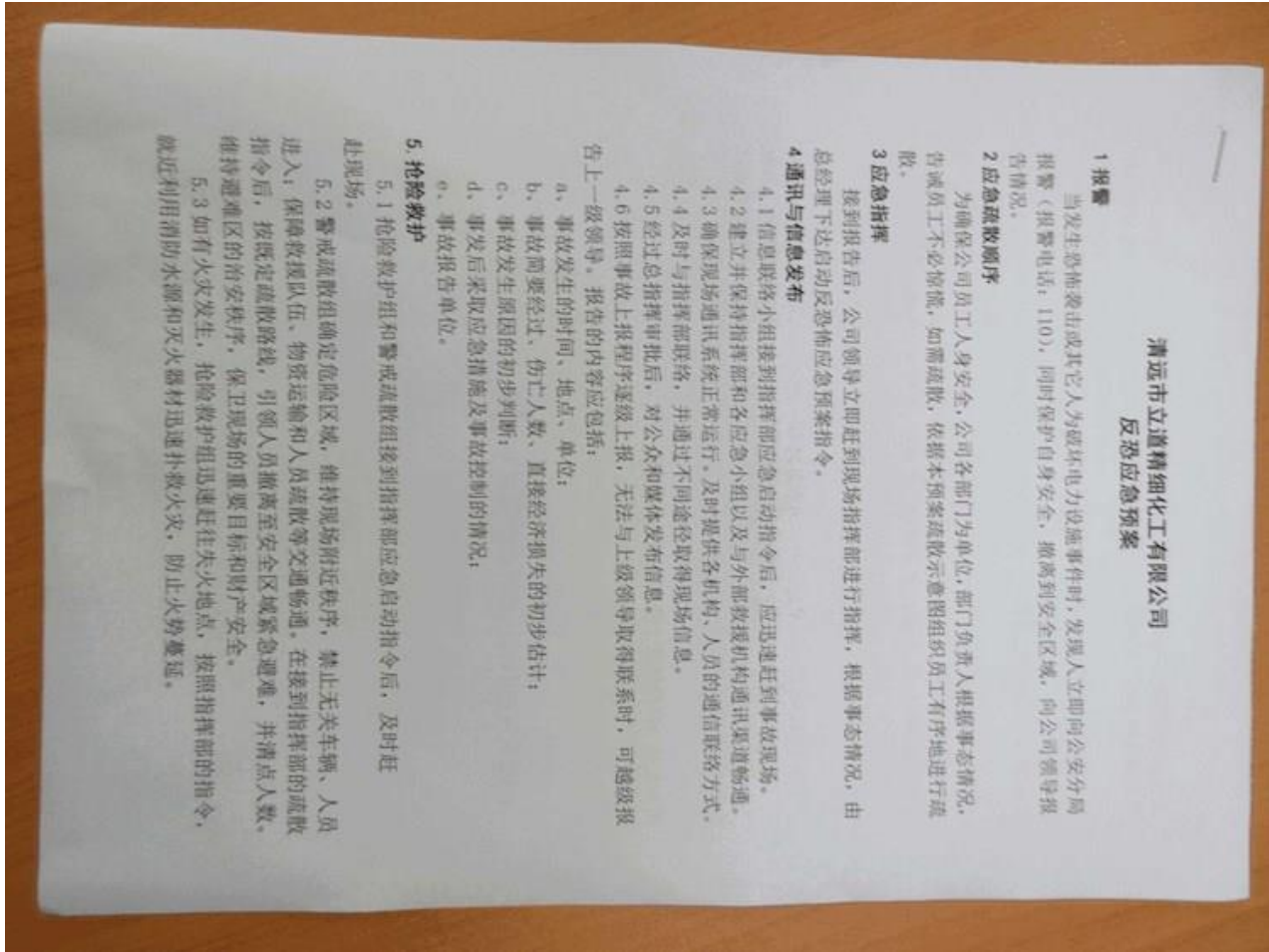
Actual

- Yes
 No



[Opening meeting letter.jpg](#)

Additional Comments: No comments were provided



清远市立道精细化工有限公司 C-TPAT 反恐方针、目标及任务

1. 目的

为加强本公司出口货物及供应链之保安状况,特制定此反恐方针目标,指引本司内外保安工作健全,确保本公司货物及员工安全外尚可配合客户及海关的保安要求。

2. 宗旨

为达至反恐目标准则,公司编写《C-TPAT 反恐程序文件》,全厂员工尽力执行及维护此文件,务使本文件之各项细则在本厂内得到有效实施。

3. 内容

3.1 方针

“预防为主,确保重点,打击犯罪,保障安全”。反映了反恐工作的特点和规律,它是指导我们做好反恐保卫工作的正确方针。

3.1.1 “预防为主”是反恐保卫工作的重要指导思想,也是做好反恐保卫工作的出发点。因此,在反恐保卫工作中应采取人防、物防、技防三位一体的保障措施,力争把违法犯罪行为遏制在萌芽阶段,把各种灾害事故消灭在萌芽之中。

3.1.2 “确保重点”是做好保卫工作的又一重要指导思想,保卫工作阵地宽广,战线长,任务重,要做好“安全保卫工作,首先要抓好重点单位和关键部位的安全防范工作。”

3.1.3 “打击犯罪”是保卫工作的基本任务,也是实现保障安全的基本手段,它和预防工作是相辅相成,互为补充的两种手段。打击犯罪是预防工作的延伸,因为通过调查询问,侦查破案,暴露出预防工作的缺陷,漏洞,能及时采取得增加以完善,可以避免类似问题的继续发生,从而提高防范水平。

3.1.4 “保障安全”是反恐保卫工作的出发点和最终目的。安全防范工作的建立和实施,都是为了保障工场内部的安全与稳定,如果离开了这个总目标,也就失去了保卫工作建立和存在的意义。

3.2 目标

3.2.1 进厂管控程序:专注于防止外人擅闯本厂上落货区,员工及访客出入管理及外人闯入之保安措施等;

3.2.2 作业保安系统:制订处理进出货品之方法及制度,例如:委派专人负责货品进出,登记货品各项数据,检查货柜无异常无阻碍及确认货柜安全并建立良好之沟通制度;

3.2.3 员工保安制度:加强聘用制度,核实员工提供的资料,以确保无不良分子;

3.2.4 厂房保安设备:着眼于实体保安,例如建筑物、里外门锁、照明系统、通讯系统、仓房及货柜上落区之安全;

受控区域

供应商的厂房必须有坚固的围墙/围栏保护，围墙/围栏至少高2米（6尺），其厂房大门口在装卸货车进出时必须能够关闭。

- 3) 对于进出货仓、装运区域的人员和车辆，必须实行出入管制措施。
- 4) 所有的门户必须关闭和上锁，除非需要进行收发装卸货才开放。
- 5) 员工需要出示和配戴厂证，所有获授权的访客必须出示能够识别其身份的证件。
- 6) 所有访客必须签到和有人陪同才能进入厂房。
- 7) 如果可以，应该设置一个能够24小时运作的 CCTV (中央监控闭路电视) 去监测内部/外部的人员/货物进出情况。
- 8) 供应商的厂房需要安装足够的安全照明，以监测整个货仓、出口的情况。
- 9) 门需要安装铁条/铁网，以防止出现入室行窃。
- 10) 厂房的围墙和门需要坚固，以防止使用武力非法强行进入。
 - 1) 危险物品/高价值的贵重物品必须妥善/安全储存。
 - 2) 供应商厂房需要配备内部/外部的通信联络设备，以便需要时联络内部的安全人员或者外部的执法部门。
5. 人员安全教育，培训
 - 1) 供应商需要对员工的背景、身份进行调查和验证，以确保员工的身份的真实性和清白。
 - 2) 需要有一个培训程序去教导员工认识什么是非法进入，如何维护产品的完整，防止外来物品的非法进入等。
6. 遗失预防要求
 - 1) 供应商需要确保在24小时内向本公司报告有关产品或者货柜/货车的遗失事件。
 - 2) 承运的货柜/货车需要按照指定位置停放，汽车/货柜的钥匙必须时刻由司机亲自保管。
 - 3) 车辆到本公司装卸货或人员到本公司工作时，需要遵守本公司的出入管制程序。
 - 4) 供应商或客户到本公司若发现本公司门窗围墙等安全设施有破损时可以报告给本公司陪同人员及工厂相关人员。
7. 财务状况及背景调查
 - 1) 新供应商，必须在合作前对其财务状况及背景进行调查，调查合格方能纳入合格供应商一览表。
 - 2) 要求每半年一次对所有合格供应商进行财务状况及背景调查，背景调查包括供应商公司及其内部员工（如货运员、司机等），调查不合格则立即取消合格供应商资格。

Business Partner Requirements - Question # 13

C-TPAT 安全协议

致各供应商：

1.0 目的 由于“9.11”事件的影响，美国已采取一系列主动防止恐怖活动，提高美国国防安全。由于我们生产的产品大部分都是销往美国，为应 C-TPAT 美国海关贸易伙伴防恐活动，各运输商、供应商必须主动紧密联系起来，履行本协议书的规定，避免恐怖事件的发生，为了维护我们所有各作商的共同利益，本协议也将成为我们考察和选择供应商的重要依据之一。

2.0 范围 本协议适合于与我公司有商业来往的所有运输商、供应商等合作伙伴。

3.0 期望 各合作伙伴应按规定履行本协议中的全部条款。

4.0 协议

4.1 人员安全

4.1.1 凡来访我公司的业务人员需与被访人预约，属初次来访，应先提供来访者的个人资料及来访目的。

4.1.2 在门卫值班处来访人员的身份得到核实后，即填写《来访人员登记表》发给“来访证”，然后由受访部门派人接待或由保安人员带入，不得在没有人员陪同下随意在厂区走动。

4.1.3 离开时需交回“来访证”。

4.2 产品安全

4.2.1 我公司采购的产品在生产、储存、运输过程中，若发现货物丢失、被盗、调包等安全事故，应在事发后第一时间通知我公司，并有规定的程序展开调查并将调查结果向我公司汇报。

4.2.2 所有运送到我公司的物品必须属我公司采购的，并出具相关发货单以作证明，凡未能提供发货单的货物一律不得进入我公司厂区的。

4.2.3 所有运输车辆离开时必须持有发货部出具的“放行条”并接受保安员的检查，符合放行条件的方可离开本公司。

4.3 运输安全

4.3.1 对发货区域及整个装货过程实施监督，禁止非许可人员和非法物料的进入，禁止货物被安全全检查后，对车厢或货柜进行上锁或封箱，有防止在运输过程中被非法接触的措施。

4.3.2 运输车辆后门卫值班人员移交“来访证”方可进入本公司。

4.3.3 所有外来物料的检验及交接需按《来料检验程序》执行，有保安员及货仓 IQC、物料管理共同检查验收。

4.3.4 进入本公司的司机须于指定的“司机休息室”或车辆驾驶室休息，不得随意进入未经许可进入区域，运输车辆离开时，需向门卫值班员交回“来访证”。

4.3.4 各供应商应对进入其他供应商的员工进行背景调查，严防身份不明人员进入我公司范围内从事一切工作。

以上协议所涉及的资料，我司将继续时到供司进行核查行动，并能得

供应商确认盖章 (签字)
2020 年 1 月 2 日





清远市立道精细化工有限公司

资讯信息安全管理制度程序



名称:	版本号: A/2		
文件编号: C-IPAT-006	制定日期: 2017-06-30		
制定部门: 行政部	编制: 廖耀冲	审核: 李若朋	批准: 梁全美

总则

- 一、目的: 为加强涉及公司秘密的基础信息数据的计算机网络系统的管理, 确保公司秘密安全, 根据有关法律、法规, 结合本公司实际情况制定本规定。
- 二、适用范围: 在本公司区域内从事采集、处理、存储、传输、检索、分发属于公司秘密的基础数据(以下简称涉密数据)计算机网络系统(以下简称涉密计算机网络系统)的管理。
- 三、权责单位: 计算机管理员应当加强对涉密数据和涉密计算机网络系统保密管理工作的指导和监督。
- 四、要求: 任何个人发现涉密计算机网络系统已经泄密或可能泄密应采取补救措施, 并及时报告有关部门, 有关部门接到报告后, 应当立即作出处理。

内容

一、涉密单位人员管理

- 1: 涉密计算机网络系统的部门(以下简称涉密部门) 保密管理实行领导负责制, 并指定部门或专人负责具体的日常工作。
- 2: 涉密部门应当根据涉密计算机网络系统所涉及的基础数据秘密等级制定相应的网络安全保密管理制度; 加强对涉密计算机网络系统工作人员(以下简称涉密人员) 的管理, 进行上岗前的保密培训, 并定期进行保密教育和检查, 涉密计算机信息系统的系统管理人员应当经过严格审查, 定期进行考核, 并保持相对稳定, 涉密单位与涉密人员应当签订保守国家秘密的协议。
- 3: 涉密单位和涉密人员应当遵守保密法律法规, 认真执行公司制定的涉密计算机网络的保密规定, 任何部门个人不得利用涉密计算机网络系统泄露属于公司秘密的基础数据, 危害公司安全、损害公司、集体和他人的合法权益; 不得从事其它违法犯罪活动。
- 4: 涉密人员调离岗位, 应当继续履行公司规定的保守公司秘密的义务。

二、网络系统管理

- 1: 涉密部门对涉密计算机网络系统工作场所, 应当按照保密要害部位的保密管理要求进行管理, 建立保密工作岗位责任制, 制定严格的保密防范措施, 并组织实施。
- 2: 涉密计算机网络系统工作场所应当根据涉密程度和有关规定设立控制区, 无关人员不得进入, 涉密计算机网络系统应当采取身份认证机制、系统访问控制、数据保护和系统安全保密监控管理等

清远市立道精细化工有限公司 计算机网络信息系统应急预案

为加强我厂信息系统的管理, 确保信息系统的正常运行, 提高应对突发事件的能力, 保证我厂正常的生产秩序, 促进信息系统的应用和发展, 特制定本公司信息系统应急预案:

一、成立计算机信息系统应急领导小组
领导小组负责全厂突发事件的“应急预案”实施和全厂信息系统日常安全运行管理的组织协调及决策工作。

二、应急预案通报制度

1、信息系统应用科室发现信息系统(大面积或者全部局域网电脑)或供电系统故障, 应及时立即通知科室负责人, 科室负责人应立即通知各部门, 保安部即制通报领导小组决定部份或全部启动应急预案。

2、信息科或保安部应在15分钟之内初步查明故障原因、所需恢复时间, 并通知相关科室负责人, 必要时及时向领导小组报告。

3、信息科或保安部应在故障排除后, 立即报告领导小组, 请求结束“应急预案”的实施, 领导小组决定停止应急预案时, 由保安部及时通知各相关科室。

4、信息科或保安部应在事后将详细的故障原因及处理结果报告领导小组。

5、对无法在1个小时内恢复的故障, 须立即通过电话分别向公安局和供电局通报; 故障恢复后再通过电话分别通报公安局和供电局。

三、信息系统故障的应急措施

各相关科室在获知发生信息系统故障后, 立即采取如下措施:

清远市立通精细化工有限公司			
成品出货管理程序			
名称:			
文件编号: C-TPAT-28	版本号: A/2		
制定部门: 仓储部	生效日期: 2017-06-30		
编制: 蒋虎成	审核: 杨春洲	批准: 张全美	



1. 总则

1.1 制定目的

对成品出货流程进行规范, 确保出货成品数量的准确性、时间的及时性及产品运输防护向安全的有效监控性。

1.2 适用范围

公司所有成品出货包括散货和集装箱出货

1.3 权责单位

1.3.1 生技部: 负责产品生产。

1.3.2 成品仓库: 负责依出货计划进行出货作业操作。

1.3.6 保安员: 负责对装货车辆安全的监控及对出货产品的数量进行稽查。

1.4 名词定义:

2 内容:

2.1 成品仓管接到计划中心出具的「出货排程表」后, 认真核实出货数量、规格等是否与仓存的货品一致, 并了解「出货排程表」是否经过计划中心主管确认。

2.2 生技部人员对每批入仓成品进行个别称重, 确保实际重量与外包装箱上所标明的数量一致。

2.3 仓管员了解清楚「出货排程表」后, 将货物备好暂存于成品仓

2.4 当承运商的货柜及车辆到达出货组以后, 出货负责人对司机的托运数据进行核对无误后, 方可通知司机的车辆停靠出货台。装车前, 出货人员须检查运输车辆及货柜的七点: 前板、左側、右側、底面、顶板、内/外门, 确保车辆外圈底部无破损、油污及其它不相物体等影响货物贮存, 如有异常须及时向上级反馈, 直到问题解决, 方可装车。在装货过程中, 要做到前后重量最接近, 以保证货柜运输安全。空柜/半柜/满柜/封柜分别拍照留档。

2.5 成品装货期间, 闲杂人员不得靠近货柜。仓管员及保安有权对未带规定证件的不明身份人员进行询问, 当发现此身份可疑后迅速呼叫保安将其清出此区域, 如未授权人员有意图的进入或接近货柜及装货区域时, 由保安人员报告安全管理员处理, 并控制其活动。

2.6 装车过程中须遵守“安全第一”的原则, 所有搬运工必须通过产品防护、搬运安全等相关知识的培训, 严禁在货物上踩踏, 野蛮装卸、倒置及其它有损货物的行为。

2.7 当在装货过程中, 若遇到天气恶劣、吃饭下班时间及其他原因导致停止装货时, 要安排安全人员进行监控, 并对车辆进行临时封封, 记录封封号码、司机信息, 货物信息等相关记录。

清远市立道精细化工有限公司
集装箱进出、检验、跟踪记录表

日期: 2020年 8月 12日

检查人: (无门保安)

张世强

1. 进/出检验	进/出时间	13:40	可收姓名	李胜	联系电话	19823269700	
进/出单号	431123192604182834						
集装箱号	TWU7909737	封条号	FJ2027063	目的地	惠州	司机姓名	张世强
车牌号	粤BDA852	司机姓名	李胜	封条保管人	张世强		
2. 进/出集装箱检验(空箱/满载)							
检查内容		检查结果		异常情况说明		处理结果	
1)	集装箱前门是否完好	正常/不正常	无				
2)	集装箱右侧是否完好	正常/不正常	无				
3)	集装箱左侧是否完好	正常/不正常	无				
4)	集装箱顶部是否完好	正常/不正常	无				
5)	集装箱内部是否完好	正常/不正常	无				
6)	集装箱外部/顶部是否完好	正常/不正常	无				
7)	集装箱内部/顶部是否完好	正常/不正常	无				
8)	集装箱内部/顶部是否完好	正常/不正常	无				
9)	集装箱内部/顶部是否完好	正常/不正常	无				
10)	尾部/侧门是否完好	正常/不正常	无				
备注: 拖车(车牌号)粤B97052在点检(无0.0)							
3. 上船过程检验		检查人: (仓库管理员/值班保安):		廖慧帅			
检查内容		检查结果		异常情况说明		处理结果	
1)	集装箱区域是否有有效控制	正常/不正常	无				
2)	装卸人员是否穿戴防护用品	正常/不正常	无				
3)	装卸设备是否完好	正常/不正常	无				
4)	是否出现货物超重或倾斜的情况	正常/不正常	无				
5)	是否出现货物损坏或丢失的情况	正常/不正常	无				
4) 其它异常情况(如图中检查有异常情况, 请将其列明是否属实)							
开始检验时间:		14:00		结束检验时间:		16:00	
参与本次装卸人员: 李胜 廖慧帅 张世强							
检查人: (仓库管理员/值班保安): 张世强							



Conveyances and Instruments of International Traffic - Question # 46

- 五、 本公司按照清远市立德精细化工有限公司制定的行车路线行驶，中途如遇突发事件需要改道时，必须告知贵公司相关负责人，以及预先告知行车路线和到达目的地的预期时间。
- 六、 本公司的货物在运输途中如遇突发事件，相应的运输方应在第一时间通知贵公司相关负责人，并进行相应的经过说明。
- 七、 如在运输途中遇异常情况，应及时通知我司和当地执法机关如 110，告知情况。
- 八、 本公司的运输尽可能使用厢式货车进行贵公司货物的运输。
- 九、 本公司在对贵公司的产品运输过程中司机禁止中途取数与贵品无关的人和物品。
- 十、 本公司在对贵公司的产品运输过程中司机工作需 8 小时和工作不可饮酒。
- 十一、 本公司的司机在运输途中不允许中途停车休息，应直接到甲方工厂到达指定的港口或仓库。
- 十二、 甲方委托乙方在完成出口集装箱打柜时，数据进行申报，各单证、数据应符合相应申报要求并有乙方签字及印章。甲方应保证其提交给乙方的各单证、数据的真实性与准确性，并对因单证、数据的不真实、不准确、不及时等原因引起的海关处罚、罚款、集装箱实物查验、退单等负责。同时自行承担由此引起的各种刑事、行政、民事责任。
- 十三、 乙方在申报申报资料无误后应及时向海关系统录入相关数据，乙方在申报截止后应立即整理完备的订舱资料并统一推送码头，在数据整理及发送过程中出现的差错或延误由甲方负责。同时货物发送完毕后应及时将相应录入信息反馈给我司。
- 十四、 乙方负责向甲方选用信誉好，服务周到，同时加入 C-TPAT 组织的船公司，以力求货物在每一个运输途中安全到达美国。
- 十五、 本协议复印有效，双方各执一份。
- 十六、 本协议有效期为 2020 年 1 月 2 日至 2021 年 1 月 1 日。

甲方：清远市立德精细化工有限公司
 代表签字：[Signature]
 日期：2020.1.2

乙方：深圳市金...
 代表签字：王强
 日期：2020/1/2



Conveyances and Instruments of International Traffic - Question # 47

清远市立道精细化工有限公司
集装箱车辆出入登记表

日期	出厂时间 (北京时间)	司机姓名	单位名称	车牌号	出厂地点	出厂人	集装箱号				重量	出厂时间 (北京时间)	出厂地点 (北京时间)	出厂地点 (北京时间)	出厂地点 (北京时间)	出厂地点 (北京时间)
							箱号	箱号	箱号	箱号						
2020.4.21	9:05	李江	立道化工	441881198710366X	拉货	李江	箱号A093		MRK14180936	ML-CN557861	02	李江	11:10	✓	✓	李江
2020.5.13	14:10	李江	立道化工	310705198310059233	拉货	李江	箱号B0920		MSCU8081319	FJ0096558	06	李江	16:50	✓	✓	李江
2020.6.15	9:30	李江	立道化工	420221960913096	拉货	李江	箱号BUS31		ILLU4201735	CN1855904	08	李江	11:50	✓	✓	李江
2020.7.28	17:40	李江	立道化工	44188119831209912	拉货	李江	箱号A030		TRLU5677141	FJ00598873	05	李江	16:10	✓	✓	李江
2020.8.12	15:40	李江	立道化工	420239240152874	拉货	李江	箱号BDA832		TRNU7905737	FJ0277063	04	李江	16:40	✓	✓	李江
2020.9.8	9:20	李江	立道化工	4418821979051636	拉货	李江	箱号RD2457		TRAD5591196	YMLN759201	01	李江	11:50	✓	✓	李江

Agricultural security - Question # 61



Seal Security - Question # 62



Procedural Security - Question # 67

受控

受控

清远市立通精细化工有限公司			
成品出货管理程序			
名称:			
文件编号: C-TPAT-28	版本号: A/2		
制定部门: 仓储部	生效日期: 2017-06-30		
编制: 蒋虎成	审核: 杨春洲	批准: 张全美	

1. 总则

1.1 制定目的

对成品出货流程进行规范, 确保出货成品数量的准确性、时间的及时性及产品运输防护向安全的有效监控性。

1.2 适用范围

公司所有成品出货包括散货和集装箱出货

1.3 权责单位

1.3.1 生技部: 负责产品生产。

1.3.2 成品仓库: 负责依出货计划进行出货作业操作。

1.3.6 保安员: 负责对装车车辆安全的监控及对出货产品的数量进行稽查。

1.4 名词定义:

2 内容:

2.1 成品仓管接到计划中心出具的「出货排程表」后, 认真核实出货数量、规格等是否与仓存的货品一致, 并了解「出货排程表」是否经过计划中心主管确认。

2.2 生技部人员对每批入仓成品进行个别称重, 确保实际重量与外包装箱上所标明的数量一致。

2.3 仓管员了解清楚「出货排程表」后, 将货物备好暂存于成品仓

2.4 当承运商的货柜及车辆到达出货组以后, 出货负责人对司机的托运数据进行核对无误后, 方可通知司机的车辆停靠出货台。装车前, 出货人员须检查运输车辆及货柜的七点: 前板、左侧、右侧、底板、顶板、内/外门, 确保车辆外圈底部无破损、油污及其它不相物体等影响货物贮存, 如有异常须及时向上级反馈, 直到问题解决, 方可装车。在装车过程中, 要做到前后重量最接近, 以保证货柜运输安全。空柜/半柜/满柜/封柜分别拍照留档。

2.5 成品装车期间, 闲杂人员不得靠近货柜。仓管员及保安有权对未带规定证件的不明身份人员进行询问, 当发现此身份可疑后迅速呼叫保安将其清出此区域, 如未授权人员有意图的进入或接近货柜及装车区域时, 由保安人员报告安全管理员处理, 并控制其活动。

2.6 装车过程中须遵守“安全第一”的原则, 所有搬运工必须通过产品防护、搬运安全等相关知识的培训, 严禁在货物上踩踏, 野蛮装卸、倒置及其它有损货物的行为。

2.7 当在装车过程中, 若遇到天气恶劣、吃饭下班时间及其他原因导致停止装车时, 要安排安全人员进行监控, 并对车辆进行临时封封, 记录封封号码、司机信息, 货物信息等相关记录。



清远市立道精细化工有限公司

敏感部门限制区域管理程序

名称: 文件编号: C-TIAT-023 版本号: A/2

制定部门: 行政部 生效日期: 2017-06-30

编制: 李碧明 审核: 李碧明 批准: 张全美

1. 总则

1.1 制定目的

响应全球各界反恐行动, 确保货物财产/人员安全, 确保货物安全快速运送, 明确授权及非授权人员的管理。

1.2 适用范围: 整个工厂。

1.3 权责单位

1.3.1 行政部: 必须按照该规定履行该岗位的职责, 保安主任确保该规定的贯彻与实施, 管理课负责人抽查监督岗位职责的实施情况。

1.4 名词定义

授权人: 经政府公安部门及工厂进行背景调查合法公民; 工厂授权于部分人员担任公司重点岗位;
非授权人: 除授权以外的人员;

2. 内容:

授权部门及重点项目: 保安队、包装工、仓库(材料仓、半成品仓、成品仓)、装卸工、计划中心、采购部、财务部、行政部、大堂、厂大门、机房、办公室;

对已经授权部门的基本要求:

1) 保安、实体保安及门禁管理要求, 保安部门对货物作业区域和存放区域设置围栏或有天然屏障及所有其他授权部门以阻止非授权人员进入;

1.1 对授权人员进行身份确认, 根据《保安大门岗位职责》《保安处理访客程序》《保安反恐手册》进行严格调查, 不能确认身份者, 暂阻止其行动, 立刻上报上级, 情况严重者可立刻报警有公安部门处理;

1.2 对非授权人员, 根据本公司反恐要求及授权标志核实该人员不属于授权人员, 则阻止其当前的动作; 视情况根据公司制度处理; 情节严重的可有法制、公安部门处理;

清远市立道精细化工有限公司

受控文件

文件编号	版本/修订次数
Q-TT001-17	A 2

文件名称	页数/总页数	制订日期
应急准备与响应程序	4/4	2017-06-30

紧急联系电话一览表:

匪	警	110	安全主任	134 2314 5913
火	警	119	总 机	0763-8559 609
医院急救		120	保安队长	136 8091 9870
英德市公安局		0763-8591 110	盐田海关	0755 - 8339 1461
电话故障		10000		
海关缉私		0753-2242 640		

【禁止复印、专有文件】

【请勿私自携带出厂】



Physical Security - Question # 89



Physical Security - Question # 97



Physical Security - Question # 101

CIPAT



清远市立通精细化工有限公司

保安监控岗位管理程序

名称:	保安监控岗位管理程序		
文件编号: C-TPAT-009	版本号: A/2		
制定部门: 行政部	生效日期: 2017-06-30		
编制: 廖翠卿	审核: 李若朋	批准: 张全美	

1. 总则

1.1 制定目的
明确值班保安队在监控室的岗位职责。

1.2 适用范围
行政部保安队

1.3 权责单位

1.3.1 行政部: 保安队必须按照该规定履行该岗位的职责。保安班长确保该规定的贯彻与实施。安全管理员抽查监督岗位职责实施情况。

2. 内容:

2.1 闭路监控摄像系统管理规定

2.1.1 确保闭路监控摄像系统设备正常运行,任何相关设备出现异常情况必须立即报告并做好记录。

2.1.2 24小时监视各镜头监控点的画面里是否有可疑人员、可疑行为、可疑事物出现,如有异常情况立即巡逻队员前往现场查看,报告保安班长或主管进行相关处理。

2.1.3 对上一班次各镜头录像的相关异常记录进行跟踪,发现问题及时报告。

2.1.4 未经信息部批准,禁止任何人员修改、删除计算机存储数据库时的画面和其它数据。

2.1.5 对监控摄像系统设备每半年进行一次全面的检查和维护,确保相关设施能连续正常运行。

2.1.6 保安班长每天抽查重要部位摄像记录,发现问题立即报告安全管理员。安全管理员需确保所有摄像录像保存完整,至少45天的可追溯记录查看。



Physical Security - Question # 103



Physical Security - Question # 104

清远市立道精细化工有限公司
访客登记表

9月份

此栏由来访客人填写										此栏由值班员填写		
日期	入厂时间	公司名称	车牌号	证件类型	证件号码	来访人姓名	被访人姓名	事由	访客证编号	离厂时间	值班员签名	备注
9.7	16:00	美邦	—	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44031119708246132	陈江	陈江	业务	02	17:30	胡树根	
9.8	16:18	同泰	粤R2M38	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	440311197011011001	林玉生	林玉生	业务	04	16:35	初梓楠	
9.9	10:22	中发	粤R881	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44031119801090235	李远	李远	业务	02	10:52	胡树根	
9.9	13:48	德仕	粤R508	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44031119701020001	林树	林树	业务	03	14:23	胡树根	
9.10	11:00	达康	—	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44031119701018112	陈安	陈安	业务	05	12:00	胡树根	
9.10	11:30	利得	粤R5M1J	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	13053119601023151	林树	林树	业务	03	14:25	胡树根	
9.10	13:15	德仕	粤R2M38	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	4403111980108824	林玉生	林玉生	业务	04	13:28	初梓楠	
9.14	8:00	德仕	粤R3610912	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	3601101970020012	陈安	陈安	业务	02	11:40	胡树根	
9.14	8:45	利得	粤S00968	<input checked="" type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	4212219700418284	李树	李树	业务	03	17:30	胡树根	
9.14	17:30	—	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	23764	李树	李树	业务	07	17:30	胡树根	
9.14	17:35	—	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44031119700810553	李树	李树	业务	08	14:30	胡树根	
9.15	9:15	德仕	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	4303211966080851	李树	李树	业务	01	10:20	初梓楠	
9.15	9:07	—	粤R091W	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	31072219770502116	李树	李树	业务	03	15:00	胡树根	
9.15	11:30	—	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	440311197011011001	林玉生	林玉生	业务	05	15:15	胡树根	
9.15	14:00	—	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	44111119701020010	李树	李树	业务	06	15:30	胡树根	
9.15	14:00	—	—	<input type="checkbox"/> 身份证 <input type="checkbox"/> 驾驶证 <input type="checkbox"/> 居住证 <input type="checkbox"/> 工作证	4524197005150215	李树	李树	业务	08	14:40	胡树根	

Personnel Security - Question # 109

清远市立道精细化工有限公司
员工入职背景调查结果

(此记录保留电子档记录)

工号	姓名	性别	部门	职位	入职时间	籍贯地址	身份证号	工作经历调查是否属实	调查人	调查时间	调查方式
0004	张全英	男	总经理	生产总监	2011/8/1	四川省达州市通川区碧石乡多基井坝村2组21号	513001198611251235	■是 □否	李若愚	2011/8/1	电话调查
0005	杨春洲	男	品质部	副主管	2011/8/1	江西省南昌市新建县长堃镇新田村002号附001号	360122198806100538	■是 □否	李若愚	2011/8/1	电话调查
0006	莫良生	男	设备部	主管	2011/8/1	四川省梓潼县马鸣乡土寨村九组	510725198305059233	■是 □否	李若愚	2011/8/1	电话调查
0010	李三桂	男	品质部	主管	2011/8/1	四川省资阳市安岳县文化镇基桥村4组	511023198711078018	■是 □否	李若愚	2012/3/5	电话调查
0012	李海江	男	生技部	气氛班长	2012/3/5	湖南省宁远县南井镇久安背村13组	432924197212042231	■是 □否	李若愚	2012/3/5	电话调查
0013	李小玲	女	生技部	组长	2012/3/5	湖南省宁远县南井镇久安背村13组	432924197504062226	■是 □否	李若愚	2014/2/12	电话调查
0018	李万英	女	生技部	班长	2014/2/12	湖北省鄂西县河夹镇莲花池村	420322198308166648	■是 □否	李若愚	2014/4/12	电话调查
0024	廖东海	男	设备部	助理工程师	2014/3/7	广东省英德市东华镇文策村	441881198504076617	■是 □否	李若愚	2014/3/15	电话调查
0026	胡吉燕	女	生技部	员工	2014/4/12	广东省英德市东华镇新湾村委会塘角组	441822197607166629	■是 □否	李若愚	2014/3/15	电话调查
0027	朱然学	男	运营部	PMC	2014/4/15	广东省英德市东华镇堂下村委会朱屋组	44188119871123661X	■是 □否	李若愚	2014/3/13	电话调查
0030	张方明	男	生技部	员工	2014/3/15	广东省英德市东华镇宝洞村委会元霞组	441881198804208917	■是 □否	李若愚	2014/8/25	电话调查
0032	朱然廷	男	运营部	仓管员	2014/3/15	广东省英德市东华镇生下村委会村朱	441881198208196657	■是 □否	李若愚	2015/3/9	电话调查
0036	张方贺	男	生技部	员工	2014/3/13	广东省英德市东华镇宝洞村	441881198709298918	■是 □否	李若愚	2015/4/1	电话调查
0043	黄永妹	女	生技部	组长	2014/8/4	广东省英德市东华镇宝洞村	441881198408126629	■是 □否	李若愚	2016/5/9	电话调查
0046	陈敏兰	女	生技部	员工	2014/8/25	广东省翁源县江尾镇联光村大一组	362130197106011535	■是 □否	李若愚	2016/5/18	电话调查
0056	蒋志科	男	生技部	员工	2015/3/9	广东省英德市东华镇文南村委会围墩	441822197610146610	■是 □否	李若愚	2017/2/14	电话调查
0059	张万刚	男	工程部	工程师	2015/3/18	湖南省石门县罗坪乡大龙坪村4组	430726198812055217	■是 □否	李若愚	2017/2/18	电话调查
0063	付志兰	女	生技部	员工	2015/4/1	广东省英德市东华镇文南村委会塘屋	441881198506166648	■是 □否	李若愚	2017/2/20	电话调查
0068	李万有	男	生技部	员工	2015/7/18	云南省楚雄彝族自治州楚雄市新村镇	532301198501183314	■是 □否	李若愚	2017/2/21	电话调查
0075	段腊梅	女	行政部	文员	2016/3/10	湖南新化县冷水江镇合龙村第三村民	432524198412211725	■是 □否	李若愚	2017/3/6	电话调查
0079	陈标松	男	财务部	主管	2016/5/3	江西省赣州市石城县屏山镇罗坑村梁	362137197306283255	■是 □否	李若愚	2017/3/27	电话调查
0080	梁飞博	女	生技部	员工	2016/5/9	广东新丰县黄塘镇梁坝村河唇围组13	44022319820407800X	■是 □否	李若愚	2017/6/3	电话调查
0083	王庆	男	品质部	配料QC	2016/5/18	广西玉林市玉州区南江街道云良村石	452501197710110935	■是 □否	李若愚	2017/9/7	电话调查
0084	张廷福	男	行政部	保安	2016/5/23	广东英德市东华镇堂新村委会下坝组	440228198506186372	■是 □否	李若愚	2017/12/2	电话调查
0099	朱贵凤	女	品质部	助理	2016/9/1	广东英德市东华镇堂下村委会团结组	441881198610246640	■是 □否	李若愚	2018/1/9	电话调查
0109	杨海霞	女	工程部	助理	2016/10/13	湖北省襄阳市襄城区檀溪路88号	420602198110211059	■是 □否	李若愚	2018/8/9	电话调查
0117	蓝素华	女	品质部	QC	2016/11/25	广东英德市东华镇文南村委会石加组79号	441822197808026623	■是 □否	李若愚	2018/3/1	电话调查
0167	欧亚明	女	生技部	员工	2017/2/14	东莞市洪道镇大埔村委会大埔村二区8	441221197509093164	■是 □否	李若愚	2018/3/14	电话调查
0176	张名锐	男	工程部	打样技术员	2017/2/18	广东省英德市东华镇改潭村委会上坝组18	44188119870716661X	■是 □否	李若愚	2018/3/29	电话调查



Misc - Question # 124



Misc - Question # 125



Misc - Question # 126



Misc - Question # 127



Misc - Question # 128



Misc - Question # 130

