NINGBO HYDERON HARDWARE CO.,LTD (SITE 2)

No.88 East Zhenxing Road, Lizhou Street, Yuyao, Zhejiang, China 315400 86-13819437003

SCAN SECURITY AUDIT (ONSITE)

Report #	EAC-2024-05-0054-CAPA-V5
Audit Submitted	May 03, 2024
Compliance Score	98%
Audit Type	EXTERNAL AUDIT

This Report Applies Solely for SCAN - Supplier Compliance Audit Network

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Location Information

Ningbo Hyderon Hardware Co.,Ltd (site 2)

No.88 East Zhenxing Road, Lizhou Street, Yuyao, Zhejiang, China 315400 86-13819437003

SCAN ID	CN56S0533HNI
Point of Contact Name	Ms.Fan Xiuli
Point of Contact Email	sales15@hyderon.com, hr1@hyderon.com

Contact Name	Phone	Email
		sales15@hyderon.com

Location	Ningbo Hyderon Hardware Co.,Ltd (site 2)
Primary Location	Yes
Critical Location	No
Assigned Auditor	Bureau Veritas
Schedule Date	Apr 30, 2024

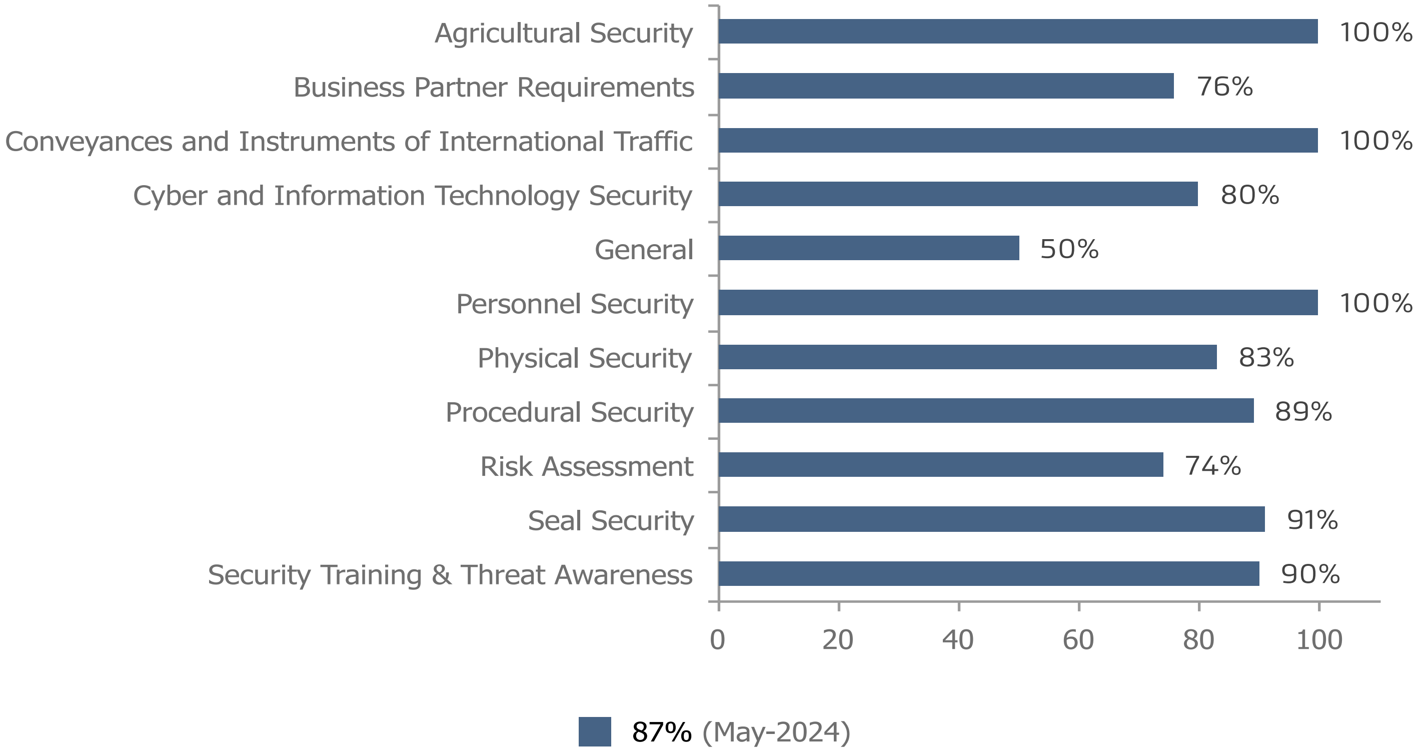
Audit Summary

Pre-CAPA

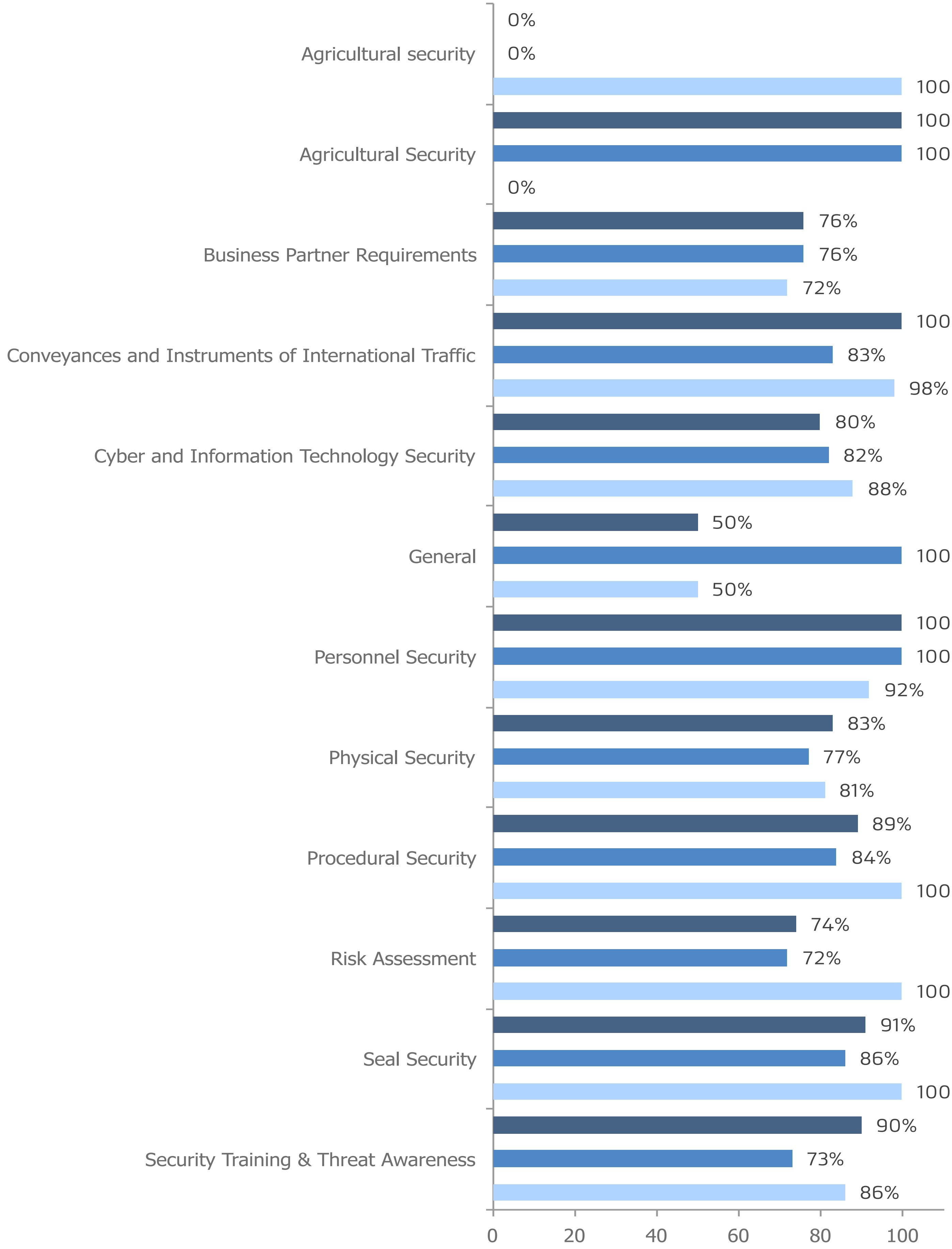
Audit Submitted
May 03, 2024

Compliance Score Pre-CAPA
87%

Compliance by Category



Compliance by Category - Last 3 Audits


Agricultural security
0%
0%
100%
Agricultural Security
100%
100%
0%
Business Partner Requirements
76%
76%
72%
Conveyances and Instruments of International Traffic
100%
83%
98%
Cyber and Information Technology Security
80%
82%
88%
General
50%
100%
50%
Personnel Security
100%
100%
92%
Physical Security
83%
77%
81%
Procedural Security
89%
84%
100%
Risk Assessment
74%
72%
100%
Seal Security
91%
86%
100%
Security Training & Threat Awareness
90%
73%
86%
0
20
40
60
80
100

🟦 87% (May-2024) 🟦 82% (May-2023) 🟦 90% (May-2022)

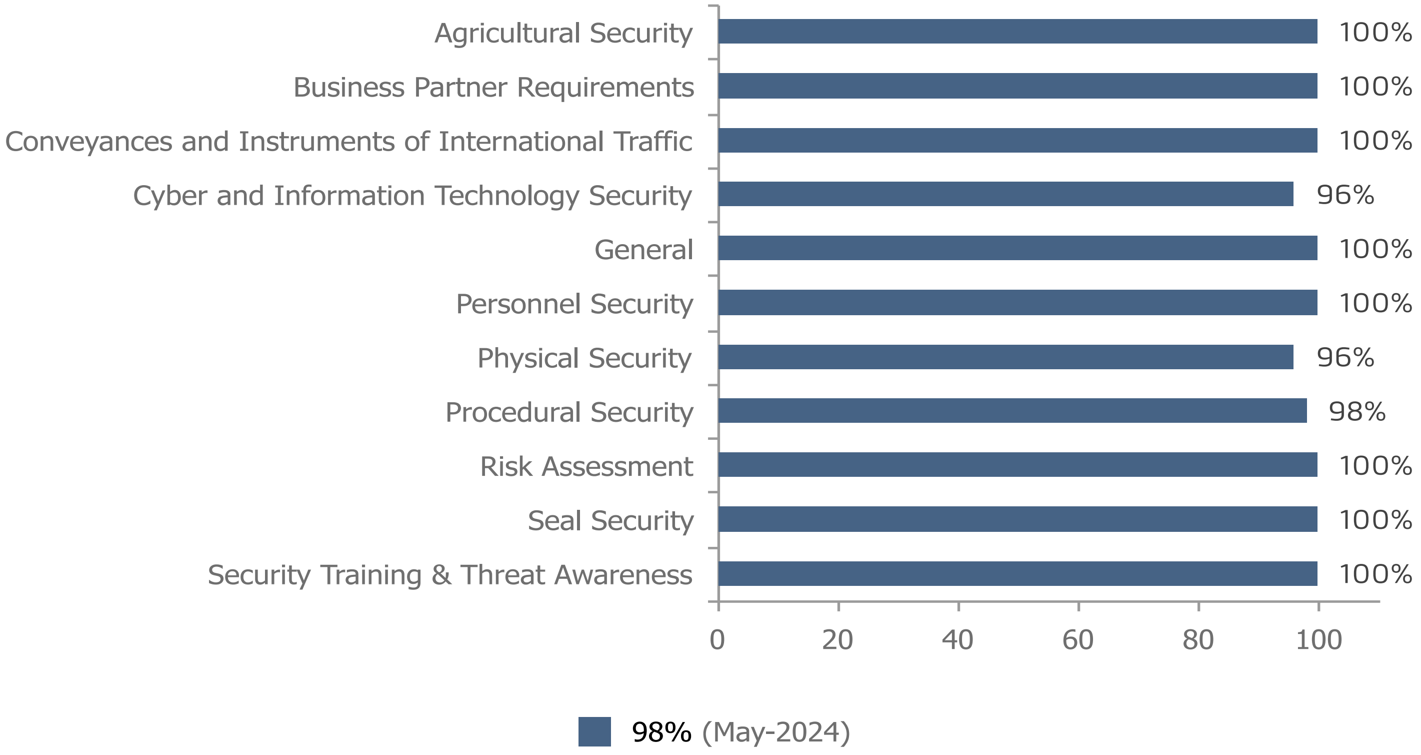
Audit Summary

Post-CAPA

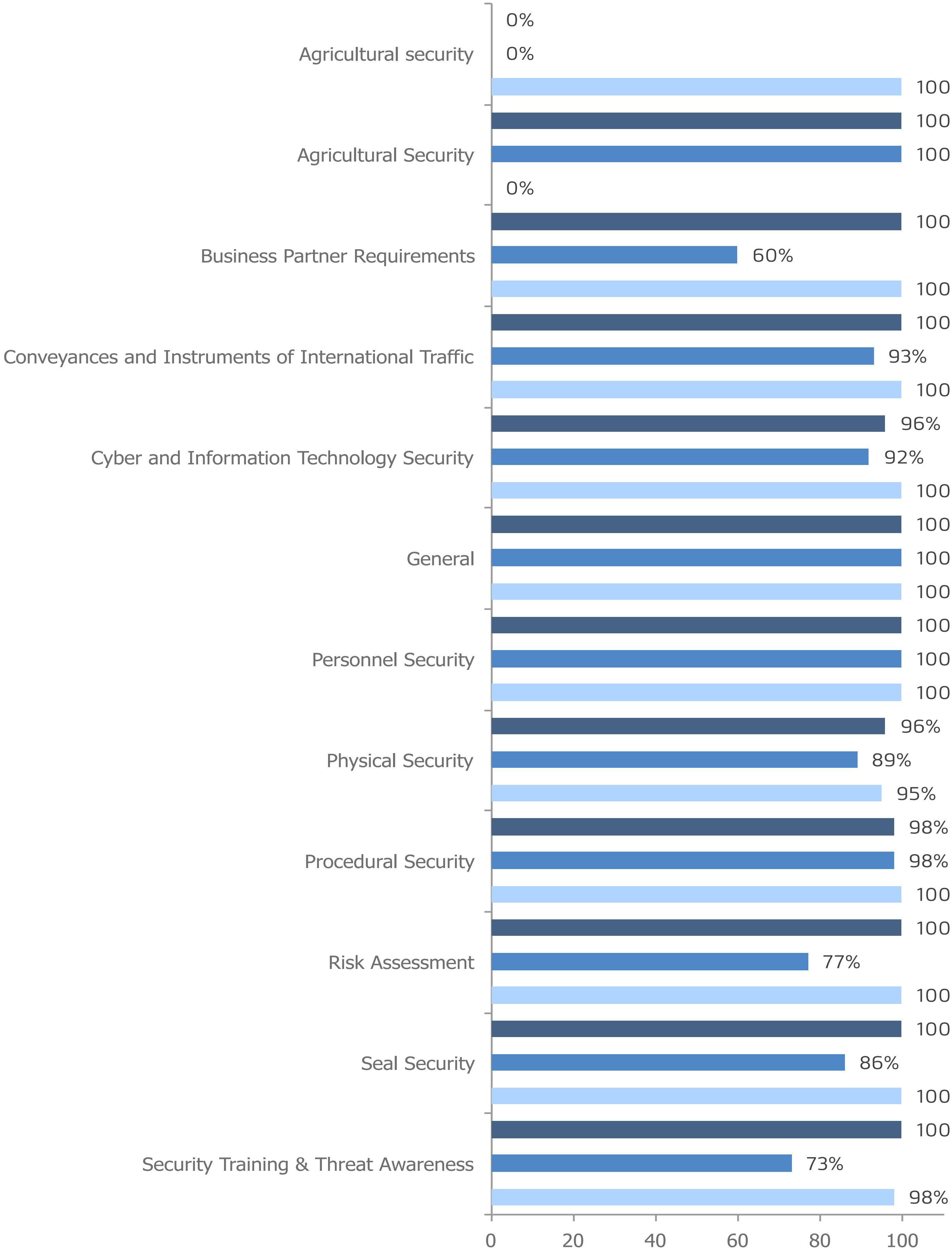
CAPA Submitted Date (Last)
May 30, 2024

Compliance Score Post-CAPA
98%

Compliance by Category



Compliance by Category - Last 3 Audits


Agricultural security
0%
0%
100%
Agricultural Security
100%
100%
0%
Business Partner Requirements
100%
60%
100%
Conveyances and Instruments of International Traffic
100%
93%
100%
Cyber and Information Technology Security
96%
92%
100%
General
100%
100%
100%
Personnel Security
100%
100%
100%
Physical Security
96%
89%
95%
Procedural Security
98%
98%
100%
Risk Assessment
100%
77%
100%
Seal Security
100%
86%
100%
Security Training & Threat Awareness
100%
73%
98%
0
20
40
60
80
100

🟦 98% (May-2024) 🟦 89% (Jun-2023) 🟦 99% (Jun-2022)

Business Profile Information

Does the facility participate in any government, local customs, or World Customs Organization (WCO) accredited facility security program?	No
Does the facility hold a Government Supply Chain Security Certification?	No
Has the facility been reviewed or audited by this program?	Yes
Primary Industry of Operations	Hardlines
Product Type / Commodity	Hardware and daily products such as levelers, swivel glides, felt mat, etc.
Year Established	2005
Grounds Size (Square Meters)	30000
Number of Buildings	2
Facility Size (Square Meters)	69000
Number of access points? (i.e. gates, exterior doors)	1
Hours of Operation	8 hours, 8:00-12:00 and 13:00-17:00
Number of Employees	101 - 500
Number of Contract Employees	0
Number of Inhouse Security Guards	0
Number of Contract Security Guards	4
Number of Migrant Workers	0
Annual Revenue	10 - 50 Million
Does the facility outsource any manufacturing services?	Yes

Company Name	Contact Email	Contact Email	Percentage of time
Yuyao Tianyun Electroplating Co., Ltd.	Mr. Xu Yuncai	Not provided	100

If yes to outsourcing any manufacturing services, please describe services outsourced and country location.	Electroplating, China
What countries does this facility export to?	America, Europe
Does this facility have affiliate locations where any work is conducted or product	No

stored?	
Does the facility outsource any transportation services?	Yes

Company Name	Contact Email	Contact Email	Percentage of time
Ningbo Longna International Logistics Co., Ltd.	Mr. Song	Not provided	100

Does this facility partner with any sales agent or vendor representatives?	No
Enter location address as it appears on the business license for this location.	No.88 Zhenxing East Road, Lizhou Street, Yuyao, Zhejiang
Name of Auditor Completing this Audit (First and Last Name)	Nancy Zhang
Auditor Certification #	258180-215550
Name of onsite Factory Representative (First and Last Name)	Ms. Fan Xiuli
Factory Representative Email Address	hr1@hyderon.com

Audit Responses

Audit Assigned **Feb 29, 2024**	Due Date **May 11, 2024**	Overall Compliance Score **98%**

General

100%

1 None Does the business license match the current location name and address as listed on the audit sheet? Please attach photo of business license.

● Yes
○ No

#1 Business license.jpg

Comments: *No comments were provided*

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

● Yes
○ No

Comments: *No comments were provided*

3 None Did the auditor review previous SCAN audit CAPAs in preparation of this audit?

Only select NA if there was not an audit previously conducted with CAPAs assigned.

● Yes
○ No
○ NA

Comments: *No comments were provided*

4 None During the current audit, were all previous CAPAs found to have been appropriately addressed/ mitigated as per the CAPA instructions provided?

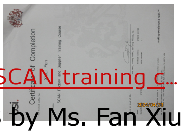
○ Yes
● No

Comments: Some previous CAPAs were found not appropriately addressed/mitigated as per the CAPA instructions provided.

5 Critical Has the audited location recently (within the last 60 days) participated in the free SCAN Factory and Supplier Training provided in advance of this Audit?

○ Yes (please attach photo of training certificate)

● No



#5 SCAN training c... jpg

Comments: The SCAN Security and Threat Awareness Training was conducted on May 5, 2023 by Ms. Fan Xiuli / Admin director, and the certificate was provided for review.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07**

Included in scoring

CAPA: This training must be completed. Please attach the completion certificate as evidence as well as define who was in attendance of the training session.

CAPA Guidance: If the audited location had not particiapted the training, leadership should follow the link "https://scrisksolutions.zendesk.com/hc/en-us/articles/4602286708627-SCAN-Factory-and-Supplier-Online-Training" to enroll the training and complete it.
CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will not implement/ will not comply with corrective action request

PDF
Certificate262757-... pdf

Comments: Arrange relevant personnel to attend training and obtain certificates

Acceptance Comments: Accepted

6 Material Has there been a Social Compliance or Responsible Sourcing Audit in the last 24 months that addresses the facility's employment practices?

● Yes -- please provide audit date, audit firm who conducted audit, and audit score
○ No -- Audit Report on file is older than 24 months
○ Never/no record

Comments: The latest social audit was conducted on August 9 to 11, 2023 by TUV with C grade.

Risk Assessment 100%

7 Must Does the facility have a risk assessment that identifies vulnerabilities in the business plan?

● Yes
○ No

Comments: *No comments were provided*

8 Must Is the facility risk assessment shared with business partners and contractors?

○ Yes
● No

Comments: No evidence was provided to prove that the factory shared the risk assessment to their business partners and contractors.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07**

Included in scoring

CAPA: Implement a process in which your organization shares the risk assessment with your business partners and contractors.
- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.
CAPA Guidance: It is a good business practice to share your risk assessment with both your business partners, suppliers, and vendors to allow for coordination of corrective actions and business continuity planning. The risk assessment must include at a minimum:
- list of all primary vendors and suppliers
- how these vendors/suppliers are impacted by possible vulnerabilities/risks
- What role vendors/suppliers play in facility's preventative/corrective actions
- date of when risk assessment will be or was shared

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

业务合作伙伴实施... pdf

Comments: 1、Revise procedures for the organization to share risk assessments with business partners and contractors.
2. The risk assessment was completed and shared with business partners and subcontractors by relevant personnel on May 22, 2024.
Acceptance Comments: Accepted

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

业务合作伙伴实施... pdf

Comments: Revise procedures for the organization to share risk assessments with business partners and contractors.
Reopen Comments: Please confirm in the comments area that your risk assessment has been shared with business partners and contractors already, with date of implementation provided.

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

● Yes
○ No

Comments: *No comments were provided*

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10 Must Is the facility risk assessment updated periodically?

● Last update within the past 12 months

○ Last update between 12 months and 18 months

○ Last update between 18 months and 24 months

○ No updates noted or last update greater than 24 months ago

Comments: *No comments were provided*

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11 Material Define the facility's cargo movement management process. (Select all that apply)

Only select NA if the cargo movement is not managed or facilitated by the facility.

☑ A 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

☐ No written cargo process map is available

☐ NA

Comments: *No comments were provided*

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

☑ Documented crisis plan available

☑ Crisis plan includes reporting crisis-related issues to business partners as necessary

☐ Crisis plan includes alternative locations if facility is rendered unusable

☐ No documented crisis plan available

Comments: It was noted that the crisis plan did not include the alternative locations if facility is rendered unusable.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: This is a best practice. Please consider developing and sharing your facility crisis plan as this may become a requirement in the future.

If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process, and upload the photographic evidence of completion. Otherwise, please comment that you acknowledge your consideration of implementing this process in the future.

CAPA Guidance: It must be included in your crisis plan below listed information:

- Define types of crises
- Information on how the facility responds to each type of crises
- How facility communicates crises to affected business partners
- Information on alternate locations that would be used should the facility be rendered unusable due to crises

● Already implemented

○ Acknowledged - Will consider implementation in future

反恐危机管理计划.pdf

Comments: 1、Organize related personnel to revise the crisis plan of the facility and arrange the implementation. 2, the company's alternative address location: Yuyao City Lizhou Street Rongda Road No. 26, Zhejiang Huidelong Household Products Co., LTD. Opening date: 2024-5-20

Acceptance Comments: Accepted

● Already implemented
○ Acknowledged - Will consider implementation in future

反恐危机管理计划.pdf

Comments: Organize related personnel to revise the crisis plan of the facility and arrange the implementation.

Reopen Comments: Please update your crisis plan to include alternative locations if facility is rendered unusable, then provide detail address of the alternative locations for production in the comments area, with implementation date provided.

Business Partner Requirements 100%

13 None Does the facility contract services such as security, transportation or manufacturing labor?

● Yes
○ No

Comments: *No comments were provided*

14 Must Does the facility review and provide copies of security criteria to business partners, particularly those that support international supply chain activities?

● Yes - Security criteria reviewed and provided in local language
○ Yes - Security criteria reviewed and provided in English only
○ Yes - Security criteria is reviewed but not provided to business partners
○ No - Security criteria is not reviewed with all business partners

Comments: *No comments were provided*

15 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)

☑ 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
☑ Screening process includes monitoring for financial stability
☐ No screening process takes place

Comments: It was noted that screening process did not include the checking on the money laundering and terrorism funding.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Develop written procedures for the selection of business partners.

- If you have already implemented, please describe in the comment section when and how you completed the

corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section
CAPA Guidance: The procedure must include at a minimum:
- verifying business profile; verifying financial status; assessing ability to accomplish proposed/contracted business; standards for employee hiring; security training
- key risk indicators for money laundering and terrorism financing must be used to identify suspicious cargo shipments when reviewing documents' legitimacy, which includes but isn't limited to: originate from or have unusual destination locations, are paid by cash or a certified check, use unusual routing methods, exhibit unusual shipping/receiving practices, provide vague, generalized, or a lack of information
Facility must include in their procedure how they communicate selection requirements with their business partners

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

第六十八章 供应... docx

Comments: 1、Organize relevant personnel to revise procedures and formulate procedures and requirements for the selection of business partners, including material suppliers, manufacturers and logistics service providers.
2、2. It shall actively cooperate with the People's Bank of China and its branches in anti-money laundering and anti-terrorist financing investigations according to law, assist judicial authorities in combating money laundering and terrorist financing activities according to law, actively cooperate with relevant departments to find evidence of money laundering and terrorist financing, and conduct anti-money laundering and anti-terrorist financing training for management and relevant staff at least once a year.
. Starting date: 2024-5-20
Acceptance Comments: Accepted

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

第六十八章 供应... pdf

Comments: Organize relevant personnel to revise procedures and formulate procedures and requirements for the selection of business partners, including material suppliers, manufacturers and logistics service providers.
Reopen Comments: Please update your screening process to include looking for evidence of money laundering and terrorism funding, describe how and when you implemented the process in the comments area.

16 Must Are the facility's contracted business partners required to conduct an annual security risk assessment of their operation?

● Yes - Annually
○ Yes - every 2 years
○ Yes - At time of contract initiation only
○ No

Comments: *No comments were provided*

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

☑ Compliance Statement and/or Security Questionnaire required
☑ Renewed annually
☐ No

Comments: *No comments were provided*

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

○ Yes
● No

Comments: No evidence was provided to prove that the factory required corrective action plans from the business partner with evidence of implementation.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Develop a written procedure that highlghts in the event that your business partners do not adhere to areas of the security requirements that are required, they must complete a corrective action plan (CAP/CAPA) or timeline to bring compliance up to date.
- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section

CAPA Guidance: The corrective action plan must include at a minimum:
- timeframe given to business partners to make corrective actions found on security questionnaire/self-audit
- criteria for issuing a corrective action plan to business partners
- criteria for evidence demonstrating implementation

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

供应商 反恐改善… pdf

Comments: 1、Develop a written procedure that highlghtsin the event that your business partners do notadhere to areas of the security requirements thatare required, they must complete a correctiveaction plan (CAP/CAPA) or timeline to bringcompliance up to date.

2、2, the company stipulates that when the business partners need to formulate corrective measures within 12 hours to submit to our company, and within 5 working days to provide proof of the implementation of the evidence standard, implementation date: 2024-5-20

Acceptance Comments: Accepted

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

供应商 反恐改善… pdf

Comments: Develop a written procedure that highlghtsin the event that your business partners do notadhere to areas of the security requirements thatare required, they must complete a correctiveaction plan (CAP/CAPA) or timeline to bringcompliance up to date.

Reopen Comments: Please also describe timeframe given to business partners to make corrective actions and criteria for evidence demonstrating implementation in comments box, with implementation date provided.

Cyber and Information Technology Security 96%

19 None Does this facility have internet and computer network systems?

● Yes

○ No

Comments: *No comments were provided*

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

● Policy is written and was updated within the past 12 months

○ Policy is written and was updated within the past 12-18 months

○ Policy is written but last update was greater than 18 months ago

○ No written policy is available

Comments: *No comments were provided*

21 Must Does the facility have firewall and anti-malware software installed to identify, protect, detect, respond and recover their network? (Select all that apply)

☐ Firewall deployed

☑ Anti-malware software installed

☐ No firewall or anti-malware software deployed

Comments: It was noted that 1 sampled computer was not deployed the firewall.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07**

Included in scoring

CAPA: Document and deploy technology to protect, detect, respond, and recover from any cyber issues attempts.
- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section

CAPA Guidance: In the Comments Section
- Make sure to address firewall and malware software, and other automated systems, with automated updates
- Identify the software names, security uses, and implementation date

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

CT-12计算机安全... doc

Comments: The IT specialist shall deploy a firewall on a sampled computer without a firewall, and stipulate that the firewall must be installed before the computer is put into use. At the same time, the safety manager of the administration Department is responsible for the inspection and supervision of the implementation of this policy.
Implementation date: 2024-5-21

Acceptance Comments: Accepted

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

CT-12计算机安全... doc

Comments: The organization's relevant personnel revise procedures to specify the requirements for installing firewalls and anti-malware software to identify, protect, detect, respond to, and recover its network.

Reopen Comments: The auditor’s finding is “that 1 sampled computer was not deployed the firewall”, please describe how you implemented and addressed the finding in the comments area, with date of implementation provided.

22 Must How frequently are updates performed on firewall and malware software?

○ Software updates are automatically deployed from the software providers
● Manual updates installed by on site IT services as needed

○ No updating is performed

Comments: It was noted that updates were manually installed by on site IT services as needed.

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

○ Vulnerability tests are conducted by IT personnel

● No vulnerability tests are conducted

Comments: It was noted that no vulnerability tests were conducted.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Include in your cybersecurity policy to implement test scenario's to identify cyber security risks.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: The policy must include at a minimum: explanation of vulnerability tests; who conducts tests; frequency of tests; steps to resolve any gaps/vulnerabilities identified from testing.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

CT-12计算机安全… doc

Comments: 1、Organize relevant personnel to revise procedures and specify network security policies to implement test programs and identify network security risks.

2、The company stipulates that the IT specialist shall conduct the test once a week. In the process of testing, when loopholes are found, the system shall be disabled first, and the existing loopholes shall be solved and tested again before being used. Latest vulnerability test date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

CT-12计算机安全… doc

Comments: Organize relevant personnel to revise procedures and specify network security policies to implement test programs and identify network security risks.

Reopen Comments: Please describe who conducted tests, frequency of tests and steps to resolve any vulnerabilities identified from testing in comment box, with a recent vulnerability test date provided.

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25 Material To whom does the facility report cybersecurity threats and attempts at unapproved access to network systems? (Select all that apply)

☑ Senior management
☑ Internal business partners
☑ External business partners
☑ Customers / suppliers
☐ Government agencies
☐ No reporting process and procedure in place

Comments: It was noted that factory did not report cybersecurity threat and attempts at unapproved access to network system to government agencies.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: This is a best practice. Please consider establishing developing a policy to report cyber security threats and unauthorized attempts at accessing your network systems to internal/external business partners, customers/suppliers, government agencies, etc.

If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process, and upload the photographic evidence of completion. Otherwise, please comment that you acknowledge your consideration of implementing this process in the future.

CAPA Guidance: The policy should include:

- how to report threats, attempted unauthorized access, and completed unauthorized access to facility's IT infrastructure and electronic data
- timing of reporting in relation to when the threat/attempt/completed unauthorized access occurred
- who to report attempts to, ex. Internal/external business partners, customers/suppliers, government agencies, etc.

● Already implemented
○ Acknowledged - Will consider implementation in future

CT-12计算机安全… doc

Comments: 1、Revise procedures for reporting cybersecurity threats and unauthorized attempts to access your network systems to internal/external business partners, customers/suppliers, government agencies, etc.

2、Implementation Date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented
○ Acknowledged - Will consider implementation in future

CT-12计算机安全... doc

Comments: Revise procedures for reporting cybersecurity threats and unauthorized attempts to access your network systems to internal/external business partners, customers/suppliers, government agencies, etc.

Reopen Comments: Please additionally add the implementation date in the comments area.

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

- ● Yes
- ○ No

Comments: Individual account with passwords was in place to monitor and prevent attempts of unauthorized access.

27 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?

- ● Management reviews monthly
- ○ Management reviews quarterly
- ○ Management reviews annually
- ○ No management review conducted

Comments: *No comments were provided*

28 Must Is there a written procedure to remove network access for employees who are terminated or on leave longer than vacation?

- ● Yes, written process includes long term leave and terminated employee's access removal
- ○ Yes, written process is available, but it does not include long term leave, only terminated employees access removal
- ○ No written process was available for removing network access for terminated employees at the time of audit

Comments: *No comments were provided*

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

- ☑ Passwords are required
- ☑ Passwords must be complex
- ☑ Passwords are changed periodically.
- ☐ No passwords are required

Comments: *No comments were provided*

30 Must If employees and/or contractors are permitted to access information technology (IT) systems remotely, is a virtual private network (VPN) or similar software used to control access?

- ○ Remote access is permitted and VPN or similar software is used
- ○ Remote access is permitted but no VPN or similar software is used to control access

● Remote access is not permitted

Comments: It was noted that remote access was not permitted.

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31 Must Do all security policies apply to personal devices that connect to the network?

○ All security policies apply and the facility does not permit personal devices to connect to the network without using a VPN or similar software

● All security policies apply to personal devices

○ Security policies do not apply to personal devices

Comments: It was noted that all security policies applied to personal devices.

---

32 Material Does IT security limit and monitor the downloading of software and access to external websites?

○ Yes

● No

Comments: It was noted that the IT did not limit and monitor the downloading of software and access to external websites.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: This is a best practice. Please consider developing a policy limiting who and how external websites can be accessed and who is permitted to download software.

If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process, and upload the photographic evidence of completion. Otherwise, please comment that you acknowledge your consideration of implementing this process in the future.

CAPA Guidance: This policy must include at a minimum:

- monitoring access to external websites and downloading software
- criteria that limits access to external websites and downloading software

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: 1、Organize personnel to revise procedures and set requirements that restrict how computer users can access external websites and who is allowed to download software.

2. The company restricts the access of computer users to external websites, and the IT security manager monitors the access to external websites and downloads of software, and deals with the problems in time. When IT is necessary to access external websites and downloads of software, the user applies for the application, and after the approval of the security manager, the IT manager implements the access to external websites and downloads of software, and makes a good record.

Access to external websites and download software, must not affect the security, malicious transmission of bad information, to ensure the security of access to external websites and download software.

Implementation Date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: Organize personnel to revise procedures and set requirements that restrict how computer users can access external websites and who is allowed to download software.

Reopen Comments: Please refer to our CAPA guidance to describe details of how you implemented the requirement in the comments area, with a date of implementation provided.

33 Material How frequently is data backed up for this facility?

○ Data is backed up daily

● Data is backed up weekly

○ Data is backed up monthly

○ No data back ups are performed

Comments: It was noted that the data was backed up weekly.

34 Material Is the data backup stored offsite and encrypted? (Select all that apply)

☐ Data backup is stored offsite

☑ Data backup is encrypted

☐ Data is not stored offsite nor encrypted

Comments: It was noted that the data backup was not stored offsite.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07**

CAPA: This is a best practice. Please consider establishing a cybersecurity policy to include data backup is stored. If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process, and upload the photographic evidence of completion. Otherwise, please comment that you acknowledge your consideration of implementing this process in the future.

CAPA Guidance: The said policy should include:

- data backup located offsite from facility, such as cloud storage
- encrypted data

○ Already implemented

● Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: 1、Organize relevant personnel to revise procedures to specify whether data backup is stored off-site and encrypted.

2、The company stipulates that after the IT security specialist backs up the data, the data backup is stored in an office security cabinet in another office building, which is separate from the computer center, and the security cabinet has a fire prevention function.

Implementation Date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: 1、Organize relevant personnel to revise procedures to specify whether data backup is stored off-site and encrypted.

2、The company stipulates that after the IT security specialist backs up the data, the data backup is stored in an office security cabinet in another office building, which is separate from the computer center, and the security cabinet has a fire prevention function.

Implementation Date: 2024-5-22

Reopen Comments: Please update your selection to "Acknowledged - Will consider implementation in future".

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: Organize relevant personnel to revise procedures to specify whether data backup is stored off-site and encrypted.

Reopen Comments: This should be taken into practice. Please describe how you implemented the requirement of "Data backup is stored offsite" in the comments area, with date of implementation provided.

---

35 Must Is there a written procedure to address returning equipment slated for disposal back to IT?

● Yes

○ No

Comments: *No comments were provided*

Conveyances and Instruments of International Traffic 100%

36 None Does the facility load trailers/containers or Instruments of International Traffic (IIT)?

● Yes

○ No

Comments: *No comments were provided*

37 Critical While in the facility's control are containers stored in a secured manner whether on-site or off-site? (Select all that apply) Please attach photo of each applicable area.

#37 Loading area.jpg

☑ Container/trailer storage area is free from personal vehicle parking and any other storage
☑ Container/trailer storage area is secured and/or monitored (please describe)
☑ Stored, loaded containers/trailers are secured with a seal
☐ Container/trailer storage does not meet minimum security requirements

Comments: The loading area was monitored by the facility and with the physical segregation.

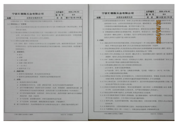
38 None Were you able to observe a container inspection in process or a previously completed container inspection via CCTV recordings?

● Yes
○ No

Comments: *No comments were provided*

39 Critical Is there a written procedure in place to inspect the security integrity of a container or trailer prior to loading?

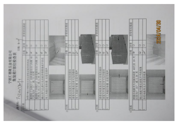
● Yes
○ No



#39 Procedure to in...jpg

Comments: *No comments were provided*

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



#40 Container insp... jpg

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

Comments: *No comments were provided*

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

☑ Photos are captured
☑ Video is captured
☐ No visual documentation is recorded

#41 Loading photos.jpg

Comments: *No comments were provided*

42 Critical Does the shipping area use equipment to conduct a 7-point container inspection? (Select all that apply) Please attach photo of all equipment used to conduct this container inspection.

#42 Container insp… jpg

☑ Measurement tool
☑ Mirrors for undercarriage
☑ Tap test tool
☑ Container Interior cleaning tool
☐ No tools available/tools do not meet requirements

Comments: *No comments were provided*

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

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

Comments: *No comments were provided*

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

● Yes
○ No

Comments: *No comments were provided*

45 Material Is there a procedure where management or supervision conducts follow up inspections?

● Yes
○ No

Comments: *No comments were provided*

46 Material Are container/trailer inspections supervised?

● Yes
○ No

Comments: *No comments were provided*

47 None Does the facility directly contract transportation service providers for any of their customers or business partners?

● Yes

○ No

Comments: *No comments were provided*

---

48 Material Does the facility have a written procedure to require confirmation of arrival at destination (container yard or freight forwarder's location) for items shipped?

● Yes

○ No

Comments: *No comments were provided*

---

49 Material What tracking technologies does the facility require to be used by the contracted transportation company to confirm cargo arrival?

○ GPS carrier controlled

○ GPS shipper controlled

○ Cell phone check by carrier dispatch

● Cell phone confirmation by driver

○ Other

○ No tracking technologies used

Comments: Factory used cell phone confirmation by driver to tracking cargo.

---

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

● Yes

○ No

○ Only one route is available

Comments: *No comments were provided*

---

51 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.)

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

● Yes

○ No

○ NA

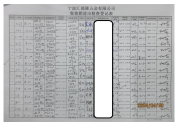
Comments: *No comments were provided*

---

52 Critical Does the facility document driver information for arriving and departing material movements? (Select all that apply)

☑ Driver log is maintained (please attach photo of driver log in use)

☑ Tractor number listed



☑ Container/trailer number listed #52 Container drive...jpg

☑ Photo ID required of drivers

☑ Carrier name

☑ Date

☑ Arrival Time

☑ Departure Time

☑ Seal verification information for container/trailer departure

☐ No driver log available

Comments: *No comments were provided*

---

53 None Does the facility ship less than container load (LCL)?

● Yes

○ No

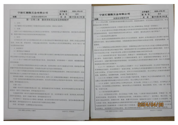
Comments: *No comments were provided*

---

54 Critical Does the written LCL security procedure exist that requires a LCL container or trailer to be sealed after each stop with either a tamper evident seal, a padlock or a high security seal?

● Yes (please attach photo of applicable section of procedure)

○ No



#54 LCL policy.jpg

Comments: *No comments were provided*

---

55 None Does the facility make air shipments?

○ Yes

● No

Comments: No air shipments was used.

---

57 None Does the facility make any shipments in open top, open sided, ventilated (livestock), soft sided containers?

○ Yes

● No

Comments: No such shipment was used.

---

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

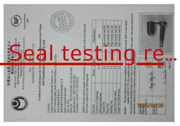
Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

● Yes (please attach photo of ISO approved seal utilized)

○ No

○ NA

Comments: *No comments were provided*



#59 Seal testing re... jpg

---

60 Critical Does the facility have written and verifiable procedures to ensure that security seals are controlled? (Select all that apply)

Only select NA if the seals are provided by a 3rd party such as a consolidator or carrier.

☑ Policy is written (please attach photo of applicable section of procedure)

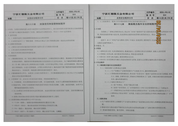
☑ Seals are secured in storage

☑ Specific employees are listed who have access to seal storage

☐ No written policy is available

☐ NA

Comments: *No comments were provided*



#60 Seal policy.jpg

Agricultural Security

100%

61 Material Does the facility remove dirt and other debris from containers' exterior prior to loading?

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

● Yes

○ No

○ Dirty or damaged containers are refused

○ NA

Comments: *No comments were provided*

---

62 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?

● Yes

○ No

Comments: *No comments were provided*

---

63 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)

Only select NA if the facility is not using wood packing material.

☐ 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

Comments: No wood packaging material was used.

---

64 Must Are wood products or materials utilized in the manufacturing or packaging process identified by source and species?

Only select NA if the facility is not using wood products or packing material.

○ Yes
○ No
● NA

Comments: No wood products or materials were utilized in the manufacturing process.

65 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)

Only select NA if the facility is not using wood pallets.

☑ 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

Comments: *No comments were provided*

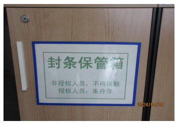
Seal Security

100%

66 Critical Are security seals stored in a secured location?

Only select NA if the seals are provided by a 3rd party such as consolidator carriers.

● Yes (please attach photo of seal storage location)
○ No
○ NA



#66 Seal storage ar... jpg

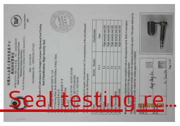
Comments: *No comments were provided*

67 Critical 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?

Only select NA if the seals are provided by a 3rd party such as consolidator carriers.

● Yes (please attach photo of test report)

○ No
○ NA



#67 Seal testing re... jpg

Comments: *No comments were provided*

---

68 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)

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

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

Comments: It was noted that the audit were not conducted nor documented.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Include in your seal security procedure that highlights management reviews the container/trailer sealing process to ensure that all steps are being completed properly.
- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: Below listed should be covered at a minimum in the procedure:
- Facilities' managers must conduct regular audits of seal inventory, seal log, and shipping documents to ensure seal policy is followed
- Audits must be recorded in a log or other manner that captures the date, time, who conducted audit, audit findings, and any corrective action follow ups based on findings

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

第六十六章 封条... docx

Comments: The Plant Safety Manager is responsible for conducting regular audits of seal inventory, seal logs and shipping documents to ensure compliance with seal policies

The audit must be recorded in a log or form, recording the date and time. It is stipulated that the safety manager shall be responsible for the audit, and when the audit finds a problem, corrective measures shall be taken immediately to ensure that the problem does not occur again.

Implementation Date: 2024-5-22

Acceptance Comments: Accepted

- ● Already implemented
- ○ Will implement
- ○ Will not implement/ will not comply with corrective action request

第六十六章 封条… docx

Comments: Organize relevant personnel to revise procedures to require management personnel to conduct periodic audits of seal inventory, seal logs, shipping documents and transportation vehicles to verify that seal controls are being complied with. All steps must be documented.

Reopen Comments: Please refer to our CAPA guidance to describe how you conducted and documented the seal audits in the comments area, with a date of implementation provided.

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

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- ☑ VVTT 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

Comments: *No comments were provided*

Procedural Security 98%

70 Critical Is the area adjacent to the shipping and receiving areas enclosed or otherwise monitored?

- ● Yes (please attach photo showing enclosure and/or monitoring method)
- ○ No

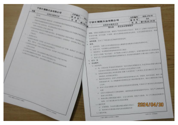
#70 Loading area.jpg

Comments: *No comments were provided*

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

● Yes (please attach photo of applicable section of procedure)

○ No



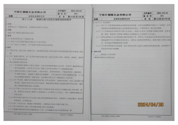
#71 Policy for repor... jpg

Comments: *No comments were provided*

72 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?

● Yes (please attach photo of applicable section of procedure)

○ No



#72 Policy for moni... jpg

Comments: *No comments were provided*

73 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?

○ Yes (please attach photo of applicable section of procedure)

● No

Comments: It was noted that factory did not establish the procedure in place that requires all information used in the shipping documents for merchandise/cargo to be legible, complete, and accurate.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Develop a written procedure to highlight how shipping documents are prepared and that these documents are completely legible and accurate.

Describe in the comment section when and how you completed the corrective action or implemented the process.

Please attach a photo of the process with the title and description of document.

CAPA Guidance: The policy must include at a minimum:

- Identify who and/or what positions are in charge of creating and processing shipping documents
- Identify who and/or what positions review documents to ensure all necessary information is completed and accurate
- Access to shipping documents must be controlled/access restricted to only individuals who create, process, and use them
- If paper documents are used, facility must describe steps taken to secure them
- If electronic documents are used, facility must describe IT access controls
- Seal number(s) must be included on BOL
- Arriving and departing cargo and BOL reviewed to ensure information/contents are correct

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented

○ Will not implement/ will not comply with corrective action request

第六十四章 货柜... docx

Comments: Organize relevant personnel to revise procedures to stipulate that all information used in shipping documents for goods/goods must be clear, complete and accurate.The relevant transport documents should be kept in good custody. It is also required that all information used in shipping documents for goods/goods must be clear, complete and accurate. In our company, the documentation officer is responsible for creating and processing the shipping documents, and the Safety Manager is responsible for reviewing the documents to ensure that all necessary information is complete and accurate. The documents officer is responsible for access to shipping documents/Access is limited to the creation, processing and use of shipping documents. For the shipment of paper documents, the protection is taken by the documentation officer, and for electronic documents, access control is carried out by IT. The seal number must be included on the BOL and the incoming and outgoing cargo and bill of lading will be checked by the document officer and security manager to ensure the information/content is correct.

Implementation Date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented

○ Will not implement/ will not comply with corrective action request

第六十四章 货柜... docx

Comments: Organize relevant personnel to revise procedures to stipulate that all information used in shipping documents for goods/goods must be clear, complete and accurate.

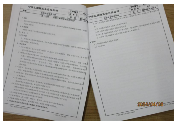
Reopen Comments: Please refer to our CAPA guidance to describe how you implemented the requirement in the comments area, with a date of implementation provided.

---

74 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?

● Yes (please attach photo of applicable section of procedure)

○ No



#74 Policy for resol... jpg

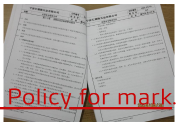
Comments: *No comments were provided*

---

75 Critical Are international shipments marked, counted, weighed, and properly reported on shipping documents?

● Yes (please attach photo of applicable documentation)

○ No



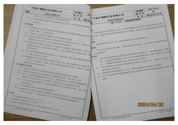
#75 Policy for mark… jpg

Comments: *No comments were provided*

76 Critical Is a written procedure in place that restricts access to shipping and receiving documentation?

● Yes (please attach photo of applicable section of procedure)

○ No



#76 Policy for restri…jpg

Comments: *No comments were provided*

77 Material Are pre-printed paper documents/forms used to prepare commercial documents and properly secured?

● Pre-printed documents are secured

○ Pre-printed documents are not secured

○ Pre-printed paper documents are not utilized

Comments: *No comments were provided*

78 Material Are shared network printers password protected when used to prepare export documents?

Only select NA if there are no shared network printers being utilized.

○ Yes

● No

○ NA

Comments: It was noted that the shared network printers were not password protected when used to prepare export documents.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: This is a best practice. Please consider establishing a process how the printers are controlled/ secured. If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process, and upload the photographic evidence of completion. Otherwise, please comment that you acknowledge your consideration of implementing this process in the future.

CAPA Guidance: The process should include that any network printer used to create/process shipping documentation should be password protected or otherwise access controlled.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: 1、Organize relevant personnel to revise procedures to require password protection when preparing documents for export using shared network printers.
2, the IT manager has shared the printer in 2024-5-20, and has set a password.

Acceptance Comments: Accepted

● Already implemented

○ Acknowledged - Will consider implementation in future

CT-13信息安全管... doc

Comments: Organize relevant personnel to revise procedures to require password protection when preparing documents for export using shared network printers.

Reopen Comments: This should be taken into practice. Please confirm in the comments area that your shared printers has set the password already, with date of implementation provided.

---

79 Critical Are commercial document packets sent with the shipment at departure? Please explain process.

● Yes

○ No

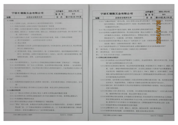
Comments: The commercial document packets were sent with the shipment at departure.

---

80 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?

● Yes (please attach photo of applicable section of procedure)

○ No



#80 Policy for notif... jpg

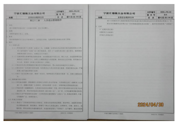
Comments: *No comments were provided*

---

81 Critical Are access control procedures and devices used to ensure that only authorized employees have access to the facility?

● Yes (please attach photo of applicable documentation section and device)

○ No



#81 Policy for only ... jpg

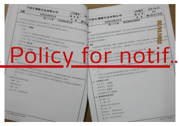
Comments: *No comments were provided*

---

82 Critical Is there a procedure in place to notify Business Partners of security issues such as attempted theft, fraud or internal conspiracies?

● Yes (please attach photo of applicable section of procedure)

○ No


#82 Policy for notif.. jpg

Comments: *No comments were provided*

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

● Yes

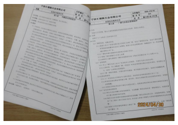
○ No

Comments: *No comments were provided*

84 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?

● Yes (please attach photo of applicable section of procedure)

○ No


#84 Policy for contr...jpg

Comments: *No comments were provided*

85 None Do you have dedicated security staff/guards on site?

● Yes

○ No

Comments: *No comments were provided*

86 Must Are written job descriptions in place outlining the roles and responsibilities of security staff or staff performing dual roles that include security functions?

● Yes

○ No

Comments: *No comments were provided*

87 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?

○ Patrols are required; documented electronically or via CCTV

● Patrols are required; documented via paper only

○ Patrols are required; no documentation available

○ Patrols are not required nor documented

Comments: It was noted that the patrols were documented via paper only.

88 Must Does management verify compliance with security company work instructions and policies?

● Yes

○ No

Comments: *No comments were provided*

Physical Security 96%

89 Critical Is there a designated employee and visitor vehicle parking area separate from the shipping and receiving area?

● Yes (please attach photo of applicable area)

○ No

#89 Parking area.jpg

Comments: *No comments were provided*

90 Material Are appropriate controls in place to segregate domestic goods from goods intended for international shipment?

● Yes

○ No

Comments: *No comments were provided*

91 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)

☑ Procedure is written

☑ Regular inspections are documented

☑ Preventative maintenance logs kept

☐ Nothing in place

Comments: *No comments were provided*

92 Critical Are there any barriers to limit the ingress and egress to the facility by vehicles and personnel? Please attach photos of applicable areas.

○ Physical barriers

○ Environmental barriers

● Combination of Physical and Environmental barriers

○ No barriers

#92 Fence.jpg

Comments: The factory was limit the ingress and egress to the facility by fence, river and locked gates.

93 Critical Are gates locked or otherwise secured when not in use?

Only select NA if gates are not present at the facility.

● Yes (please attach photo of applicable areas)

○ No

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○ NA

#93 Factory main g... jpg

Comments: *No comments were provided*

94 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?

● Yes

○ No

Comments: *No comments were provided*

95 Must Which of the following security technologies does the facility incorporate as part of its systems and controls? (Select all that apply)

☑ CCTV

☑ Access Control

☐ Security Alarm

☐ Other Technologies Used

☐ None

Comments: It was noted that security alarm and other technologies were not used on the audited day. CCTV monitoring and access control were adopted by the factory.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07**

Included in scoring

CAPA: Establish a written procedure that requires security technology is installed including the types of technology.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.

- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: SCAN's expectation is to install CCTV, security alarms and access controls such as gates, security staff, etc. at the facility.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

CT-30物理安全管... doc

Comments: 1、Organize relevant personnel to revise procedures and specify the installation of safety technology, including the type of technology.

2. The security manager has completed the installation of the security alarm in 2024-5-22, and the security alarm is currently operating normally.

Acceptance Comments: Accepted

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

CT-30物理安全管… doc

Comments: Organize relevant personnel to revise procedures and specify the installation of safety technology, including the type of technology.

Reopen Comments: Please install the security alarm in the factory, then describe your implementation action in the comments area, with date of implementation provided. If additional time is required, please provide a plan and future timeline of how and when you will implement the requirement in the comments area, then ONLY select "Will implement".

96 Must Do you have written procedures governing the use of the security technology?

● Yes

○ No

Comments: *No comments were provided*

97 Material Was security equipment installed by a licensed/certified contractor?

● Yes

○ No

Comments: *No comments were provided*

98 Material Do you have maintenance contracts in place for your security systems?

● Yes, current contracts are in place

○ No current contracts in place

Comments: *No comments were provided*

99 Must Are Critical Security Infrastructure locations secured and authorized access limited to only those whose jobs require access?

● Yes

○ No

Comments: *No comments were provided*

100 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?

Only select NA if there are no electronic security systems.

● Yes
○ No
○ NA

Comments: *No comments were provided*

101 Critical Is a CCTV system used to monitor the facility and premises' including entrances, exits, cargo storage, shipping, packing and other loading/unloading areas? (Select all that apply)

#101 CCTV monitor.jpg

☑ All entrance(s) / exits
☑ Cargo storage / shipping
☑ Loading / unloading area(s)
☑ Packing area
☐ Perimeter
☑ CCTV coverage in additional areas. (Please describe in comments)
☐ No CCTV

Comments: The facility installed CCTV cameras throughout the facility including the main gate, loading area, packing workshop, warehouses, but not include the perimeter.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Establish a written procedure to require that a CCTV system must be used to monitor the facility and premises, and all critical areas.

Describe in the comment section when and how you completed the corrective action or implemented the process.

Please attach a photo of the process with the title and description of document.

CAPA Guidance: SCAN's expectation is to upgrade your CCTV systems so critical areas are covered appropriately with cameras to monitor these areas. If possible schedule annual reviews of effectiveness. The procedure include the following at a minimum:

- Facilities must use CCTV to monitor the building(s) and property
- Security cameras must cover/record: all entrances, exits, cargo handling, storage, packing, loading/unloading areas
- CCTV system must be kept in a secure area; only authorized personnel can access it

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will not implement/ will not comply with corrective action request

围墙安装监控.jpg

Comments: 1、There are closed circuit television systems to monitor facilities and places, including entry, exit, cargo storage, loading, packaging and other loading and unloading areas.
2, the security manager has completed the installation of CCTV around 2024-5-22, CCTV is currently operating normally.
3. See the monitoring pictures of wall installation for details

Acceptance Comments: Accepted

● Already implemented

○ Will not implement/ will not comply with corrective action request

CT-30物理安全管... doc

Comments: 1、There are closed circuit television systems to monitor facilities and places, including entry, exit, cargo storage, loading, packaging and other loading and unloading areas.
2, the security manager has completed the installation of CCTV around 2024-5-22, CCTV is currently operating normally.

Reopen Comments: Please further summarize in comments area to provide HOW and WHEN you have implemented "CCTV installed at Perimeter".

● Already implemented

○ Will not implement/ will not comply with corrective action request

CT-30物理安全管... doc

Comments: There are closed circuit television systems to monitor facilities and places, including entry, exit, cargo storage, loading, packaging and other loading and unloading areas.

Reopen Comments: Please install the CCTV on perimeter, then describe your implementation action in the comments area, with date of implementation provided.

---

102 Material Does your CCTV system have a failure alarm that indicates when the system is off line or no recording is underway?

● Yes

○ No

Comments: *No comments were provided*

103 Critical Does the CCTV system run 24 hours per day 7 days per week?

○ Yes (please attach photo of applicable area)

● No

Comments: It was noted that factory only kept CCTV records on the audit day since 07:00am.

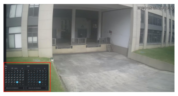
CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Update your CCTV system to run 24 hours per day, 7 days per week.
Describe in the comment section when and how you completed the corrective action or implemented the process.
Please attach a photo of the process with the title and description of document.

CAPA Guidance: Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will not implement/ will not comply with corrective action request


CCTV保存记录.jpg

Comments: 1、The security manager reached an agreement with the supplier and installed a new storage device to ensure that the CCTV data can be stored for more than 90 days, and the equipment is currently operating normally.
Implementation date: 2024-5-22
3, see the CCTV hard disk storage records
Acceptance Comments: Accepted

● Already implemented
○ Will not implement/ will not comply with corrective action request

第四十一章 CCTV... docx

Comments: The security manager reached an agreement with the supplier and installed a new storage device to ensure that the CCTV data can be stored for more than 90 days, and the equipment is currently operating normally.

Implementation date: 2024-5-22
Reopen Comments: Please further summarize in comments area to provide HOW and WHEN you have implemented "CCTV system run 24 hours per day 7 days per week".

● Already implemented
○ Will not implement/ will not comply with corrective action request

CT-30物理安全管... doc

Comments: CCTV system run 24 hours per day 7 days per week
Reopen Comments: The auditor's finding is "factory only kept CCTV records on the audit day since 07:00am", please describe how you implemented and addressed the finding in the comments area, with date of implementation provided.

---

104 Must Is the facility's CCTV system recording at the highest quality picture setting available?

● Yes
○ No

Comments: *No comments were provided*

---

105 Must Does the facility's management team conduct random and documented reviews of CCTV

footage periodically to ensure security procedures are being followed?

● Yes
○ No

Comments: *No comments were provided*

---

106 Critical How many days are CCTV recordings kept?

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

Comments: It was noted that factory only kept CCTV records on the audit day.

---

107 Must Do employees display their ID badge at all times while at the facility?

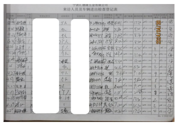
● Yes
○ IDs carried but not displayed
○ No

Comments: *No comments were provided*

---

108 Critical Is a written procedure in place to require visitors to present photo identification upon arrival and have security or other authorized employee record their information in a log? (Select all that apply)

☑ Written procedure is available
☑ Photo ID are checked
☑ Visitor Log is utilized
☐ No written process is in place



#108 Visitor log.jpg

Comments: *No comments were provided*

---

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

○ Yes
● No

Comments: It was noted that the auditor's bag was not checked before entering the factory.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Include in your physical security procedure to inspect all bags and packages of all visitors entering and exiting your facility.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of

document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: All visitors' bags must be inspected upon arrival and exit.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

第七十九章 敏感... docx

Comments: Revise procedures to specify whether there are written procedures to check visitors' bags before entering and leaving the manufacturing, production, or shipping areas of the plantbefore visitors enter and leave the manufacturing, production or loading area of the factory, the safety officer is responsible for checking the visitor's bag with a metal detector to ensure that it meets the safety requirements. At the same time, the security manager is responsible for supervision and inspection to ensure that all visitors' bags are checked before entering the factory.

Implementation date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented
○ Will implement
○ Will not implement/ will not comply with corrective action request

第七十九章 敏感... docx

Comments: Revise procedures to specify whether there are written procedures to check visitors' bags before entering and leaving the manufacturing, production, or shipping areas of the plant

Reopen Comments: Please describe how you corrected the issue of “the auditor's bag was not checked before entering the factory” raised by auditor and how you guaranteed it’s implemented effectively in comment box, with date of implementation provided.

---

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

● Yes (please attach photo of applicable item)
○ No

#110 Visitor badge.jpg

Comments: *No comments were provided*

111 Critical Is a visitor escorted at all times while at the facility?

● Yes

○ No

Comments: *No comments were provided*

112 Material Is a written procedure in place to inspect packages prior to distribution?

● Yes

○ No

Comments: *No comments were provided*

113 Material Are hazardous materials or high value goods segregated when stored at the facility?

Only select NA if there are no high value or hazardous material items at the facility.

● Yes

○ No

○ NA

Comments: *No comments were provided*

Personnel Security 100%

114 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)

☑ Policy is written

☑ Education check

☑ Reference check

☑ Previous employment check

☐ Nothing in place

Comments: *No comments were provided*

115 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)

☑ Written application required

☑ Government issued ID required

Comments: *No comments were provided*

116 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?

Only select NA if not allowed by local law.

● Yes, written procedure is in place
○ No procedure is in place
○ NA

Comments: *No comments were provided*

---

117 Must Which type of check is conducted? (Select all that apply)

☑ Criminal Check
☐ Credit Check
☐ Other

Comments: It was noted that credit check was not conducted.

Security Training & Threat Awareness 100%

118 Must Is a security threat awareness training provided to all new employees and an annual refresher course for current employees? (Select all that apply)

☑ Training program in place
☑ Training logs are kept to insure required personnel attend the training
☑ Management personnel randomly reviews documentation
☑ Training provided annually for all employees
☑ Training provided for new employees
☐ There is no Threat Awareness training in place

Comments: *No comments were provided*

119 Must Does security threat awareness training cover security-related issues?

● Yes
○ No

Comments: *No comments were provided*

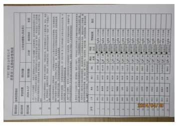
120 Material Is there an evaluation of understanding included at the end of a training session? (Select all that apply)

☑ Evaluations are conducted
☑ Retraining is required if a successful score is not achieved
☐ No evaluations are conducted

Comments: *No comments were provided*

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

- ☑ Training material lists specific requirements
- ☑ Training logs list employees working in this area
- ☑ Training provided annually for existing employees with this job function
- ☑ Training provided for new employees with this job function
- ☐ No training logs for this specific criteria
- ☐ No training material for this specific criteria



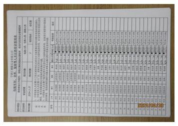
#121 Security and a... jpg

Comments: *No comments were provided*

---

122 Must Does training include security criteria for restricted areas of the facility such as final packing, shipping and receiving? (Select all that apply)

- ☑ Training material lists specific requirements
- ☑ Training logs list employees working in this area
- ☑ Training provided annually for existing employees with this job function
- ☑ Training provided for new employees with this job function
- ☐ No training logs for this specific criteria
- ☐ No training material for this specific criteria



#122 Training recor... jpg

Comments: *No comments were provided*

---

123 Must Does Threat Awareness training inform employees of procedures to report suspicious activity or a security incident?

- ● Yes
- ○ No

Comments: *No comments were provided*

---

124 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)

- ☑ 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

Comments: *No comments were provided*

---

125 Must Does the training program include Threat Awareness, Contraband, Human Smuggling and Terrorism?

- ○ Yes
- ● No

Comments: It was noted that factory did not provide training include Contraband and Human Smuggling.

CAPA Assigned **2024/05/08** | Due Date **2024/07/07** Included in scoring

CAPA: Develop a unique threat awareness training program specific to threat awareness.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.
- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: The training must include at a minimum:

- Employees must also know how to identify and report security incidents
- Security incidents include: finding, reporting, and managing contraband, and identifying evidence of human smuggling
- Procedural security related to trade-based money laundering/terrorism financing.

You can review the section "Security Training and Threat Awareness" in the "SCAN Factory and Supplier Training" for some references and details when establishing this program.

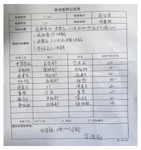
Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request



成胁意设.jpg

Comments: 1、Amend the management procedures to require 4.1.8 to develop a unique threat awareness training program for threat awareness, including: threat awareness, contraband, human smuggling, and terrorism training.

2、The security manager organizes the training of employees on contraband and human smuggling. Training content includes: threat awareness, contraband management, smuggling and terrorism control, trainers by security managers, training objects for the company responsible for security management personnel, implementation date: 2024-5-22

Acceptance Comments: Accepted

● Already implemented

○ Will implement

○ Will not implement/ will not comply with corrective action request

反恐安全培训管理...doc

Comments: Amend the management procedures to require 4.1.8 to develop a unique threat awareness training program for threat awareness, including: threat awareness, contraband, human smuggling, and terrorism training. **Reopen Comments:** Please conduct the training of Contraband and Human Smuggling for employees, then describe your training record in detail including training content, trainer, trainee, training date and describe how you implemented in comment box.

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

● Yes

○ No

Comments: *No comments were provided*

127 Must Does training include identifying pest contamination?

● Yes

○ No

Comments: *No comments were provided*

128 Must Is there a documented training outlining the risks of Cybersecurity?

● Yes

○ No

Comments: *No comments were provided*

Misc NA

129 None Describe the front of the factory building including any signage. Please attach a picture.

No options available

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2024/04/30

#129 Factory main ... jpg

Comments: Factory was located at No.88 Zhenxing East Road, Lizhou Street, Yuyao, Zhejiang, China.

130 None Describe the guard station and facility access gates. Please attach a picture.

No options available

#130 Security guar... jpg

Comments: The guard station was located near the main access gate. And the security guards monitored the gate for 24 hours per day, 7 days per week.

131 None Describe the buildings and structures for this location. Please attach a picture.

No options available

#131 Factory buildin... jpg

Comments: The factory consisted of one 4-storey office and production combined building and one 5-storey production building.

---

132 None Describe the shipping and receiving areas. Please attach a picture.

No options available

#132 Loading area.jpg

Comments: The shipping and receiving area was located outside one 4-storey office and production combined building with limited access.

---

133 None Describe how the perimeter of the facility is protected from unauthorized access? Please attach pictures

No options available

#133 Fence.jpg

Comments: The facility used fence, walls and locks around the facility to prevent unauthorized access.

---

134 None Describe the final packaging area. Please attach a picture.

No options available

#134 Packing works... jpg

Comments: The final packaging area was in a separated area with access control.

---

135 None Describe any container storage and vehicle parking areas and please attach picture.

No options available

#135 Loading area.jpg

Comments: The vehicle parking area was separated from loading area.

---

136 None Did the Factory Representative and the Auditor sign the Opening Meeting Letter? Please attach the signed copy.

● Yes

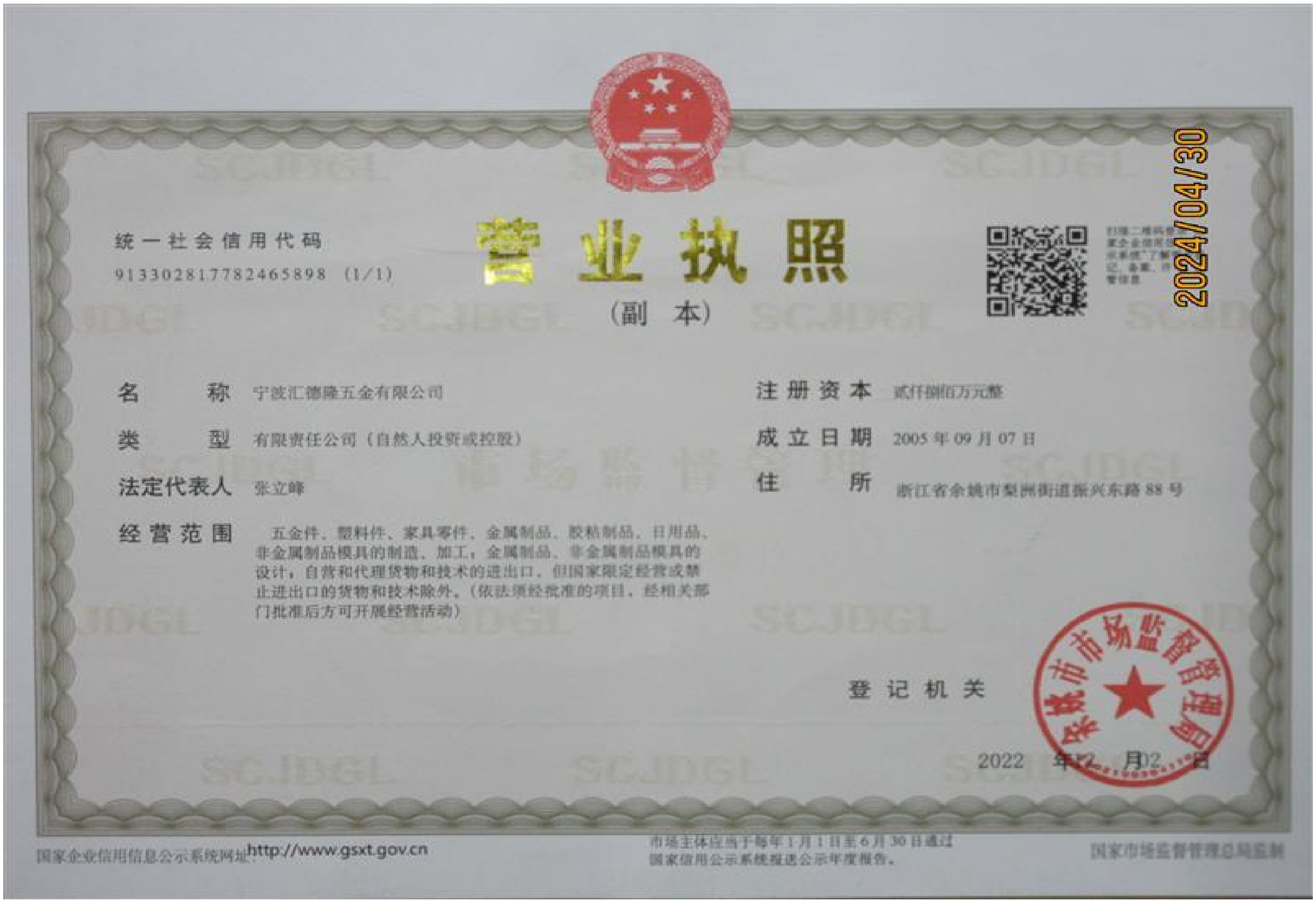
○ No

#136 Opening and ... pdf

Comments: *No comments were provided*

Attached Documentation - Photos

General - Question # 1



2024/04/30

统一社会信用代码
913302817782465898 （1/1）

营业执照

（副　本）

名　　称　宁波汇德隆五金有限公司

类　　型　有限责任公司（自然人投资或控股）

法定代表人　张立峰

经营范围　五金件、塑料件、家具零件、金属制品、胶粘制品、日用品、非金属制品模具的制造、加工，金属制品、非金属制品模具的设计，自营和代理货物和技术的进出口，但国家限定经营或禁止进出口的货物和技术除外。（依法须经批准的项目，经相关部门批准后方可开展经营活动）

注册资本　贰仟捌佰万元整

成立日期　2005 年 09 月 07 日

住　　所　浙江省余姚市梨洲街道振兴东路 88 号

登记机关　余姚市市场监督管理局

2022 年 12 月 02 日

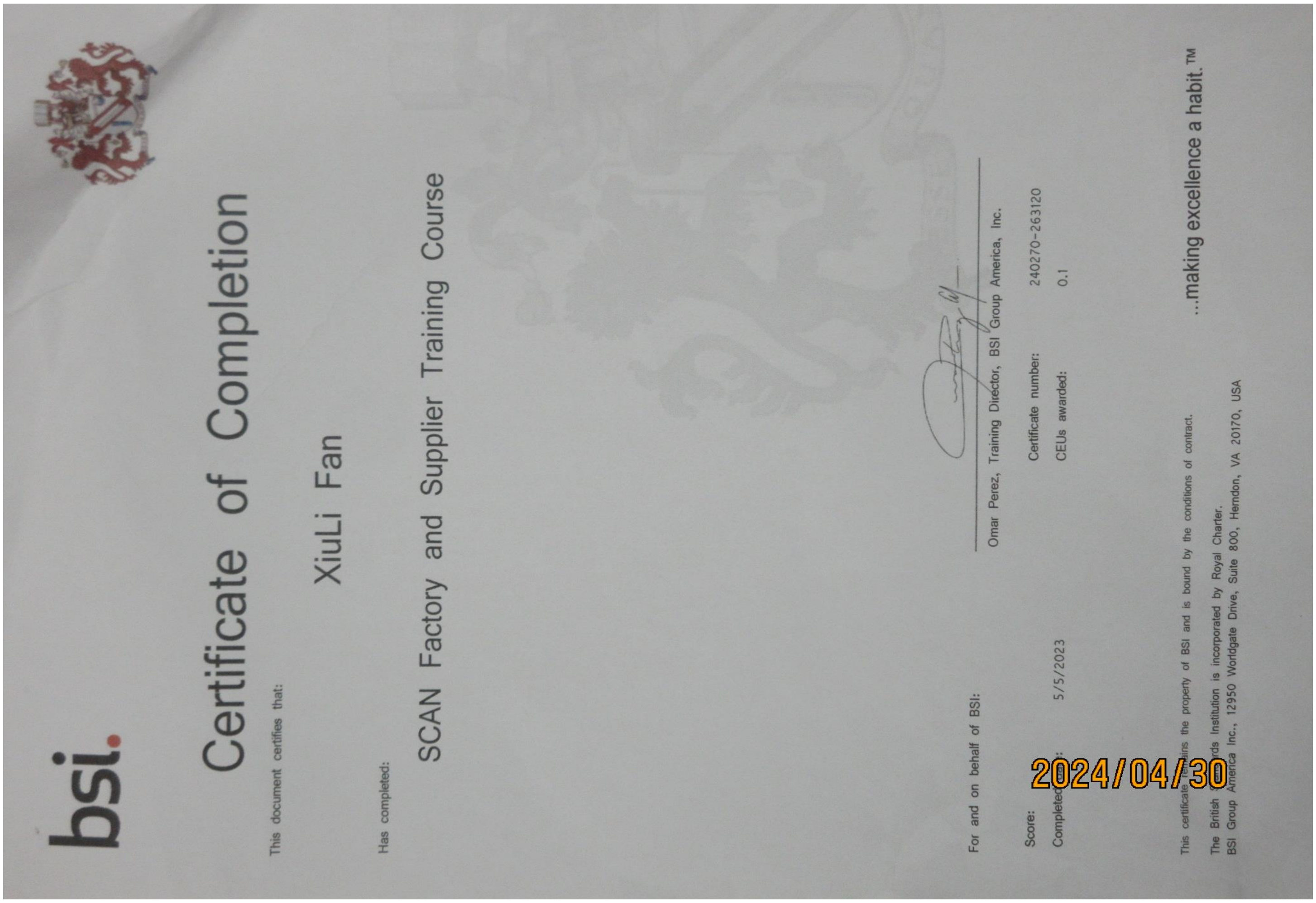
国家企业信用信息公示系统网址：http://www.gsxt.gov.cn

市场主体应当于每年 1 月 1 日至 6 月 30 日通过国家信用公示系统报送公示年度报告。

国家市场监督管理总局监制

#1 Business license.jpg

General - Question # 5



bsi.

Certificate of Completion

This document certifies that:

XiuLi Fan

Has completed:

SCAN Factory and Supplier Training Course

For and on behalf of BSI:

Omar Perez, Training Director, BSI Group America, Inc.

Score:

Completed: 5/5/2023

Certificate number: 240270~263120

CEUs awarded: 0.1

This certificate remains the property of BSI and is bound by the conditions of contract.

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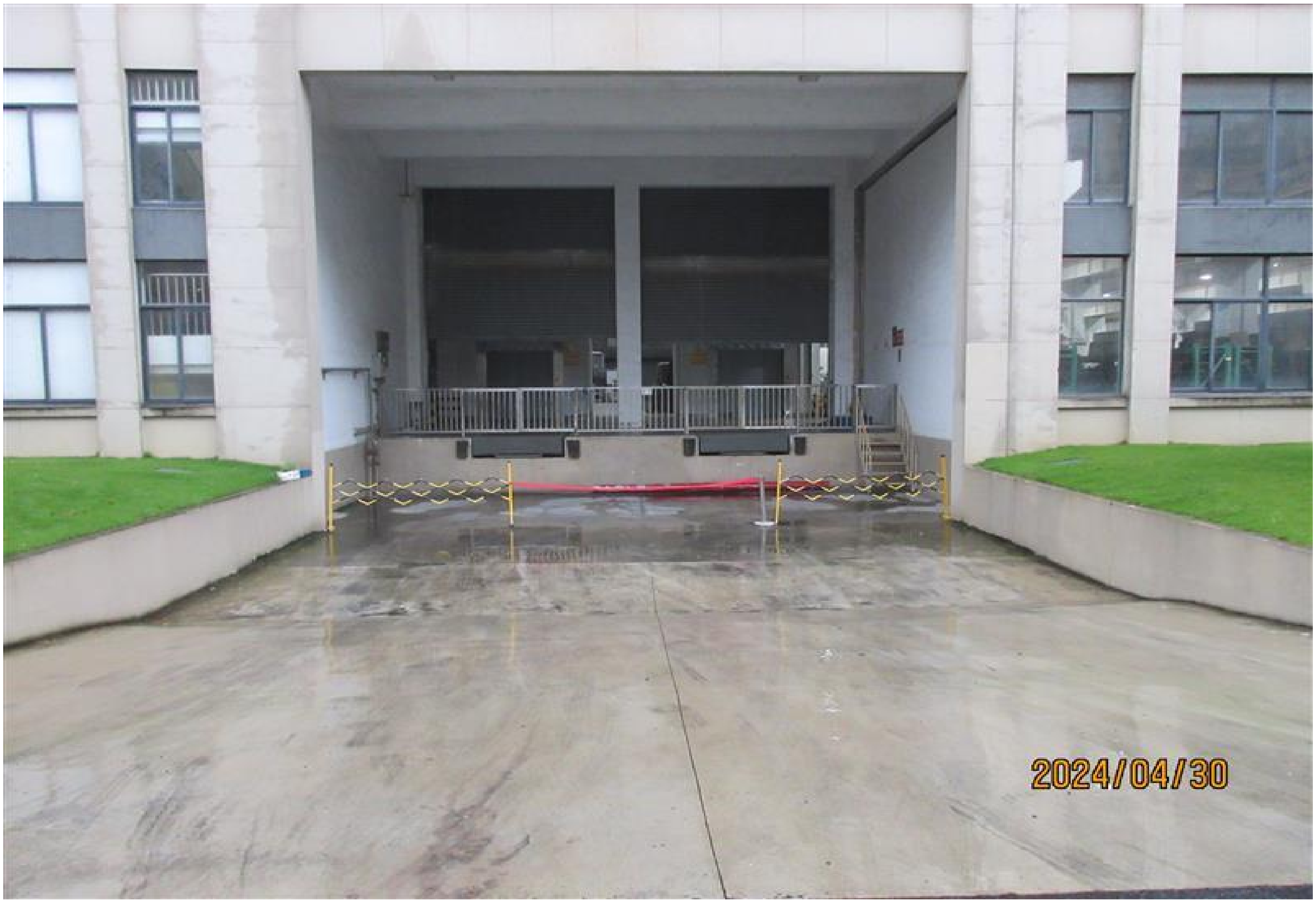
2024/04/30

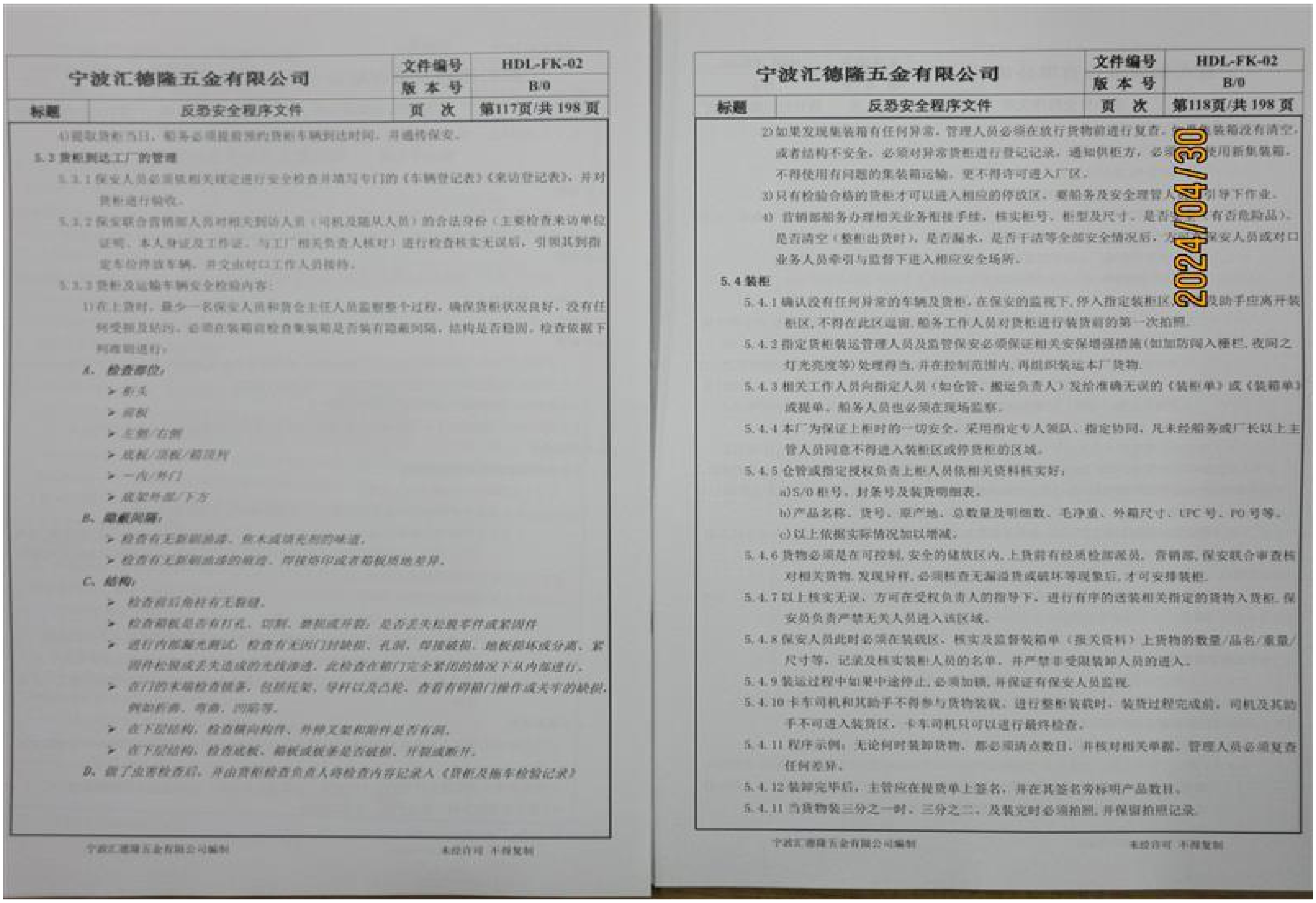
#5 SCAN training certificate.jpg

Conveyances and Instruments of International Traffic - Question # 37



#37 Loading area.jpg

Conveyances and Instruments of International Traffic - Question # 39



宁波汇德隆五金有限公司		文件编号	HDL-FK-02
		版本号	B/0
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4) 提取货柜当日，船务必须提前预约货柜车辆到达时间，并通传保安。

5.3 货柜到达工厂的管理

5.3.1 保安人员必须依相关规定进行安全检查并填写专门的《车辆登记表》《来访登记表》，并对货柜进行验收。

5.3.2 保安联合营销部人员对相关到访人员（司机及随从人员）的合法身份（主要检查来访单位证明、本人身证及工作证，与工厂相关负责人核对）进行检查核实无误后，引领其到指定车位停放车辆，并交由对口工作人员接待。

5.3.3 货柜及运输车辆安全检验内容：

1) 在上货时，最少一名保安人员和货仓主任人员监察整个过程，确保货柜状况良好，没有任何受损及玷污。必须在装箱前检查集装箱是否装有隐蔽间隔，结构是否稳固，检查依据下列港则进行：

A. 检查部位：

- *柜头*
- *前板*
- *左侧/右侧*
- *底板/顶板/箱顶衬*
- *一内/外门*
- *底架外部/下方*

B. 隐蔽间隔：

- *检查有无新刷油漆、焦木或填充剂的味道。*
- *检查有无新刷油漆的痕迹、焊接印迹或者箱板质地差异。*

C. 结构：

- *检查前后角柱有无裂缝。*
- *检查箱板是否有打孔、切割、磨损或开裂；是否丢失松脱零件或紧固件*
- *进行内部漏光测试，检查有无因门封缺损、孔洞、焊接破损、地板损坏或分离、紧固件松脱或丢失造成的光线渗透。此检查在箱门完全紧闭的情况下从内部进行。*
- *在门的末端检查横条，包括托架、导杆以及凸轮，查看有碍箱门操作或关牢的缺损，例如折弯、弯曲、凹陷等。*
- *在下层结构，检查横向构件、外伸叉架和附件是否有洞。*
- *在下层结构，检查底板、箱板或板条是否破损、开裂或断开。*

D. 做了应该检查后，并由货柜检查负责人将检查内容记录入《货柜及拖车检验记录》

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2) 如果发现集装箱有任何异常，管理人员必须在放行货物前进行复查，如[illegible]装箱没有清空，或者结构不安全，必须对异常货柜进行登记记录，通知供柜方，必[illegible]使用新集装箱，不得使用有问题的集装箱运输，更不得许可进入厂区。

3) 只有检验合格的货柜才可以进入相应的停放区，要船务及安全理管人[illegible]引导下作业。

4) 营销部船务办理相关业务柜接手续，核实柜号、柜型及尺寸、是否[illegible]有否危险品），是否清空（整柜出货时），是否漏水，是否干洁等全部安全情况后，方[illegible]保安人员或对口业务人员牵引与监督下进入相应安全场所。

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5.4 装柜

5.4.1 确认没有任何异常的车辆及货柜，在保安的监视下，停入指定装柜区，[illegible]及助手应离开装柜区，不得在此区逗留，船务工作人员对货柜进行装货前的第一次拍照。

5.4.2 指定货柜装运管理人员及监管保安必须保证相关安保增强措施（如加防闯入栅栏，夜间之灯光亮度等）处理得当，并在控制范围内，再组织装运本厂货物。

5.4.3 相关工作人员向指定人员（如仓管、搬运负责人）发给准确无误的《装柜单》或《装箱单》或提单，船务人员也必须在现场监察。

5.4.4 本厂为保证上柜时的一切安全，采用指定专人领队、指定协同，凡未经船务或厂长以上主管人员同意不得进入装柜区或停货柜的区域。

5.4.5 仓管或指定授权负责上柜人员依相关资料核实好：

a) S/O 柜号、封条号及装货明细表。

b) 产品名称、货号、原产地、总数量及明细数、毛净重、外箱尺寸、UPC 号、PO 号等。

c) 以上依据实际情况加以增减。

5.4.6 货物必须是在可控制、安全的储放区内，上货前有经质检部派员、营销部、保安联合审查核对相关货物，发现异样，必须核查无漏溢货或破坏等现象后，才可安排装柜。

5.4.7 以上核实无误，方可在受权负责人的指导下，进行有序的送装相关指定的货物入货柜，保安员负责严禁无关人员进入该区域。

5.4.8 保安人员此时必须在装载区，核实及监督装箱单（报关资料）上货物的数量/品名/重量/尺寸等，记录及核实装柜人员的名单，并严禁非受限装卸人员的进入。

5.4.9 装运过程中如果中途停止，必须加锁，并保证有保安人员监视。

5.4.10 卡车司机和其助手不得参与货物装载，进行整柜装载时，装货过程完成前，司机及其助手不可进入装货区，卡车司机只可以进行最终检查。

5.4.11 程序示例，无论何时装卸货物，都必须清点数目，并核对相关单据，管理人员必须复查任何差异。

5.4.12 装卸完毕后，主管应在提货单上签名，并在其签名旁标明产品数目。

5.4.11 当货物装三分之一时，三分之二，及装完时必须拍照，并保留拍照记录。

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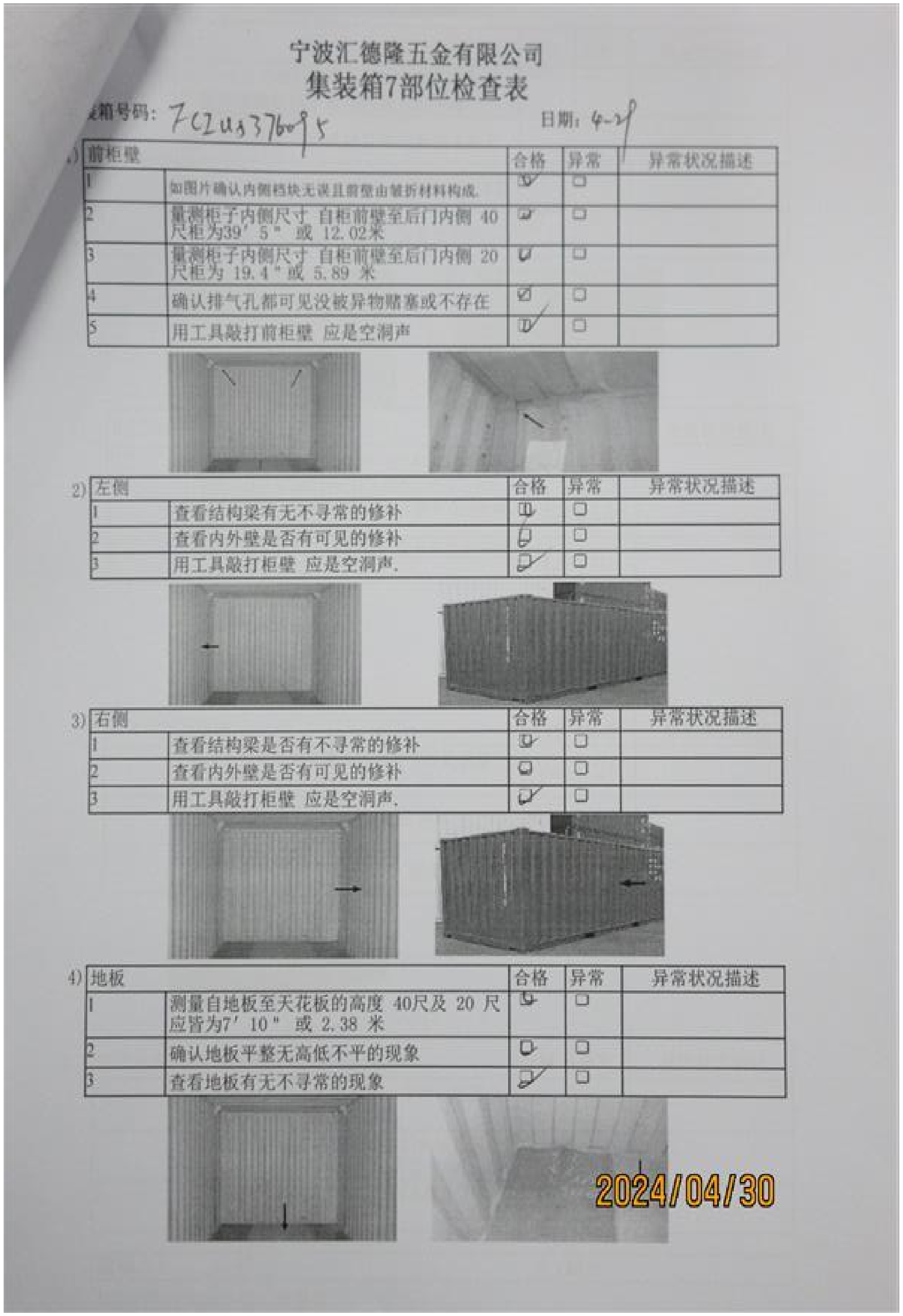
#39 Procedure to inspect the security integrity of a container.jpg

Conveyances and Instruments of International Traffic - Question # 40



宁波汇德隆五金有限公司

集装箱7部位检查表

箱号码：TCLU3376095　　日期：4-29

) 前柜壁		合格	异常	异常状况描述
1	如图片确认内侧档块无误且前壁由皱折材料构成.	☑	□	
2	量测柜子内侧尺寸 自柜前壁至后门内侧 40 尺柜为39′ 5″ 或 12.02米	☑	□	
3	量测柜子内侧尺寸 自柜前壁至后门内侧 20 尺柜为 19.4″或 5.89 米	☑	□	
4	确认排气孔都可见没被异物赌塞或不存在	☑	□	
5	用工具敲打前柜壁 应是空洞声	☑	□	

2) 左侧		合格	异常	异常状况描述
1	查看结构梁有无不寻常的修补	☑	□	
2	查看内外壁是否有可见的修补	☑	□	
3	用工具敲打柜壁 应是空洞声.	☑	□	

3) 右侧		合格	异常	异常状况描述
1	查看结构梁是否有不寻常的修补	☑	□	
2	查看内外壁是否有可见的修补	☑	□	
3	用工具敲打柜壁 应是空洞声.	☑	□	

4) 地板		合格	异常	异常状况描述
1	测量自地板至天花板的高度 40尺及 20 尺应皆为7′ 10″ 或 2.38 米	☑	□	
2	确认地板平整无高低不平的现象	☑	□	
3	查看地板有无不寻常的现象	☑	□	

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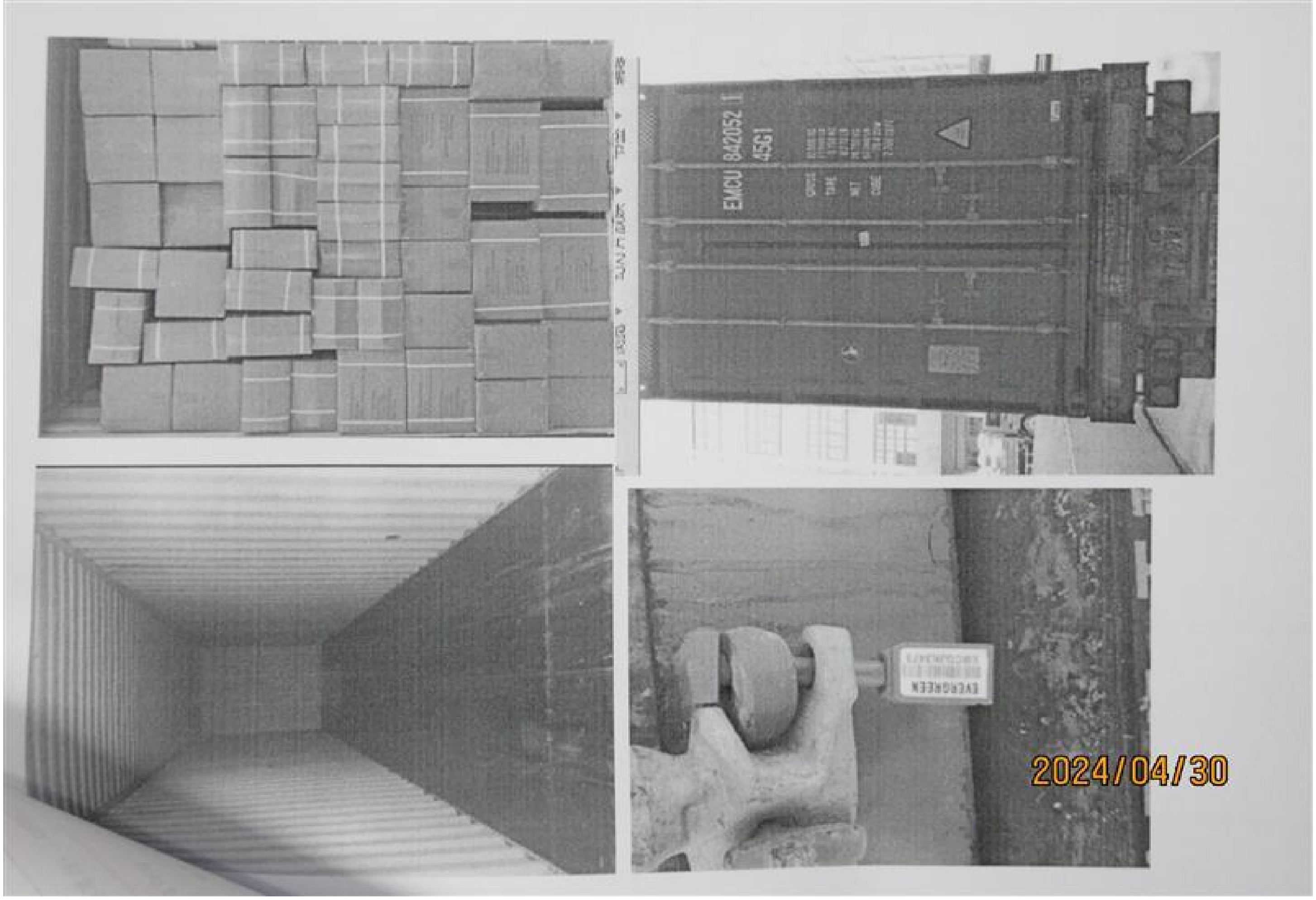
#40 Container inspection record.jpg

Conveyances and Instruments of International Traffic - Question # 41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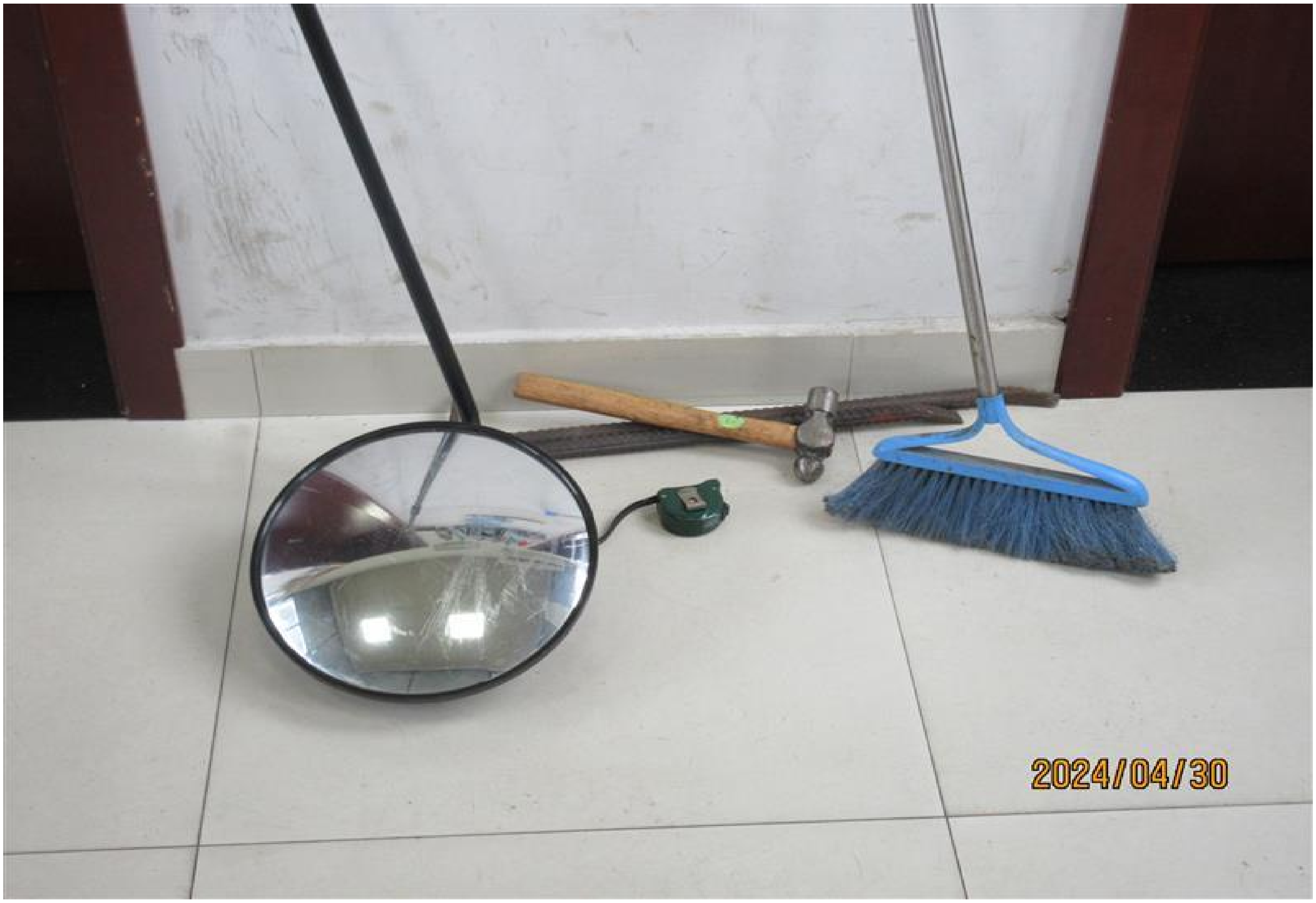
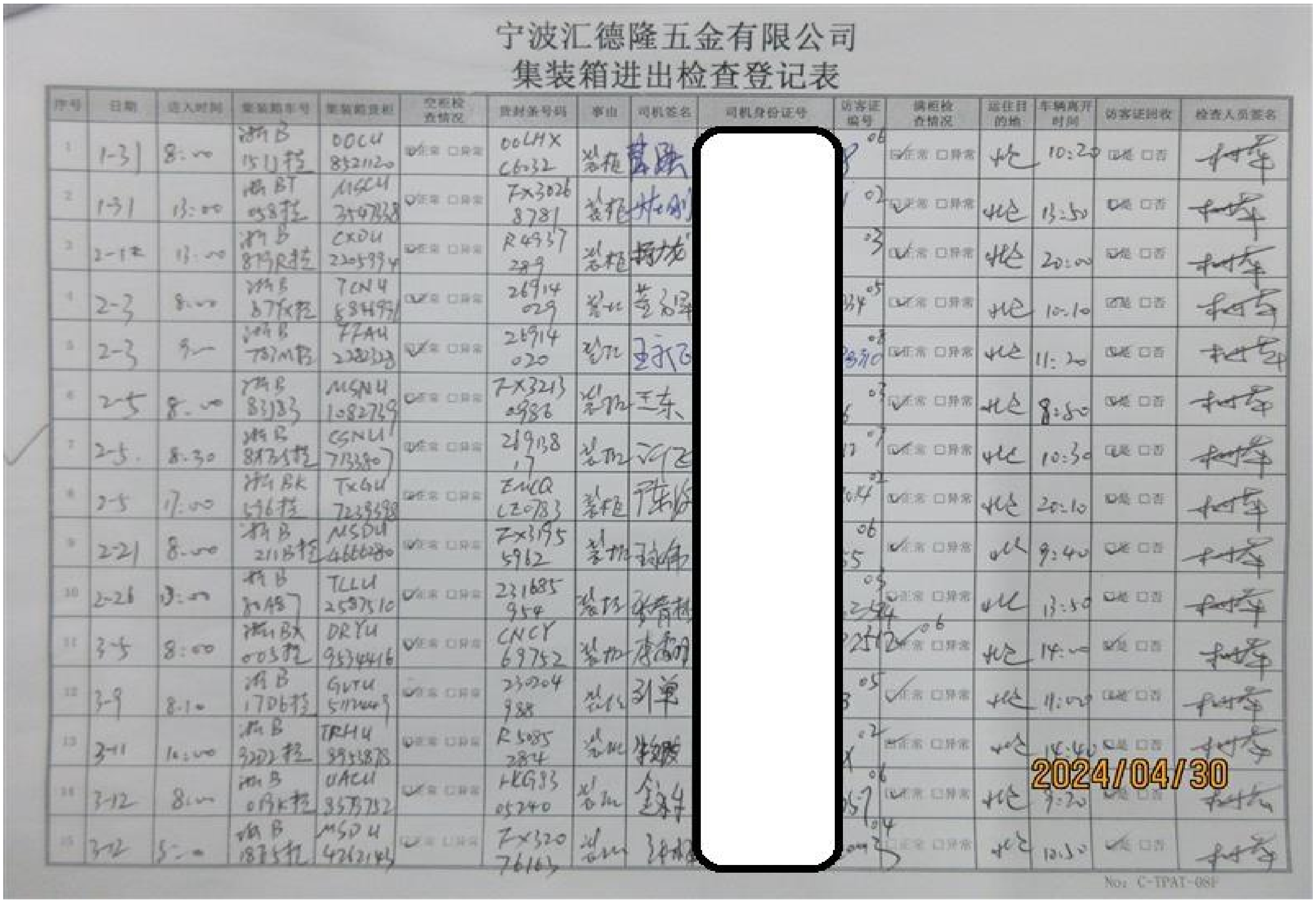
#41 Loading photos.jpg

Conveyances and Instruments of International Traffic - Question # 42



#42 Container inspection tools.jpg

Conveyances and Instruments of International Traffic - Question # 52



宁波汇德隆五金有限公司
集装箱进出检查登记表

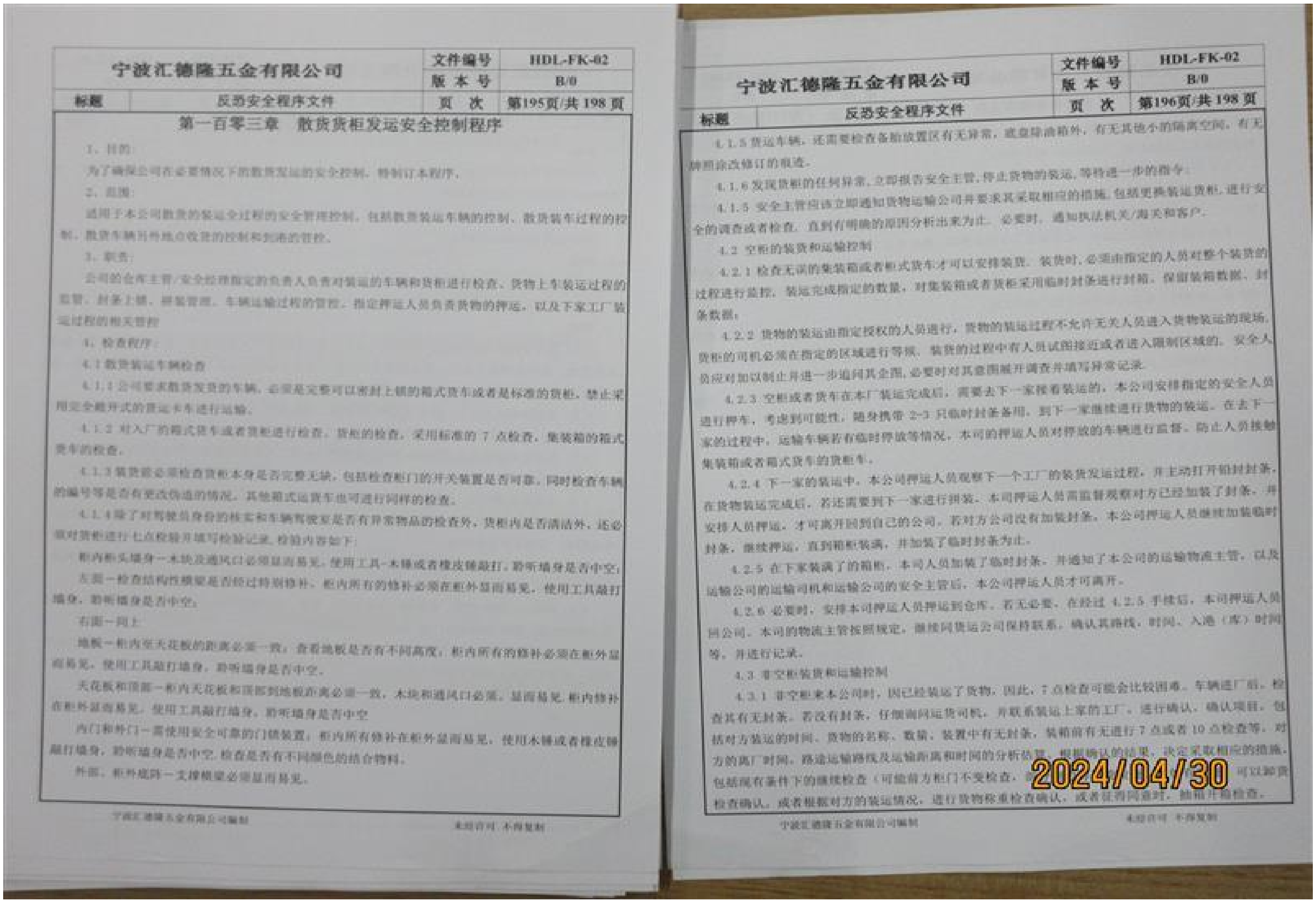
序号	日期	进入时间	集装箱车号	集装箱货柜	空柜检查情况	货封条号码	事由	司机签名	司机身份证号	访客证编号	满柜检查情况	运往目的地	车辆离开时间	访客证回收	检查人员签名
1	1-31	8:00	浙B 1511挂	OOCU 8521120	☑正常 □异常	OOLHX C6032	装柜	葛[illegible]	[redacted]	06	☑正常 □异常	北仑	10:20	☑是 □否	
2	1-31	13:00	浙BT 058挂	MSCU 3547838	☑正常 □异常	FX3026 8781	装柜	[illegible]	[redacted]	02	☑正常 □异常	北仑	13:50	☑是 □否	
3	2-1	13:00	浙B 879R挂	CXDU 2205334	☑正常 □异常	R4937 289	装柜	[illegible]	[redacted]	03	☑正常 □异常	北仑	20:00	☑是 □否	
4	2-3	8:00	浙B 87K挂	TCNU 6384931	☑正常 □异常	26914 029	装柜	黄[illegible]	[redacted]	05	☑正常 □异常	北仑	10:10	☑是 □否	
5	2-3	9:00	浙B 737M挂	FFAU 2282323	☑正常 □异常	26914 020	装柜	王[illegible]	[redacted]	08	☑正常 □异常	北仑	11:20	☑是 □否	
6	2-5	8:00	浙B 83183	MSNU 1082739	☑正常 □异常	FX3213 0986	装柜	王东	[redacted]	03	☑正常 □异常	北仑	8:50	☑是 □否	
7	2-5	8:30	浙B 8131挂	CSNU 7133807	☑正常 □异常	219138 17	装柜	[illegible]	[redacted]	07	☑正常 □异常	北仑	10:30	☑是 □否	
8	2-5	17:00	浙BK 536挂	TXGU 7239598	☑正常 □异常	ENCQ L20783	装柜	陈[illegible]	[redacted]	01	☑正常 □异常	北仑	20:10	☑是 □否	
9	2-21	8:00	浙B 2118挂	MSDU 4660280	☑正常 □异常	FX3195 5962	装柜	[illegible]	[redacted]	06	☑正常 □异常	北仑	9:40	☑是 □否	
10	2-26	13:00	浙B 3148	TLLU 2587510	☑正常 □异常	231685 954	装柜	张[illegible]	[redacted]	05	☑正常 □异常	北仑	13:50	☑是 □否	
11	3-5	8:00	浙BX 005挂	DRYU 9534416	☑正常 □异常	CNCY 69752	装柜	[illegible]	[redacted]	06	☑正常 □异常	北仑	14:00	☑是 □否	
12	3-9	8:10	浙B 1706挂	GVTU 5117449	☑正常 □异常	230204 988	装柜	[illegible]	[redacted]	05	☑正常 □异常	北仑	11:00	☑是 □否	
13	3-11	14:00	浙B 3222挂	TRHU 3933878	☑正常 □异常	R5085 284	装柜	[illegible]	[redacted]	02	☑正常 □异常	北仑	15:40	☑是 □否	
14	3-12	8:00	浙B 019K挂	UACU 3573732	☑正常 □异常	FKG33 05240	装柜	金[illegible]	[redacted]	06	☑正常 □异常	北仑	9:20	☑是 □否	
15	3-12	5:00	浙B 1835挂	MSDU 4262143	☑正常 □异常	FX320 76163	装柜	[illegible]	[redacted]	04	☑正常 □异常	北仑	12:30	☑是 □否	

2024/04/30

No: C-TPAT-08F

#52 Container drivers log.jpg

Conveyances and Instruments of International Traffic - Question # 54



宁波汇德隆五金有限公司		文件编号	HDL-FK-02
		版 本 号	B/0
标题	反恐安全程序文件	页　次	第195页/共 198 页

第一百零三章　散货货柜发运安全控制程序

1、目的：

为了确保公司在必要情况下的散货发运的安全控制，特制订本程序。

2、范围：

适用于本公司散货的装运全过程的安全管理控制，包括散货装运车辆的控制、散货装车过程的控制、散货车辆另外地点收货的控制和到港的管控。

3、职责：

公司的仓库主管/安全经理指定的负责人负责对装运的车辆和货柜进行检查，货物上车装运过程的监管、封条上锁、钥匙管理、车辆运输过程的管控，指定押运人员负责货物的押运，以及下家工厂装运过程的相关管控

4、检查程序：

4.1 散货装运车辆检查

4.1.1 公司要求散货发货的车辆，必须是完整可以密封上锁的箱式货车或者是标准的货柜，禁止采用完全敞开式的货运卡车进行运输。

4.1.2 对入厂的箱式货车或者货柜进行检查，货柜的检查，采用标准的 7 点检查，集装箱的箱式货车的检查。

4.1.3 装货前必须检查货柜本身是否完整无缺，包括检查柜门的开关装置是否可靠，同时检查车辆的编号等是否有更改伪造的情况，其他箱式运货车也可进行同样的检查。

4.1.4 除了对驾驶员身份的核实和车辆驾驶室是否有异常物品的检查外，货柜内是否清洁外，还必须对货柜进行七点检验并填写检验记录，检验内容如下：

柜内柜头墙身—木块及通风口必须显而易见，使用工具–木锤或者橡皮锤敲打，聆听墙身是否中空；

左面—检查结构内横梁是否经过特别修补，柜内所有的修补必须在柜外显而易见，使用工具敲打墙身，聆听墙身是否中空；

右面—同上

地板—柜内至天花板的距离必须一致，查看地板是否有不同高度，柜内所有的修补必须在柜外显而易见，使用工具敲打墙身，聆听墙身是否中空。

天花板和顶部—柜内天花板和顶部到地板距离必须一致，木块和通风口必须，显而易见，柜内修补在柜外显而易见，使用工具敲打墙身，聆听墙身是否中空

内门和外门—需使用安全可靠的门锁装置，柜内所有修补在柜外显而易见，使用木锤或者橡皮锤敲打墙身，聆听墙身是否中空，检查是否有不同颜色的结合物料。

外部、柜外底座—支撑横梁必须显而易见。

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4.1.5 货运车辆，还需要检查备胎放置区有无异常，底盘除油箱外，有无其他小的隔离空间，有无牌照涂改修订的痕迹。

4.1.6 发现货柜的任何异常，立即报告安全主管，停止货物的装运，等待进一步的指令；

4.1.5 安全主管应该立即通知货物运输公司并要求其采取相应的措施，包括更换装运货柜，进行安全的调查或者检查，直到有明确的原因分析出来为止。必要时，通知执法机关/海关和客户。

4.2 空柜的装货和运输控制

4.2.1 检查无误的集装箱或者柜式货车才可以安排装货，装货时，必须由指定的人员对整个装货的过程进行监控，装运完成指定的数量，对集装箱或者货柜采用临时封条进行封箱，保留装箱数据、封条数据；

4.2.2 货物的装运由指定授权的人员进行，货物的装运过程不允许无关人员进入货物装运的现场，货柜的司机必须在指定的区域进行等候，装货的过程中有人员试图接近或者进入限制区域的，安全人员应对加以制止并进一步追问其企图，必要时对其意图展开调查并填写异常记录。

4.2.3 空柜或者货车在本厂装运完成后，需要去下一家接着装运的，本公司安排指定的安全人员进行押车，考虑到可能性，随身携带 2-3 只临时封条备用，到下一家继续进行货物的装运。在去下一家的过程中，运输车辆若有临时停放等情况，本司的押运人员对停放的车辆进行监督，防止人员接触集装箱或者箱式货车的货柜车。

4.2.4 下一家的装运中，本公司押运人员观察下一个工厂的装货发运过程，并主动打开铅封封条，在货物装运完成后，若还需要到下一家进行拼装，本司押运人员需监督观察对方已经加装了封条，并安排人员押运，才可离开回到自己的公司，若对方公司没有加装封条，本公司押运人员继续加装临时封条，继续押运，直到箱柜装满，并加装了临时封条为止。

4.2.5 在下家装满了的箱柜，本司人员加装了临时封条，并通知了本公司的运输物流主管，以及运输公司的运输司机和运输公司的安全主管后，本公司押运人员才可离开。

4.2.6 必要时，安排本司押运人员押运到仓库，若无必要，在经过 4.2.5 手续后，本司押运人员回公司，本司的物流主管按照规定，继续同货运公司保持联系，确认其路线，时间、入港（库）时间等，并进行记录。

4.3 非空柜装货和运输控制

4.3.1 非空柜来本公司时，因已经装运了货物，因此，7 点检查可能会比较困难，车辆进厂后，检查其有无封条，若没有封条，仔细询问运货司机，并联系装运上家的工厂，进行确认，确认项目，包括对方装运的时间、货物的名称、数量、装置中有无封条，装箱前有无进行 7 点或者 10 点检查等，对方的离厂时间，路途运输路线及运输距离和时间的分析估算，根据确认的结果，决定采取相应的措施，包括现有条件下的继续检查（可能前方柜门不便检查，[illegible] 可以卸货检查确认，或者根据对方的装运情况，进行货物称重检查确认，或者征得同意时，抽箱开箱检查。

2024/04/30

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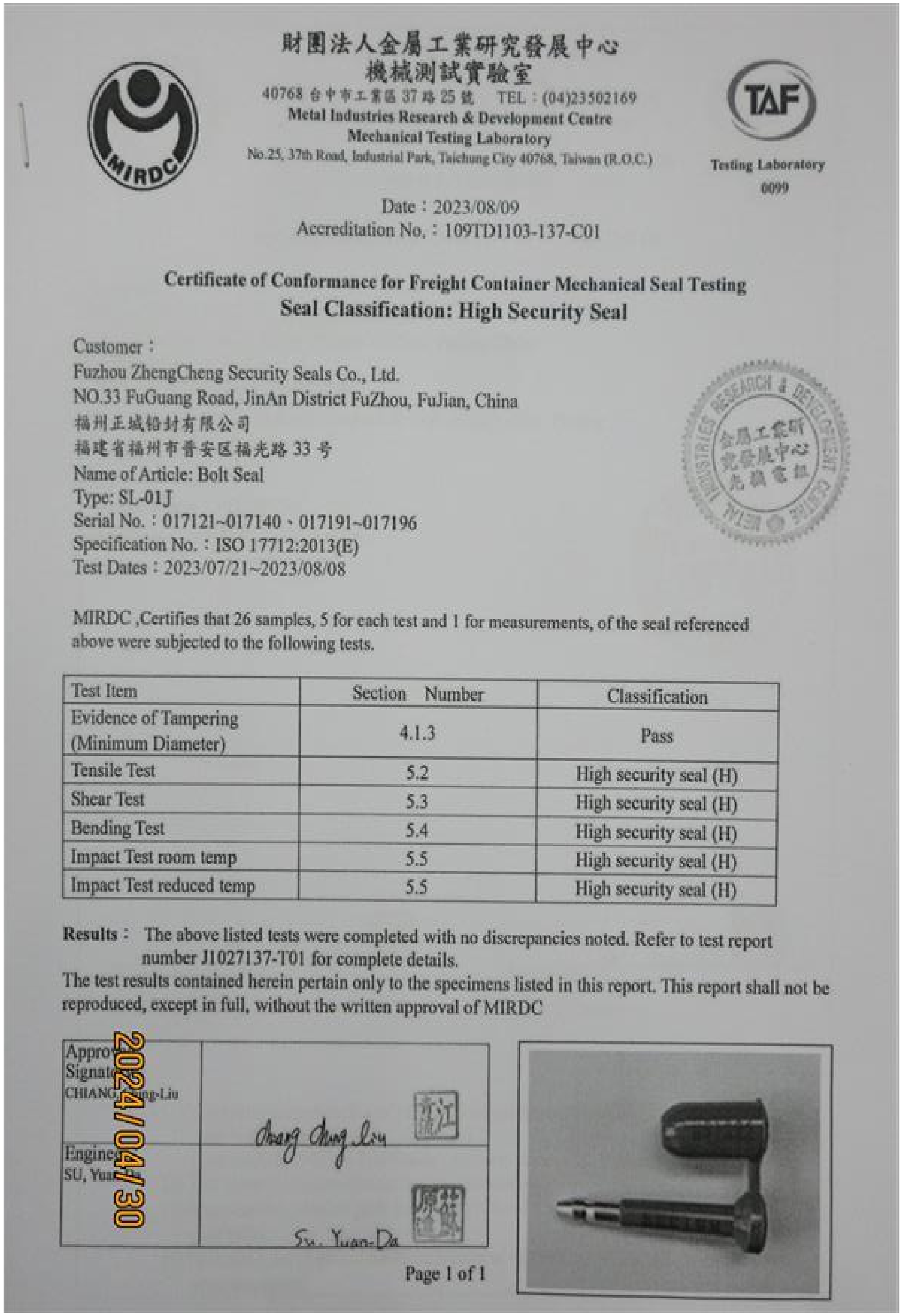
#54 LCL policy.jpg

Conveyances and Instruments of International Traffic - Question # 59



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Mechanical Testing Laboratory
No.25, 37th Road, Industrial Park, Taichung City 40768, Taiwan (R.O.C.)

Testing Laboratory
0099

Date：2023/08/09
Accreditation No.：109TD1103-137-C01

Certificate of Conformance for Freight Container Mechanical Seal Testing
Seal Classification: High Security Seal

Customer：
Fuzhou ZhengCheng Security Seals Co., Ltd.
NO.33 FuGuang Road, JinAn District FuZhou, FuJian, China
福州正城铅封有限公司
福建省福州市晋安区福光路 33 号
Name of Article: Bolt Seal
Type: SL-01J
Serial No.：017121~017140、017191~017196
Specification No.：ISO 17712:2013(E)
Test Dates：2023/07/21~2023/08/08

MIRDC ,Certifies that 26 samples, 5 for each test and 1 for measurements, of the seal referenced above were subjected to the following tests.

Test Item	Section Number	Classification
Evidence of Tampering (Minimum Diameter)	4.1.3	Pass
Tensile Test	5.2	High security seal (H)
Shear Test	5.3	High security seal (H)
Bending Test	5.4	High security seal (H)
Impact Test room temp	5.5	High security seal (H)
Impact Test reduced temp	5.5	High security seal (H)

Results： The above listed tests were completed with no discrepancies noted. Refer to test report number J1027137-T01 for complete details.

The test results contained herein pertain only to the specimens listed in this report. This report shall not be reproduced, except in full, without the written approval of MIRDC

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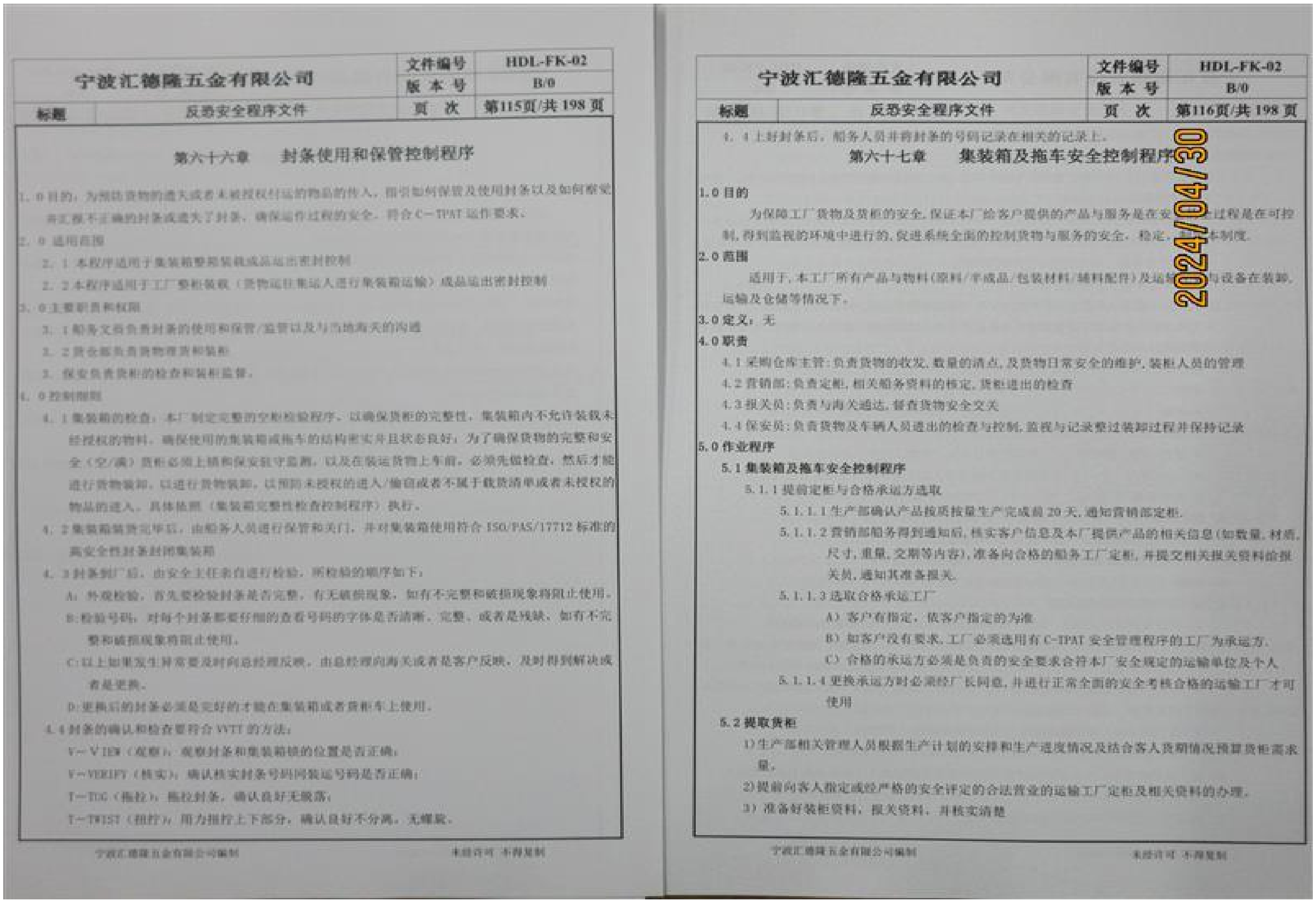
2024/04/30

Page 1 of 1

#59 Seal testing report.jpg

Conveyances and Instruments of International Traffic - Question # 60



宁波汇德隆五金有限公司		文件编号	HDL-FK-02
		版本号	B/0
标题	反恐安全程序文件	页次	第115页/共198页

第六十六章　封条使用和保管控制程序

1.0 目的：为预防货物的遗失或者未被授权付运的物品的件入，指引如何保管及使用封条以及如何察觉并汇报不正确的封条或遗失了封条，确保运作过程的安全，符合C—TPAT运作要求。

2.0 适用范围

2.1 本程序适用于集装箱整箱装载成品运出密封控制

2.2 本程序适用于工厂整柜装载（货物运往集运人进行集装箱运输）成品运出密封控制

3.0 主要职责和权限

3.1 船务文员负责封条的使用和保管/监管以及与当地海关的沟通

3.2 货仓部负责货物理货和装柜

3. 保安负责货柜的检查和装柜监督。

4.0 控制细则

4.1 集装箱的检查：本厂制定完整的空柜检验程序，以确保货柜的完整性，集装箱内不允许装载未经授权的物料，确保使用的集装箱或拖车的结构密实并且状态良好；为了确保货物的完整和安全（空/满）货柜必须上锁和保安驻守监测，以及在装运货物上车前，必须先做检查，然后才能进行货物装卸，以进行货物装卸，以预防未授权的进入/偷窃或者不属于载货清单或者未授权的物品的进入。具体依照（集装箱完整性检查控制程序）执行。

4.2 集装箱装货完毕后，由船务人员进行保管和关门，并对集装箱使用符合ISO/PAS/17712标准的高安全性封条封闭集装箱

4.3 封条到厂后，由安全主任亲自进行检验，所检验的顺序如下：

A：外观检验，首先要检验封条是否完整，有无破损现象，如有不完整和破损现象将阻止使用。

B：检验号码，对每个封条都要仔细的查看号码的字体是否清晰，完整，或者是残缺，如有不完整和破损现象将阻止使用。

C：以上如果发生异常要及时向总经理反映，由总经理向海关或者是客户反映，及时得到解决或者是更换。

D：更换后的封条必须是完好的才能在集装箱或者货柜车上使用。

4.4 封条的确认和检查要符合VVTT的方法：

V—VIEW（观察）：观察封条和集装箱锁的位置是否正确；

V—VERIFY（核实）：确认核实封条号码同装运号码是否正确；

T—TUG（拖拉）：拖拉封条，确认良好无脱落；

T—TWIST（扭拧）：用力扭拧上下部分，确认良好不分离，无螺旋。

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4.4 上好封条后，船务人员并将封条的号码记录在相关的记录上。

第六十七章　集装箱及拖车安全控制程序

2024/04/30

1.0 目的

为保障工厂货物及货柜的安全，保证本厂给客户提供的产品与服务是在安[illegible]过程是在可控制，得到监视的环境中进行的，促进系统全面的控制货物与服务的安全，稳定，[illegible]本制度。

2.0 范围

适用于，本工厂所有产品与物料（原料/半成品/包装材料/辅料配件）及运[illegible]与设备在装卸，运输及仓储等情况下。

3.0 定义：无

4.0 职责

4.1 采购仓库主管：负责货物的收发，数量的清点，及货物日常安全的维护，装柜人员的管理

4.2 营销部：负责定柜，相关船务资料的核定，货柜进出的检查

4.3 报关员：负责与海关通达，督查货物安全交关

4.4 保安员：负责货物及车辆人员进出的检查与控制，监视与记录整过装卸过程并保持记录

5.0 作业程序

5.1 集装箱及拖车安全控制程序

5.1.1 提前定柜与合格承运方选取

5.1.1.1 生产部确认产品按质按量生产完成前20天，通知营销部定柜。

5.1.1.2 营销部船务得到通知后，核实客户信息及本厂提供产品的相关信息（如数量，材质，尺寸，重量，交期等内容），准备向合格的船务工厂定柜，并提交相关报关资料给报关员，通知其准备报关。

5.1.1.3 选取合格承运工厂

A）客户有指定，依客户指定的为准

B）如客户没有要求，工厂必须选用有C-TPAT安全管理程序的工厂为承运方。

C）合格的承运方必须是负责的安全要求合符本厂安全规定的运输单位及个人

5.1.1.4 更换承运方时必须经厂长同意，并进行正常全面的安全考核合格的运输工厂才可使用

5.2 提取货柜

1）生产部相关管理人员根据生产计划的安排和生产进度情况及结合客人货期情况预算货柜需求量。

2）提前向客人指定或经严格的安全评定的合法营业的运输工厂定柜及相关资料的办理。

3）准备好装柜资料，报关资料，并核实清楚

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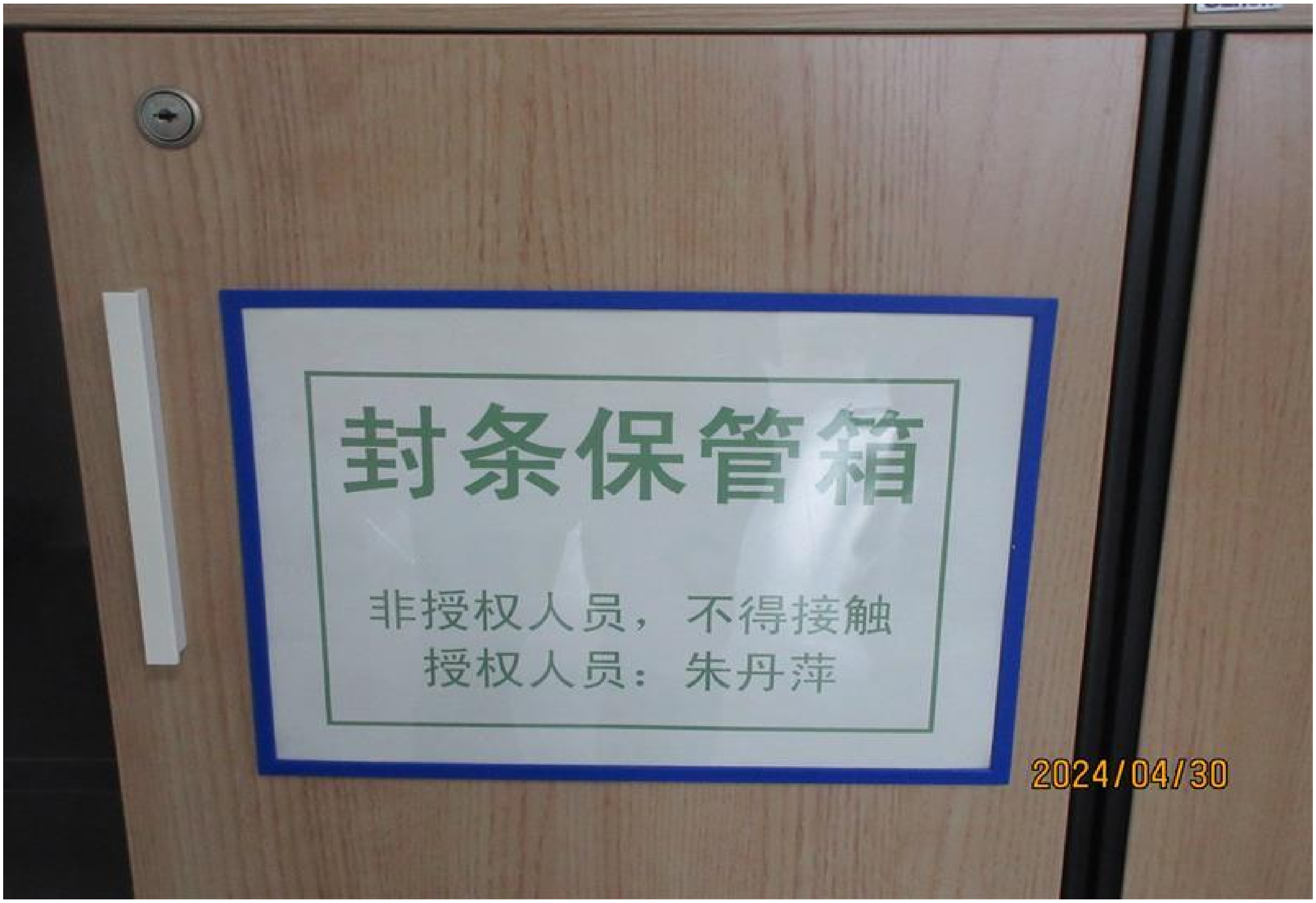
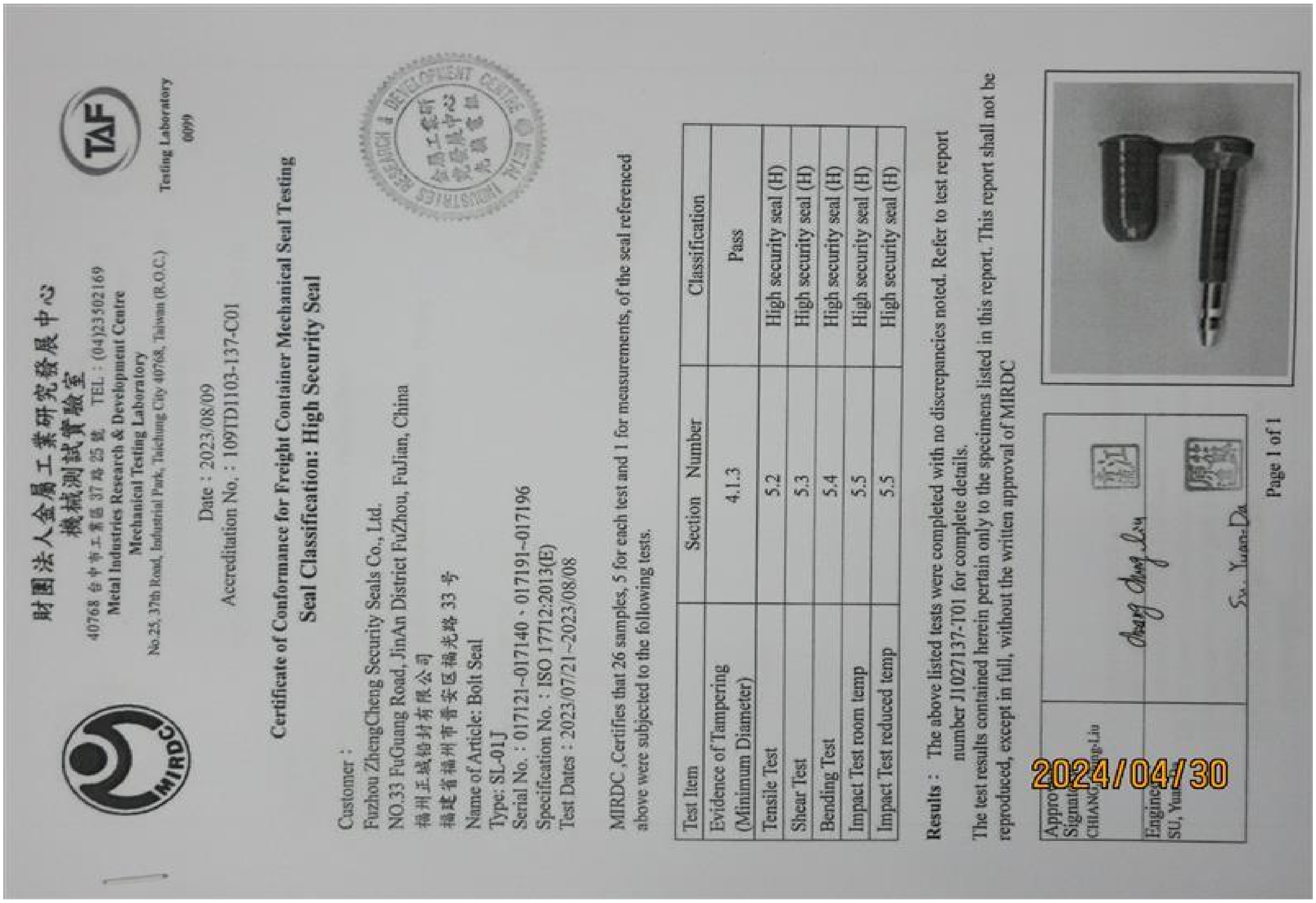
#60 Seal policy.jpg

Seal Security - Question # 66


封条保管箱
非授权人员，不得接触
授权人员：朱丹萍
2024/04/30

#66 Seal storage area.jpg

Seal Security - Question # 67



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40768 台中市工業區 37 路 25 號 TEL：(04)23502169
Metal Industries Research & Development Centre
Mechanical Testing Laboratory
No.25, 37th Road, Industrial Park, Taichung City 40768, Taiwan (R.O.C.)

Testing Laboratory
0099

Date：2023/08/09
Accreditation No,：109TD1103-137-C01

Certificate of Conformance for Freight Container Mechanical Seal Testing
Seal Classification: High Security Seal

Customer：
Fuzhou ZhengCheng Security Seals Co., Ltd.
NO.33 FuGuang Road, JinAn District FuZhou, FuJian, China
福州正城铅封有限公司
福建省福州市晋安区福光路 33 号
Name of Article: Bolt Seal
Type: SL-01J
Serial No.：017121~017140、017191~017196
Specification No.：ISO 17712:2013(E)
Test Dates：2023/07/21~2023/08/08

MIRDC ,Certifies that 26 samples, 5 for each test and 1 for measurements, of the seal referenced above were subjected to the following tests.

Test Item	Section Number	Classification
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Results： The above listed tests were completed with no discrepancies noted. Refer to test report number J1027137-T01 for complete details.

The test results contained herein pertain only to the specimens listed in this report. This report shall not be reproduced, except in full, without the written approval of MIRDC

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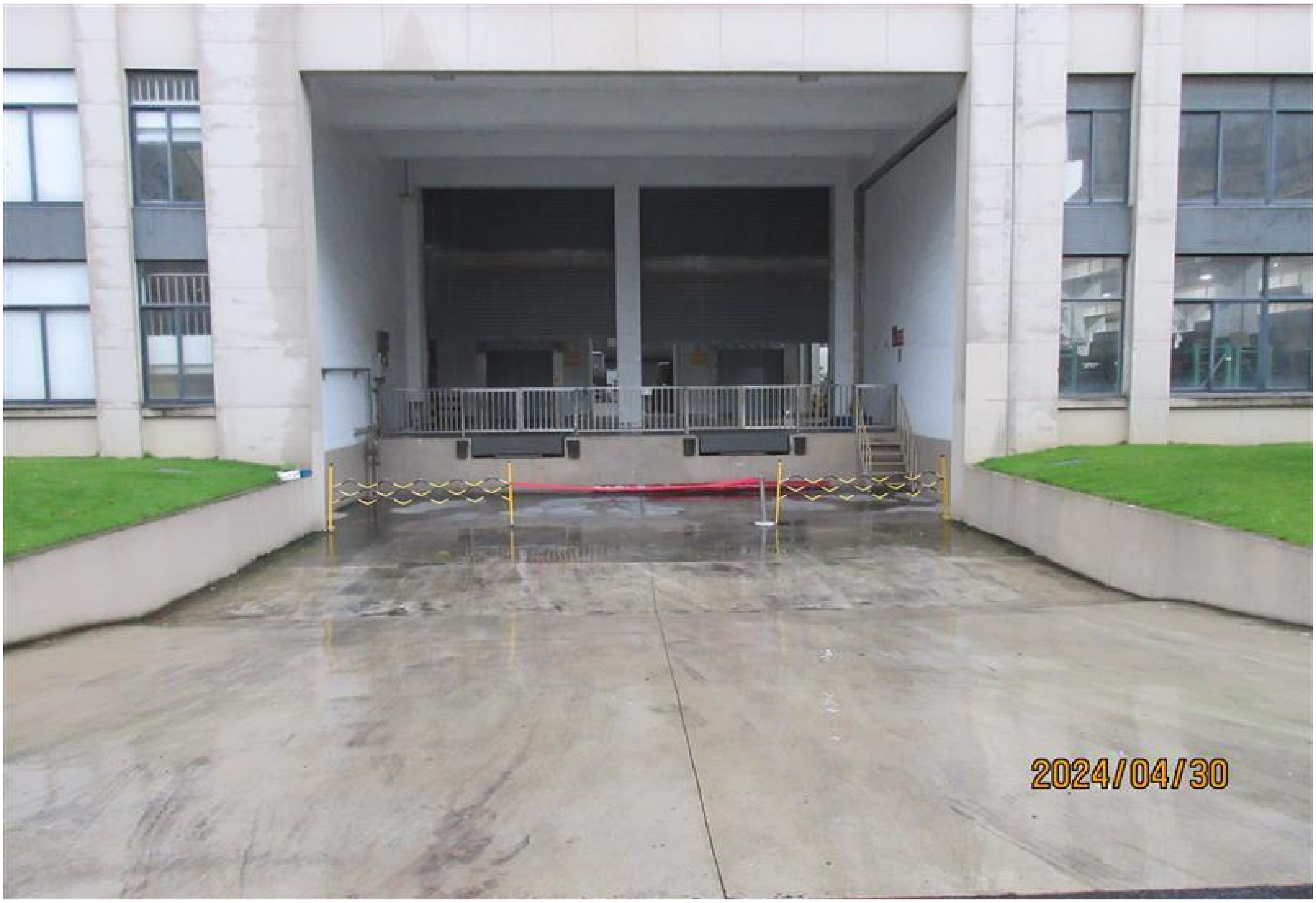
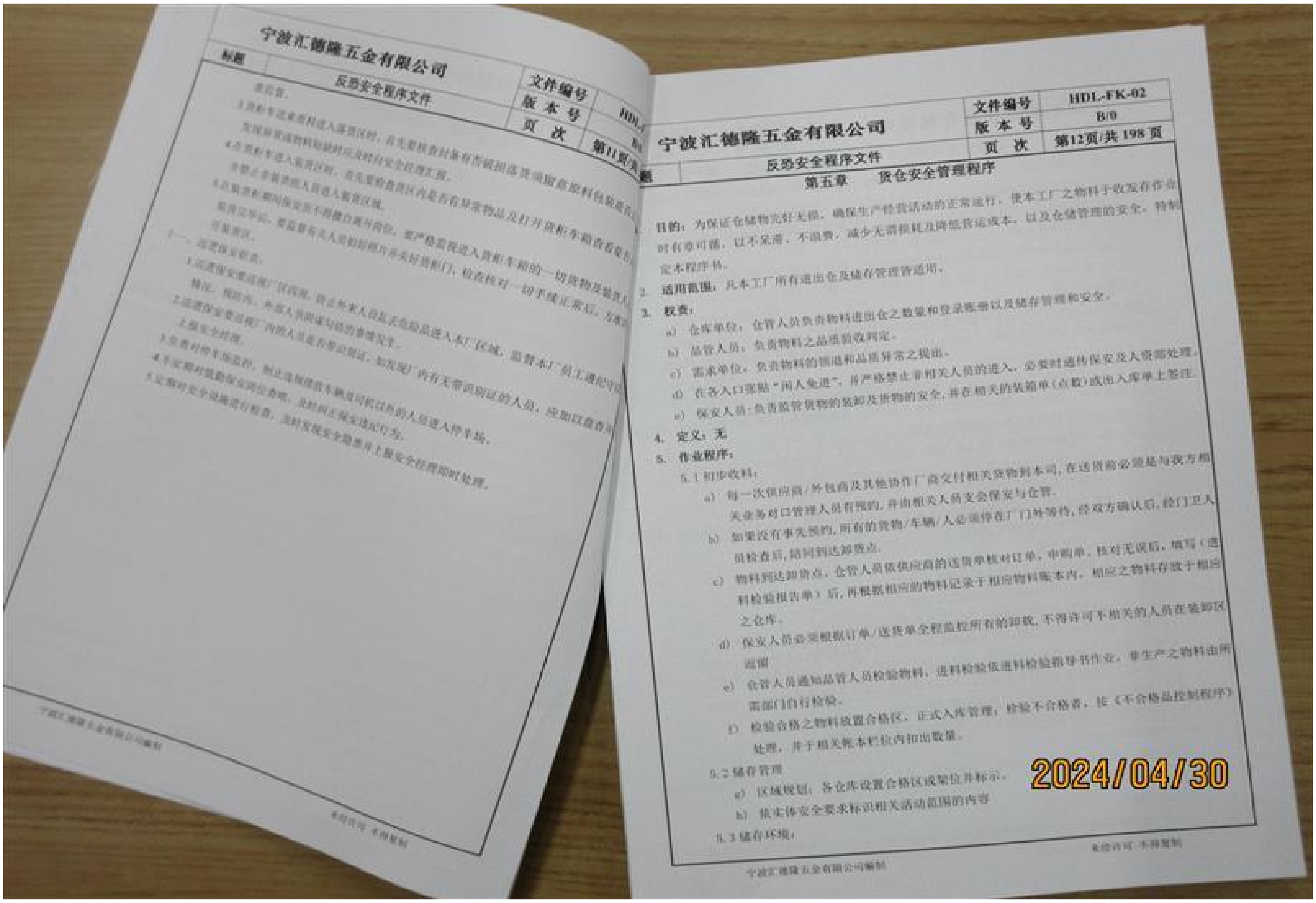
#67 Seal testing report.jpg

Procedural Security - Question # 70



#70 Loading area.jpg

Procedural Security - Question # 71



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标题	反恐安全程序文件	文件编号	HDL-
		版本号	B/
		页次	第11页/共

宁波汇德隆五金有限公司

	文件编号	HDL-FK-02
	版本号	B/0
	页次	第12页/共198页

反恐安全程序文件

第五章　货仓安全管理程序

1. 目的：为保证仓储物完好无损，确保生产经营活动的正常运行，使本工厂之物料于收发存作业时有章可循，以不呆滞、不浪费，减少无谓损耗及降低营运成本，以及仓储管理的安全，特制定本程序书。

2. 适用范围：凡本工厂所有进出仓及储存管理皆适用。

3. 权责：
   - a) 仓库单位：仓管人员负责物料进出仓之数量和登录账册以及储存管理和安全。
   - b) 品管人员：负责物料之品质验收判定。
   - c) 需求单位：负责物料的领退和品质异常之提出。
   - d) 在各入口张贴“闲人免进”，并严格禁止非相关人员的进入，必要时通传保安及人资部处理。
   - e) 保安人员：负责监管货物的装卸及货物的安全，并在相关的装箱单（点数）或出入库单上签注。

4. 定义：无

5. 作业程序：

5.1 初步收料：
   - a) 每一次供应商/外包商及其他协作厂商交付相关货物到本司，在送货前必须是与我方相关业务对口管理人员有预约，并由相关人员支会保安与仓管。
   - b) 如果没有事先预约，所有的货物/车辆/人必须停在厂门外等待，经双方确认后，经门卫人员检查后，陪同到达卸货点。
   - c) 物料到达卸货点，仓管人员依供应商的送货单核对订单，申购单，核对无误后，填写《进料检验报告单》后，再根据相应的物料记录于相应物料账本内，相应之物料存放于相应之仓库。
   - d) 保安人员必须根据订单/送货单全程监控所有的卸载，不得许可不相关的人员在装卸区逗留
   - e) 仓管人员通知品管人员检验物料，进料检验依进料检验指导书作业，非生产之物料由所需部门自行检验。
   - f) 检验合格之物料放置合格区，正式入库管理，检验不合格者，按《不合格品控制程序》处理，并于相关帐本栏位内扣出数量。

5.2 储存管理
   - a) 区域规划：各仓库设置合格区或架位并标示。
   - b) 按实体安全要求标识相关活动范围的内容

5.3 储存环境：

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#71 Policy for reporting unauthorized access to product storage areas.jpg

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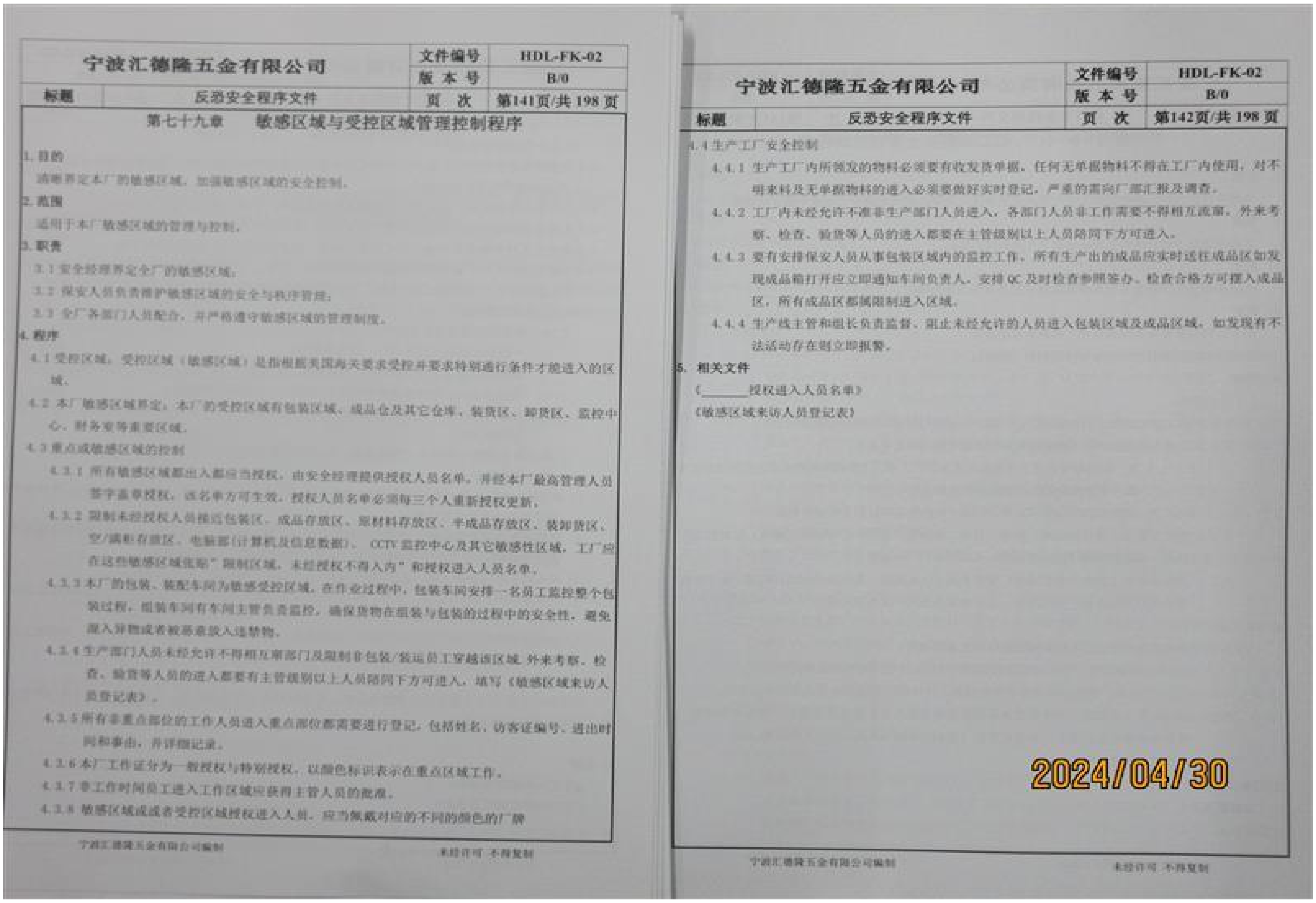
Procedural Security - Question # 72



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		版 本 号	B/0
标题	反恐安全程序文件	页　次	第141页/共 198 页

第七十九章　敏感区域与受控区域管理控制程序

1. 目的

清晰界定本厂的敏感区域，加强敏感区域的安全控制。

2. 范围

适用于本厂敏感区域的管理与控制。

3. 职责

3.1 安全经理界定全厂的敏感区域；

3.2 保安人员负责维护敏感区域的安全与秩序管理；

3.3 全厂各部门人员配合，并严格遵守敏感区域的管理制度。

4. 程序

4.1 受控区域：受控区域（敏感区域）是指根据美国海关要求受控并要求特别通行条件才能进入的区域。

4.2 本厂敏感区域界定：本厂的受控区域有包装区域、成品仓及其它仓库，装货区、卸货区、监控中心、财务室等重要区域。

4.3 重点或敏感区域的控制

4.3.1 所有敏感区域都出入都应当授权，由安全经理提供授权人员名单，并经本厂最高管理人员签字盖章授权，该名单方可生效，授权人员名单必须每三个人重新授权更新。

4.3.2 限制未经授权人员接近包装区、成品存放区、原材料存放区、半成品存放区、装卸货区、空/满柜存放区、电脑部（计算机及信息数据）、 CCTV 监控中心及其它敏感性区域，工厂应在这些敏感区域张贴" 限制区域，未经授权不得入内" 和授权进入人员名单。

4.3.3 本厂的包装、装配车间为敏感受控区域，在作业过程中，包装车间安排一名员工监控整个包装过程，组装车间有车间主管负责监控，确保货物在组装与包装的过程中的安全性，避免混入异物或者被恶意放入违禁物。

4.3.4 生产部门人员未经允许不得相互串部门及限制非包装/装运员工穿越该区域. 外来考察，检查，验货等人员的进入都要有主管级别以上人员陪同下方可进入，填写《敏感区域来访人员登记表》。

4.3.5 所有非重点部位的工作人员进入重点部位都需要进行登记，包括姓名，访客证编号，进出时间和事由，并详细记录。

4.3.6 本厂工作证分为一般授权与特别授权，以颜色标识表示在重点区域工作。

4.3.7 非工作时间员工进入工作区域应获得主管人员的批准。

4.3.8 敏感区域或者受控区域授权进入人员，应当佩戴对应的不同的颜色的厂牌

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4.4 生产工厂安全控制

4.4.1 生产工厂内所领发的物料必须要有收发货单据，任何无单据物料不得在工厂内使用，对不明来料及无单据物料的进入必须要做好实时登记，严重的需向厂部汇报及调查。

4.4.2 工厂内未经允许不准非生产部门人员进入，各部门人员非工作需要不得相互流窜，外来考察、检查、验货等人员的进入都要在主管级别以上人员陪同下方可进入。

4.4.3 要有安排保安人员从事包装区域内的监控工作，所有生产出的成品应实时送往成品区如发现成品箱打开应立即通知车间负责人，安排 QC 及时检查参照签办，检查合格方可摆入成品区，所有成品区都属限制进入区域。

4.4.4 生产线主管和组长负责监督，阻止未经允许的人员进入包装区域及成品区域，如发现有不法活动存在则立即报警。

5. 相关文件

《______授权进入人员名单》

《敏感区域来访人员登记表》

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#72 Policy for monitoring and limiting access to critical operational areas.jpg

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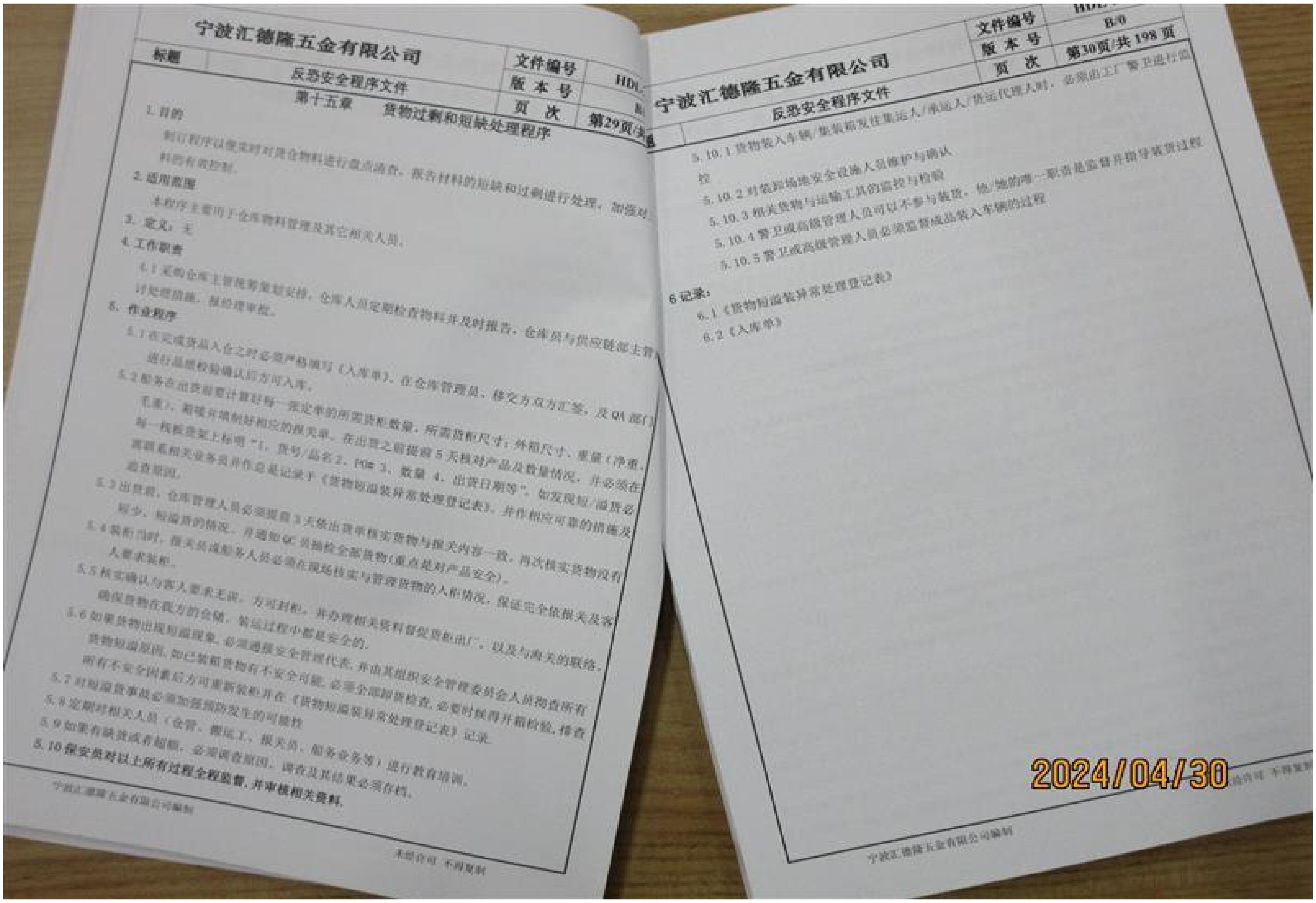
Procedural Security - Question # 74



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标题	反恐安全程序文件	文件编号	HDL
		版本号	B
	第十五章　货物过剩和短缺处理程序	页次	第29页/共

1. 目的

制订程序以便实时对货仓物料进行盘点清查，报告材料的短缺和过剩进行处理，加强对料的有效控制。

2. 适用范围

本程序主要用于仓库物料管理及其它相关人员。

3. 定义：无

4. 工作职责

4.1 采购仓库主管统筹策划安排，仓库人员定期检查物料并及时报告，仓库员与供应链部主管讨处理措施，报经理审批。

5. 作业程序

5.1 在完成货品入仓之时必须严格填写《入库单》，在仓库管理员、移交方双方汇签，及QA部门进行品质检验确认后方可入库。

5.2 船务在出货前要计算好每一张定单的所需货柜数量，所需货柜尺寸；外箱尺寸、重量（净重、毛重），箱唛并填制好相应的报关单。在出货之前提前5天核对产品及数量情况，并必须在每一栈板货架上标明"1. 货号/品名 2. PO# 3. 数量 4. 出货日期等"。如发现短/溢货必需联系相关业务员并作总结记录于《货物短溢装异常处理登记表》，并作相应可靠的措施及追查原因。

5.3 出货前，仓库管理人员必须提前3天依出货单核实货物与报关内容一致，再次核实货物没有短少、短溢货的情况，并通知QC员抽检全部货物(重点是对产品安全)。

5.4 装柜当时，报关员或船务人员必须在现场核实与管理货物的入柜情况，保证完全依报关及客人要求装柜。

5.5 核实确认与客人要求无误，方可封柜，并办理相关资料督促货柜出厂，以及与海关的联络，确保货物在我方的仓储，装运过程中都是安全的。

5.6 如果货物出现短溢现象，必须通报安全管理代表，并由其组织安全管理委员会人员彻查所有货物短溢原因，如已装箱货物有不安全可能，必须全部卸货检查，必要时候得开箱检验，排查所有不安全因素后方可重新装柜并在《货物短溢装异常处理登记表》记录。

5.7 对短溢货事故必须加强预防发生的可能性

5.8 定期对相关人员（仓管、搬运工、报关员、船务业务等）进行教育培训。

5.9 如果有缺货或者超额，必须调查原因，调查及其结果必须存档。

5.10 保安员对以上所有过程全程监督，并审核相关资料。

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5.10.1 货物装入车辆/集装箱发往集运人/承运人/货运代理人时，必须由工厂警卫进行监控

5.10.2 对装卸场地安全设施人员维护与确认

5.10.3 相关货物与运输工具的监控与检验

5.10.4 警卫或高级管理人员可以不参与装货，他/她的唯一职责是监督并指导装货过程

5.10.5 警卫或高级管理人员必须监督成品装入车辆的过程

6 记录：

6.1《货物短溢装异常处理登记表》

6.2《入库单》

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#74 Policy for resolving a carton count shortage and overage.jpg

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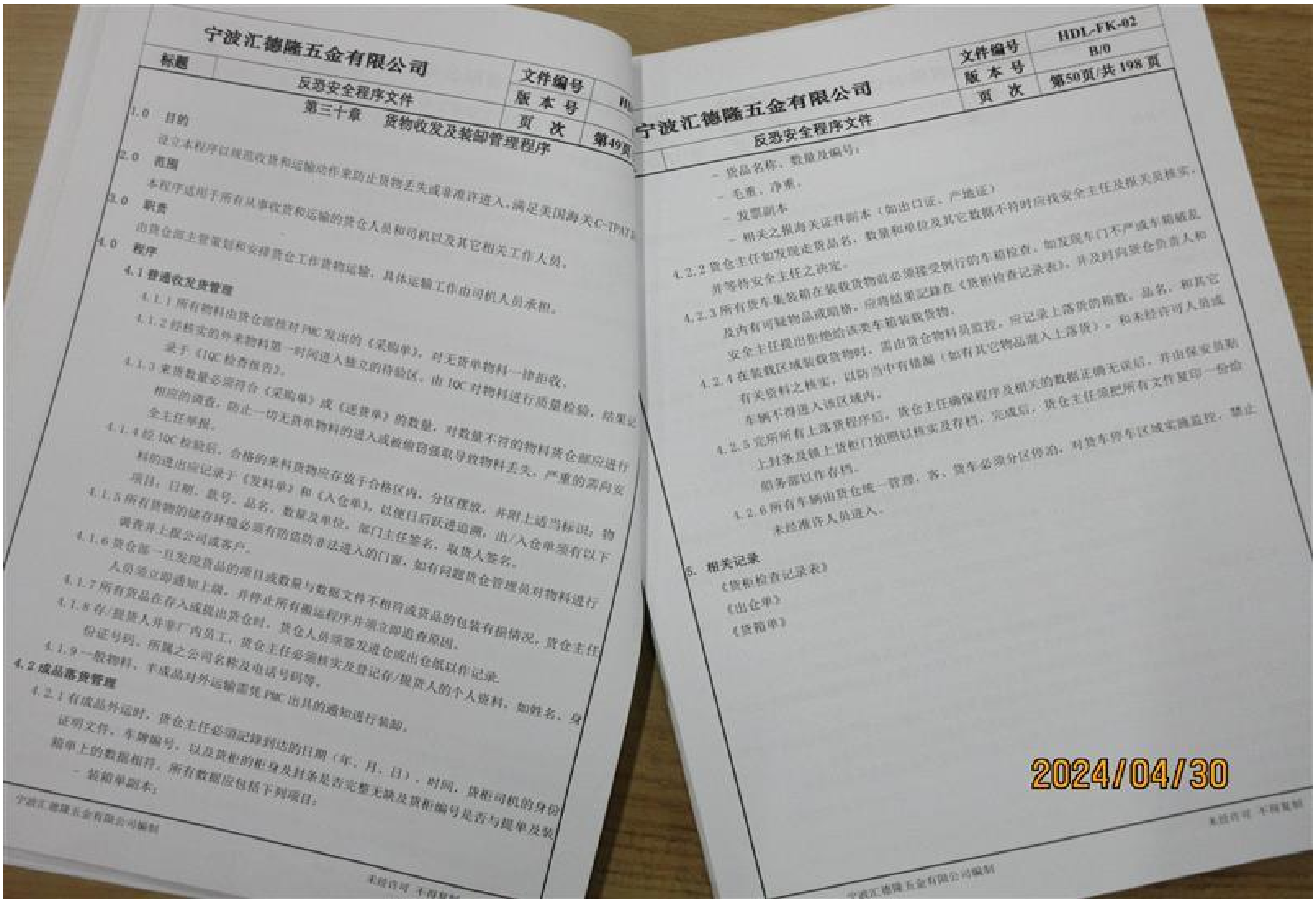
Procedural Security - Question # 75



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第三十章　货物收发及装卸管理程序

1.0 目的

设立本程序以规范收货和运输动作来防止货物丢失或非准许进入，满足美国海关C-TPAT

2.0 范围

本程序适用于所有从事收货和运输的货仓人员和司机以及其它相关工作人员。

3.0 职责

由货仓部主管策划和安排货仓工作货物运输，具体运输工作由司机人员承担。

4.0 程序

4.1 普通收发货管理

4.1.1 所有物料由货仓部核对PMC发出的《采购单》，对无货单物料一律拒收。

4.1.2 经核实的外来物料第一时间进入独立的待验区，由IQC对物料进行质量检验，结果记录于《IQC检查报告》。

4.1.3 来货数量必须符合《采购单》或《送货单》的数量，对数量不符的物料货仓部应进行相应的调查，防止一切无货单物料的进入或被偷窃领取导致物料丢失，严重的需向安全主任举报。

4.1.4 经IQC检验后，合格的来料货物应存放于合格区内，分区摆放，并附上适当标识；物料的进出应记录于《发料单》和《入仓单》，以便日后跟进追溯，出/入仓单须有以下项目：日期、款号、品名、数量及单位、部门主任签名、取货人签名。

4.1.5 所有货物的储存环境必须有防盗防非法进入的门窗，如有问题货仓管理员对物料进行调查并上报公司或客户。

4.1.6 货仓部一旦发现货品的项目或数量与数据文件不相符或货品的包装有损情况，货仓主任人员须立即通知上级，并停止所有搬运程序并须立即追查原因。

4.1.7 所有货品在存入或提出货仓时，货仓人员须签发进仓或出仓纸以作记录。

4.1.8 存/提货人并非厂内员工，货仓主任必须核实及登记存/提货人的个人资料，如姓名、身份证号码、所属之公司名称及电话号码等。

4.1.9 一般物料、半成品对外运输需凭PMC出具的通知进行装卸。

4.2 成品落货管理

4.2.1 有成品外运时，货仓主任必须记录到达的日期（年、月、日）、时间、货柜司机的身份证明文件、车牌编号，以及货柜的柜身及封条是否完整无缺及货柜编号是否与提单及装箱单上的数据相符，所有数据应包括下列项目：

- 装箱单副本；

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- 货品名称、数量及编号；
- 毛重、净重；
- 发票副本
- 相关之报海关证件副本（如出口证、产地证）

4.2.2 货仓主任如发现走货品名、数量和单位及其它数据不符时应找安全主任及报关员核实，并等待安全主任之决定。

4.2.3 所有货车集装箱在装载货物前必须接受例行的车箱检查，如发现车门不严或车箱破损及内有可疑物品或暗格，应将结果记录在《货柜检查记录表》，并及时向货仓负责人和安全主任提出拒绝给该类车箱装载货物。

4.2.4 在装载区域装载货物时，需由货仓物料员监控，应记录上落货的箱数、品名，和其它有关资料之核实，以防当中有错漏（如有其它物品混入上落货）。和未经许可人员或车辆不得进入该区域内。

4.2.5 完所有上落货程序后，货仓主任确保程序及相关的数据正确无误后，并由保安员贴上封条及锁上货柜门拍照以核实及存档，完成后，货仓主任须把所有文件复印一份给船务部以作存档。

4.2.6 所有车辆由货仓统一管理，客、货车必须分区停泊，对货车停车区域实施监控，禁止未经准许人员进入。

5. **相关记录**

《货柜检查记录表》

《出仓单》

《装箱单》

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#75 Policy for marked, counted, weighed, and properly reported.jpg

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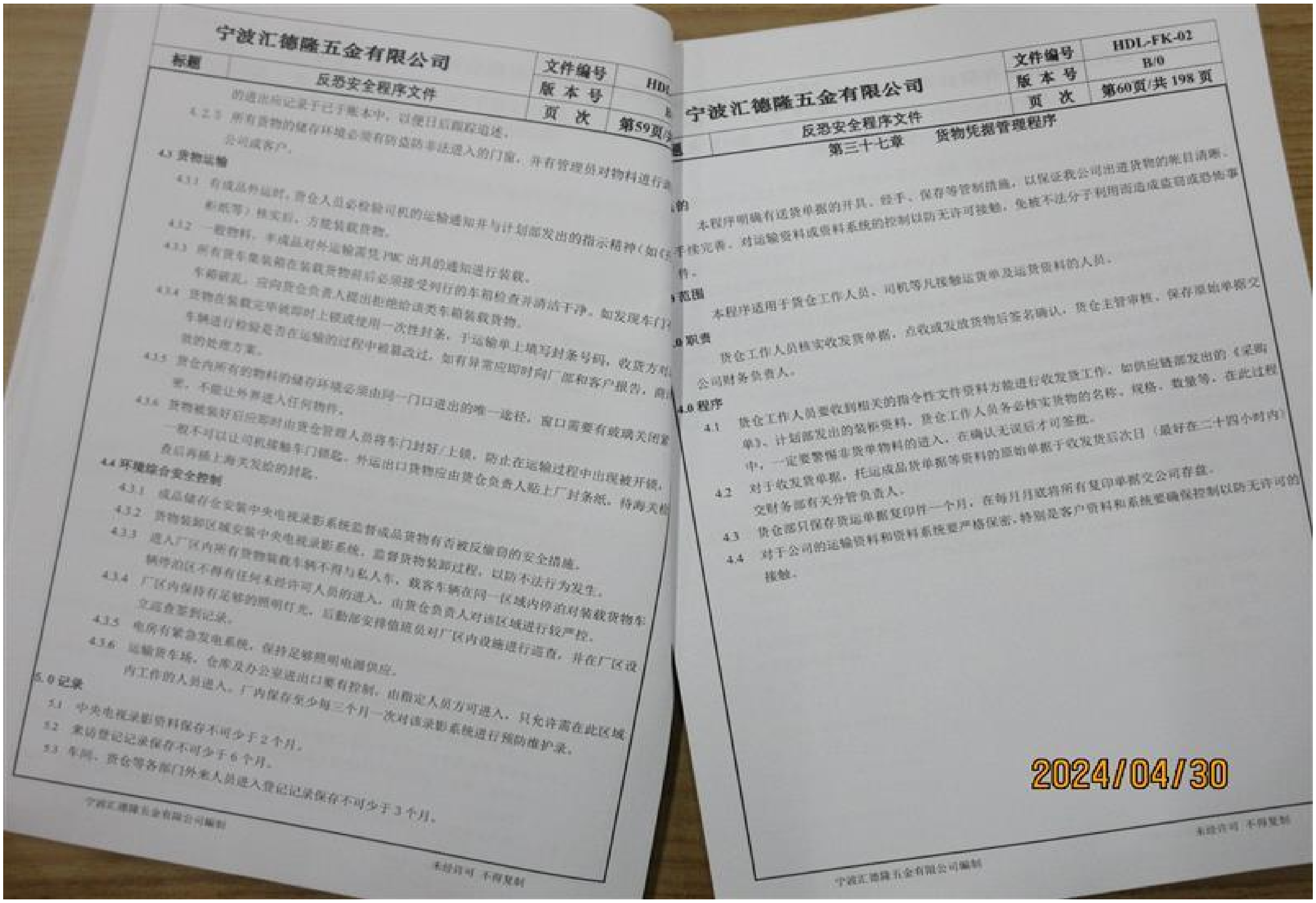
Procedural Security - Question # 76



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的进出应记录于已于账本中，以便日后跟踪追述。

4.2.5 所有货物的储存环境必须有防盗防非法进入的门窗，并有管理员对物料进行
公司或客户。

4.3 货物运输

4.3.1 有成品外运时，货仓人员必检验司机的运输通知并与计划部发出的指示精神（如
彩纸等）核实后，方能装载货物。

4.3.2 一般物料、半成品对外运输需凭 PMC 出具的通知进行装载。

4.3.3 所有货车集装箱在装载货物前后必须接受列行的车箱检查并清洁干净。如发现车门
车箱破乱，应向货仓负责人提出拒绝给该类车箱装载货物。

4.3.4 货物在装载完毕就即时上锁或使用一次性封条，于运输单上填写封条号码，收货方对
车辆进行检验是否在运输的过程中被篡改过，如有异常应即时向厂部和客户报告，商
致的处理方案。

4.3.5 货仓内所有的物料的储存环境必须由同一门口进出的唯一途径，窗口需要有玻璃关闭
要，不能让外界进入任何物件。

4.3.6 货物被装好后应即时由货仓管理人员将车门封好/上锁，防止在运输过程中出现被开锁，
一般不可以让司机接触车门锁匙。外运出口货物应由货仓负责人贴上厂封条纸，待海关检
查后再贴上海关发给的封条。

4.4 环境综合安全控制

4.3.1 成品储存仓安装中央电视录影系统监督成品货物有否被反偷窃的安全措施。

4.3.2 货物装卸区域安装中央电视录影系统，监督货物装卸过程，以防不法行为发生。

4.3.3 进入厂区内所有货物装载车辆不得与私人车，载客车辆在同一区域内停泊对装载货物车辆停泊区不得有任何未经许可人员的进入，由货仓负责人对该区域进行较严控。

4.3.4 厂区内保持有足够的照明灯光，后勤部安排值班员对厂区内设施进行巡查，并在厂区设立巡查签到记录。

4.3.5 电房有紧急发电系统，保持足够照明电源供应。

4.3.6 运输货车场、仓库及办公室进出口要有控制，由指定人员方可进入，只允许需在此区域内工作的人员进入。厂内保存至少每三个月一次对该录影系统进行预防维护录。

5.0 记录

5.1 中央电视录影资料保存不可少于 2 个月。

5.2 来访登记记录保存不可少于 6 个月。

5.3 车间、货仓等各部门外来人员进入登记记录保存不可少于 3 个月。

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题 第三十七章 货物凭据管理程序

的

本程序明确有送货单据的开具、经手、保存等管制措施，以保证我公司出进货物的账目清晰，手续完善。对运输资料或资料系统的控制以防无许可接触，免被不法分子利用而造成盗窃或恐怖事件。

范围

本程序适用于货仓工作人员、司机等凡接触运货单及运货资料的人员。

0 职责

货仓工作人员核实收发货单据，点收或发放货物后签名确认，货仓主管审核，保存原始单据交公司财务负责人。

4.0 程序

4.1 货仓工作人员要收到相关的指令性文件资料方能进行收发货工作，如供应链部发出的《采购单》、计划部发出的装柜资料，货仓工作人员务必核实货物的名称、规格、数量等，在此过程中，一定要警惕非货单物料的进入，在确认无误后才可签批。

4.2 对于收发货单据，托运成品货单据等资料的原始单据于收发货后次日（最好在二十四小时内）交财务部有关分管负责人。

4.3 货仓部只保存货运单据复印件一个月，在每月月底将所有复印单据交公司存盘。

4.4 对于公司的运输资料和资料系统要严格保密，特别是客户资料和系统要确保控制以防无许可的接触。

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#76 Policy for restricts access to shipping and receiving documentation.jpg

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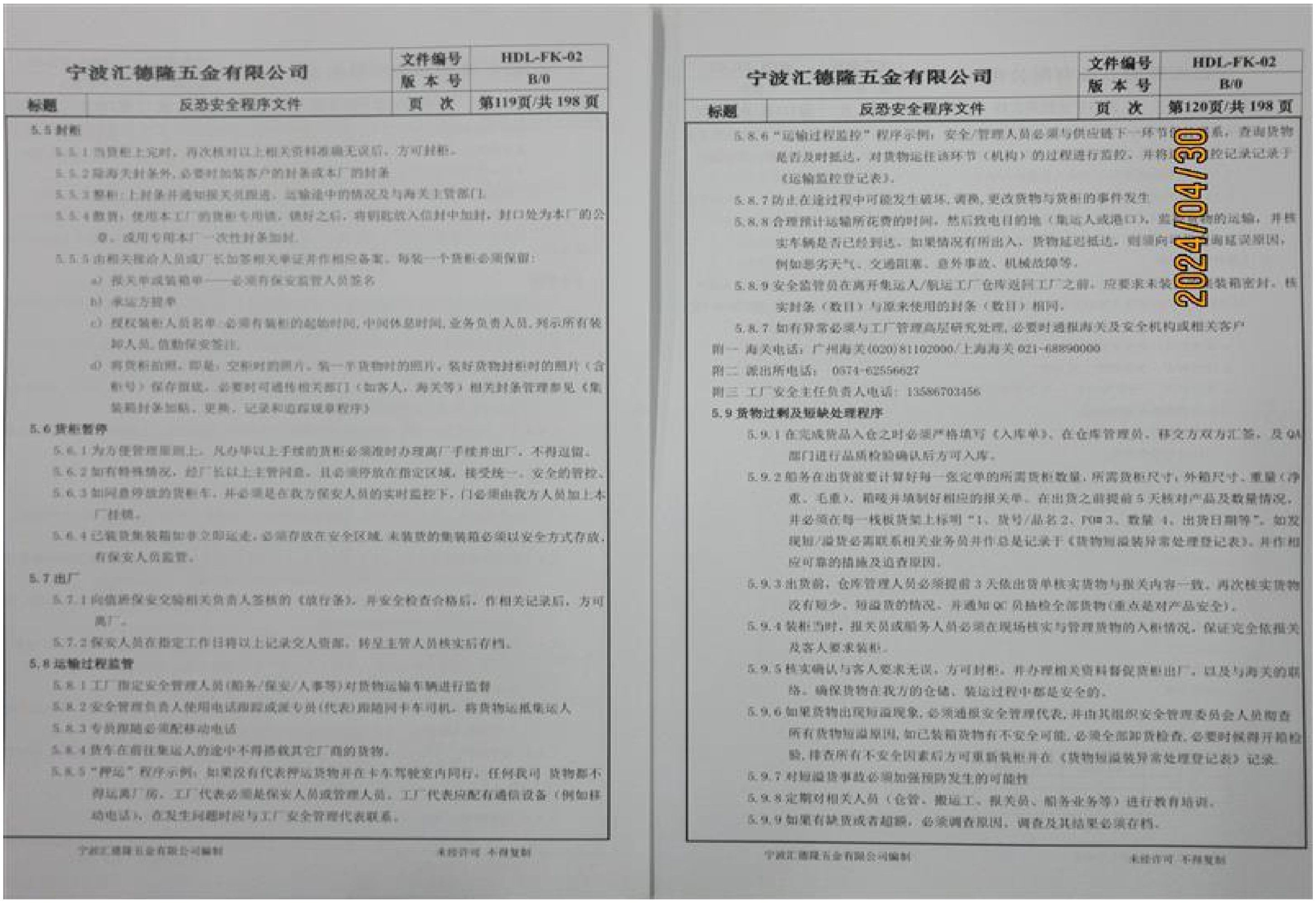
Procedural Security - Question # 80



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5.5 封柜

5.5.1 当货柜上完时，再次核对以上相关资料准确无误后，方可封柜。

5.5.2 除海关封条外，必要时加装客户的封条或本厂的封条

5.5.3 整柜：上封条并通知报关员跟进，运输途中的情况及与海关主管部门

5.5.4 散货：使用本工厂的货柜专用锁，锁好之后，将钥匙放入信封中加封，封口处为本厂的公章，或用专用本厂一次性封条加封。

5.5.5 由相关报关人员或厂长加签相关单证并作相应备案，每装一个货柜必须保留：

a) 报关单或装箱单——必须有保安监管人员签名

b) 承运方提单

c) 授权装柜人员名单：必须有装柜的起始时间，中间休息时间，业务负责人员，列示所有装卸人员，值勤保安签注。

d) 将货柜拍照，即是：空柜时的照片，装一半货物时的照片，装好货物封柜时的照片（含柜号）保存留底，必要时可通传相关部门（如客人，海关等）相关封条管理参见《集装箱封条加贴，更换，记录和追踪规章程序》

5.6 货柜暂停

5.6.1 为方便管理原则上，凡办毕以上手续的货柜必须准时办理离厂手续并出厂，不得逗留。

5.6.2 如有特殊情况，经厂长以上主管同意，且必须停放在指定区域，接受统一，安全的管控。

5.6.3 如同意停放的货柜车，并必须是在我方保安人员的实时监控下，门必须由我方人员加上本厂挂锁。

5.6.4 已装货集装箱如非立即运走，必须存放在安全区域，未装货的集装箱必须以安全方式存放，有保安人员监管。

5.7 出厂

5.7.1 向值班保安交验相关负责人签核的《放行条》，并安全检查合格后，作相关记录后，方可离厂。

5.7.2 保安人员在指定工作日将以上记录交人资部，转呈主管人员核实后存档。

5.8 运输过程监管

5.8.1 工厂指定安全管理人员(船务/保安/人事等)对货物运输车辆进行监督

5.8.2 安全管理负责人使用电话跟踪或派专员(代表)跟随同卡车司机，将货物运抵集运人

5.8.3 专员跟随必须配移动电话

5.8.4 货车在前往集运人的途中不得搭载其它厂商的货物。

5.8.5 "押运"程序示例：如果没有代表押运货物并在卡车驾驶室内同行，任何我司 货物都不得运离厂房。工厂代表必须是保安人员或管理人员。工厂代表应配有通信设备（例如移动电话），在发生问题时应与工厂安全管理代表联系。

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5.8.6 "运输过程监控"程序示例：安全/管理人员必须与供应链下一环节[illegible]系，查询货物是否及时抵达，对货物运往该环节（机构）的过程进行监控，并将[illegible]控记录记录于《运输监控登记表》。

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5.8.7 防止在途过程中可能发生破坏，调换，更改货物与货柜的事件发生

5.8.8 合理预计运输所花费的时间，然后致电目的地（集运人或港口），监[illegible]的运输，并核实车辆是否已经到达，如果情况有所出入，货物延迟抵达，则须向[illegible]询延误原因，例如恶劣天气、交通阻塞、意外事故、机械故障等。

5.8.9 安全监管员在离开集运人/航运工厂仓库返回工厂之前，应要求未装[illegible]装箱密封，核实封条（数目）与原来使用的封条（数目）相同。

5.8.7 如有异常必须与工厂管理高层研究处理，必要时通报海关及安全机构或相关客户

附一 海关电话：广州海关(020)81102000/上海海关 021-68890000

附二 派出所电话： 0574-62556627

附三 工厂安全主任负责人电话：13586703456

5.9 货物过剩及短缺处理程序

5.9.1 在完成货品入仓之时必须严格填写《入库单》，在仓库管理员，移交方双方汇签，及QA部门进行品质检验确认后方可入库。

5.9.2 船务在出货前要计算好每一张定单的所需货柜数量，所需货柜尺寸，外箱尺寸，重量（净重、毛重），箱唛并填制好相应的报关单。在出货之前提前5天核对产品及数量情况。并必须在每一栈板货架上标明"1、货号/品名 2、PO# 3、数量 4、出货日期等"。如发现短/溢货必需联系相关业务员并作总是记录于《货物短溢装异常处理登记表》，并作相应可靠的措施及追查原因。

5.9.3 出货前，仓库管理人员必须提前3天依出货单核实货物与报关内容一致，再次核实货物没有短少，短溢货的情况，并通知QC员抽检全部货物(重点是对产品安全)。

5.9.4 装柜当时，报关员或船务人员必须在现场核实与管理货物的入柜情况，保证完全依报关及客人要求装柜。

5.9.5 核实确认与客人要求无误，方可封柜，并办理相关资料督促货柜出厂，以及与海关的联络，确保货物在我方的仓储、装运过程中都是安全的。

5.9.6 如果货物出现短溢现象，必须通报安全管理代表，并由其组织安全管理委员会人员彻查所有货物短溢原因，如已装箱货物有不安全可能，必须全部卸货检查，必要时候得开箱检验，排查所有不安全因素后方可重新装柜并在《货物短溢装异常处理登记表》记录。

5.9.7 对短溢货事故必须加强预防发生的可能性

5.9.8 定期对相关人员（仓管、搬运工、报关员、船务业务等）进行教育培训。

5.9.9 如果有缺货或者超额，必须调查原因，调查及其结果必须存档。

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#80 Policy for notify local law enforcement and the customer.jpg

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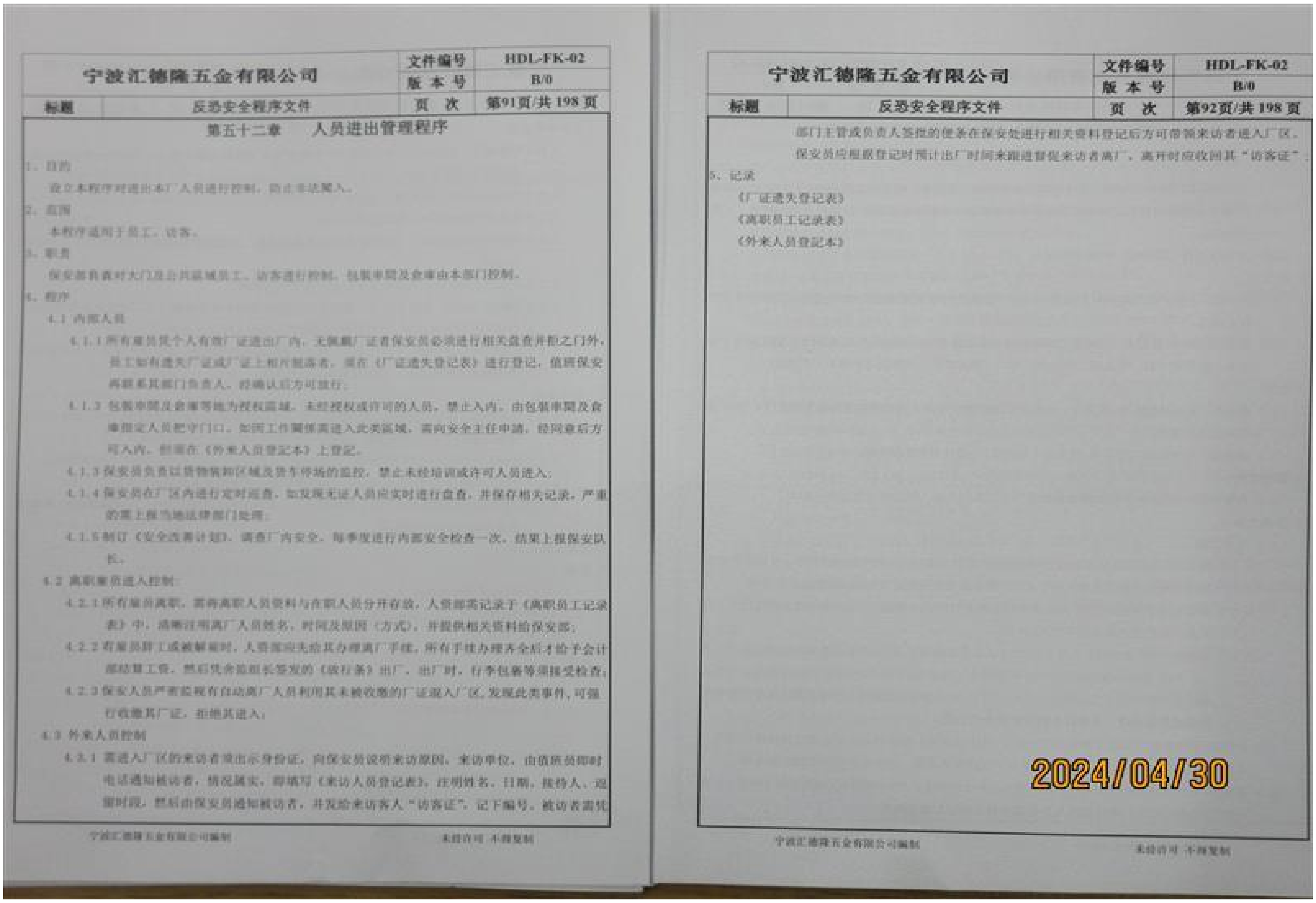
Procedural Security - Question # 81



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第五十二章　人员进出管理程序

1、目的

设立本程序对进出本厂人员进行控制，防止非法闯入。

2、范围

本程序适用于员工、访客。

3、职责

保安部负责对大门及公共区域员工、访客进行控制，包装车间及仓库由本部门控制。

4、程序

4.1 内部人员

4.1.1 所有雇员凭个人有效厂证进出厂内，无佩戴厂证者保安员必须进行相关盘查并拒之门外，员工如有遗失厂证或厂证上相片脱落者，须在《厂证遗失登记表》进行登记，值班保安再联系其部门负责人，经确认后方可放行；

4.1.2 包装车间及仓库等地为授权区域，未经授权或许可的人员，禁止入内，由包装车间及仓库指定人员把守门口，如因工作需要需进入此类区域，需向安全主任申请，经同意后方可入内，但需在《外来人员登记本》上登记。

4.1.3 保安员负责以货物装卸区域及货车停场的监控，禁止未经培训或许可人员进入；

4.1.4 保安员在厂区内进行定时巡查，如发现无证人员应实时进行盘查，并保存相关记录，严重的需上报当地法律部门处理；

4.1.5 制订《安全改善计划》，调查厂内安全，每季度进行内部安全检查一次，结果上报保安队长。

4.2 离职雇员进入控制：

4.2.1 所有雇员离职，需将离职人员资料与在职人员分开存放，人资部需记录于《离职员工记录表》中，清晰注明离厂人员姓名，时间及原因（方式），并提供相关资料给保安部；

4.2.2 有雇员辞工或被解雇时，人资部应先给其办理离厂手续，所有手续办理齐全后才给予会计部结算工资，然后凭舍监组长签发的《放行条》出厂，出厂时，行李包裹等须接受检查；

4.2.3 保安人员严密监视有自动离厂人员利用其未被收缴的厂证混入厂区，发现此类事件，可强行收缴其厂证，拒绝其进入；

4.3 外来人员控制

4.3.1 需进入厂区的来访者须出示身份证，向保安员说明来访原因，来访单位，由值班员即时电话通知被访者，情况属实，即填写《来访人员登记表》，注明姓名，日期，接待人，逗留时段，然后由保安员通知被访者，并发给来访客人"访客证"，记下编号，被访者需凭

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部门主管或负责人签批的便条在保安处进行相关资料登记后方可带领来访者进入厂区，

保安员应根据登记时预计出厂时间来跟进督促来访者离厂，离开时应收回其"访客证"；

5、记录

《厂证遗失登记表》

《离职员工记录表》

《外来人员登记本》

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#81 Policy for only authorized employees have access to the facility.jpg

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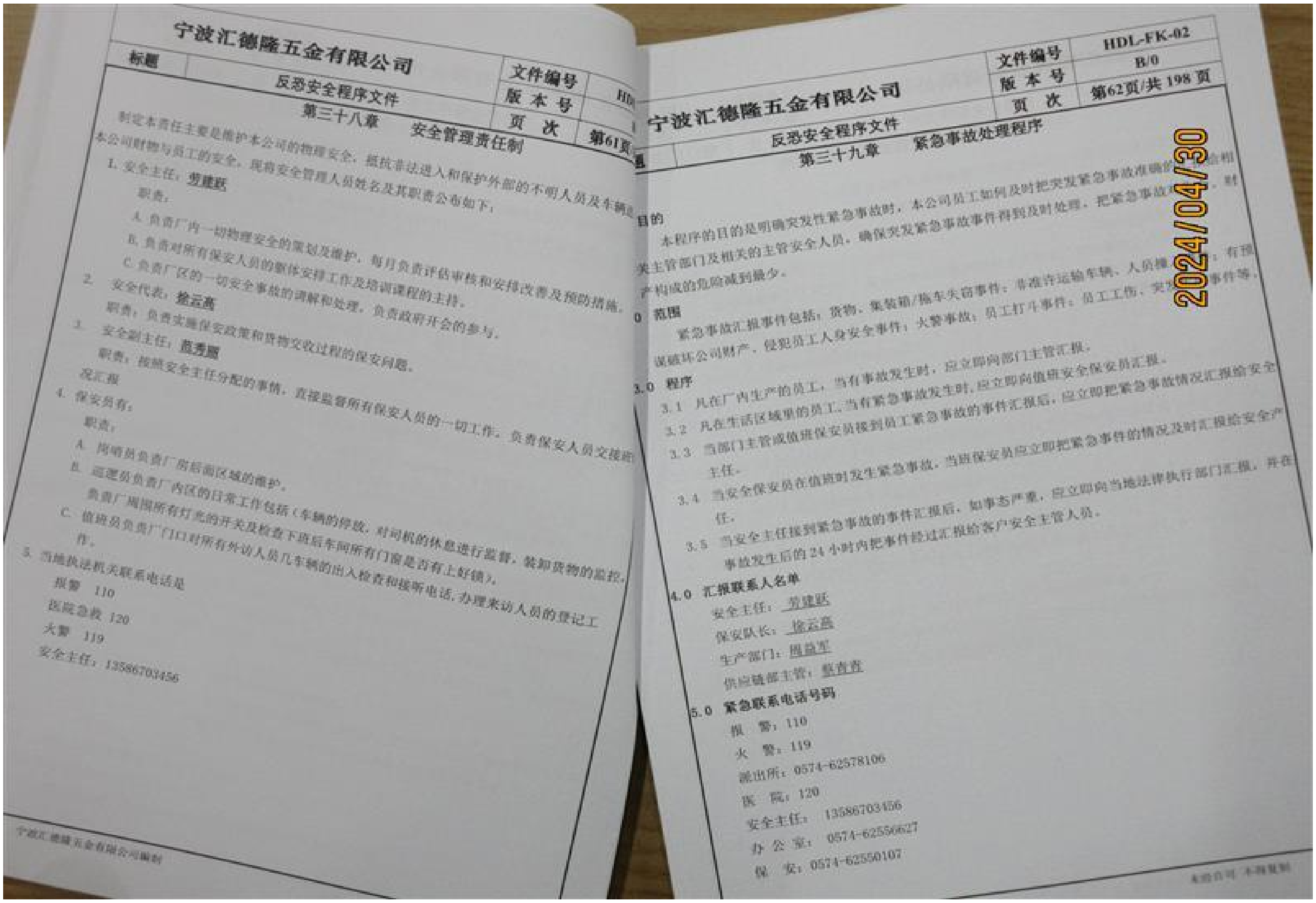
Procedural Security - Question # 82



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第三十八章 安全管理责任制

制定本责任主要是维护本公司的物理安全，抵抗非法进入和保护外部的不明人员及车辆 本公司财物与员工的安全，现将安全管理人员姓名及其职责公布如下：

1. 安全主任：劳建跃
职责：
A. 负责厂内一切物理安全的策划及维护，每月负责评估审核和安排改善及预防措施。
B. 负责对所有保安人员的整体安排工作及培训课程的主持。
C. 负责厂区的一切安全事故的调解和处理，负责政府开会的参与。
2. 安全代表：徐云燕
职责：负责实施保安政策和货物交收过程的保安问题。
3. 安全副主任：范秀丽
职责：按照安全主任分配的事情，直接监督所有保安人员的一切工作，负责保安人员交接班 况汇报
4. 保安员有：
职责：
A. 岗哨员负责厂房后面区域的维护。
B. 巡逻员负责厂内区的日常工作包括（车辆的停放，对司机的休息进行监督，装卸货物的监控，负责厂周围所有灯光的开关及检查下班后车间所有门窗是否有上好锁）。
C. 值班员负责厂门口对所有外访人员几车辆的出入检查和接听电话，办理来访人员的登记工作。
5. 当地执法机关联系电话是
报警 110
医院急救 120
火警 119
安全主任：13586703456

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第三十九章 紧急事故处理程序

目的
本程序的目的是明确突发性紧急事故时，本公司员工如何及时把突发紧急事故准确的 会相关主管部门及相关的主管安全人员，确保突发紧急事故事件得到及时处理，把紧急事故 ，财产构成的危险减到最少。

0 范围
紧急事故汇报事件包括：货物、集装箱/拖车失窃事件；非准许运输车辆、人员擅 ；有预谋破坏公司财产、侵犯员工人身安全事件；火警事故；员工打斗事件；员工工伤、突 事件等。

3.0 程序
3.1 凡在厂内生产的员工，当有事故发生时，应立即向部门主管汇报。
3.2 凡在生活区域里的员工，当有紧急事故发生时，应立即向值班安全保安员汇报。
3.3 当部门主管或值班保安员接到员工紧急事故的事件汇报后，应立即把紧急事故情况汇报给安全主任。
3.4 当安全保安员在值班时发生紧急事故，当班保安员应立即把紧急事件的情况及时汇报给安全主任。
3.5 当安全主任接到紧急事故的事件汇报后，如事态严重，应立即向当地法律执行部门汇报，并在事故发生后的24小时内把事件经过汇报给客户安全主管人员。

4.0 汇报联系人名单
安全主任：劳建跃
保安队长：徐云燕
生产部门：周益军
供应链部主管：蔡青青

5.0 紧急联系电话号码
报 警：110
火 警：119
派出所：0574-62578106
医 院：120
安全主任：13586703456
办 公 室：0574-62556627
保 安：0574-62550107

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#82 Policy for notify Business Partners of security issues.jpg

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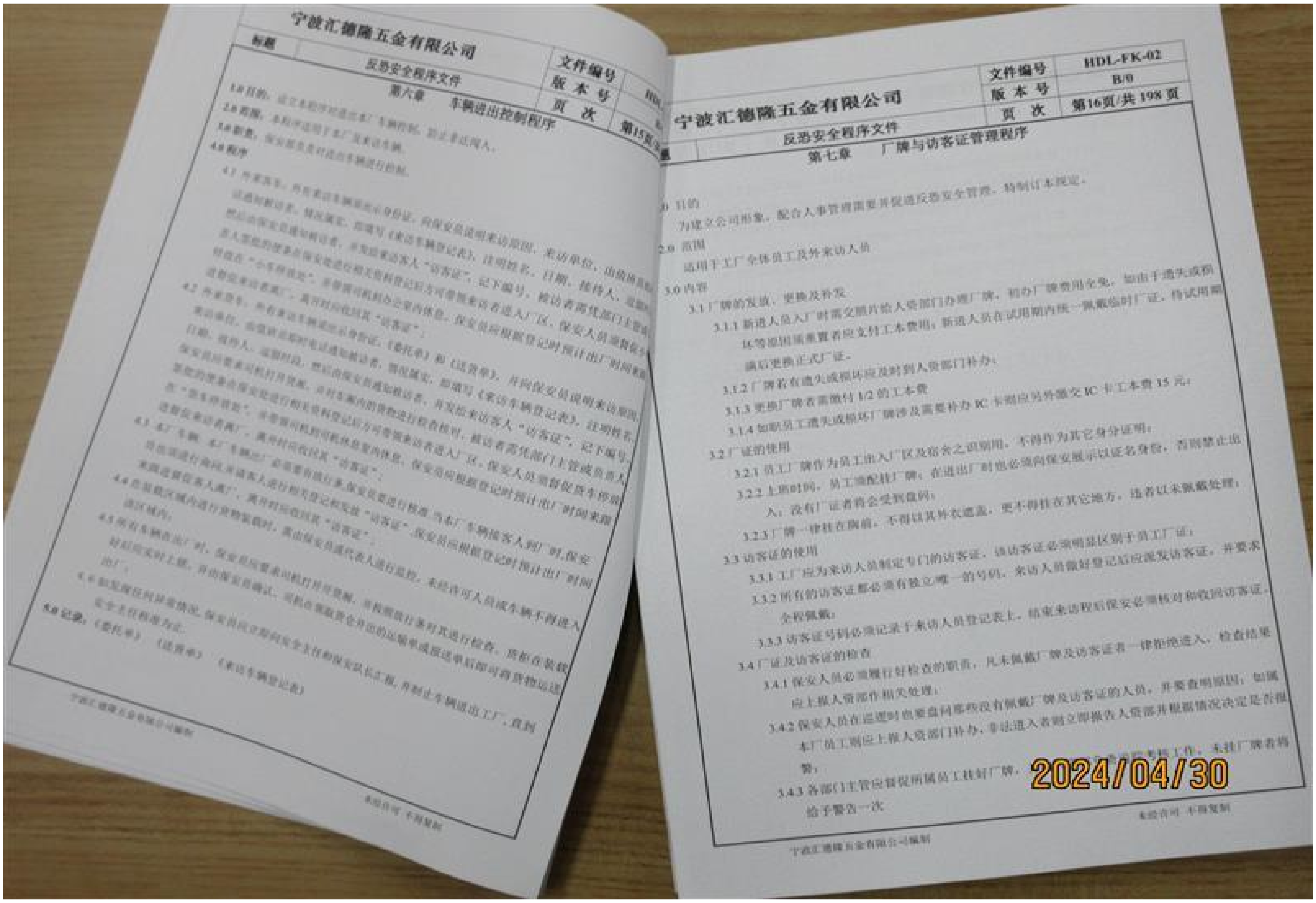
Procedural Security - Question # 84



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反恐安全程序文件 第七章　厂牌与访客证管理程序		

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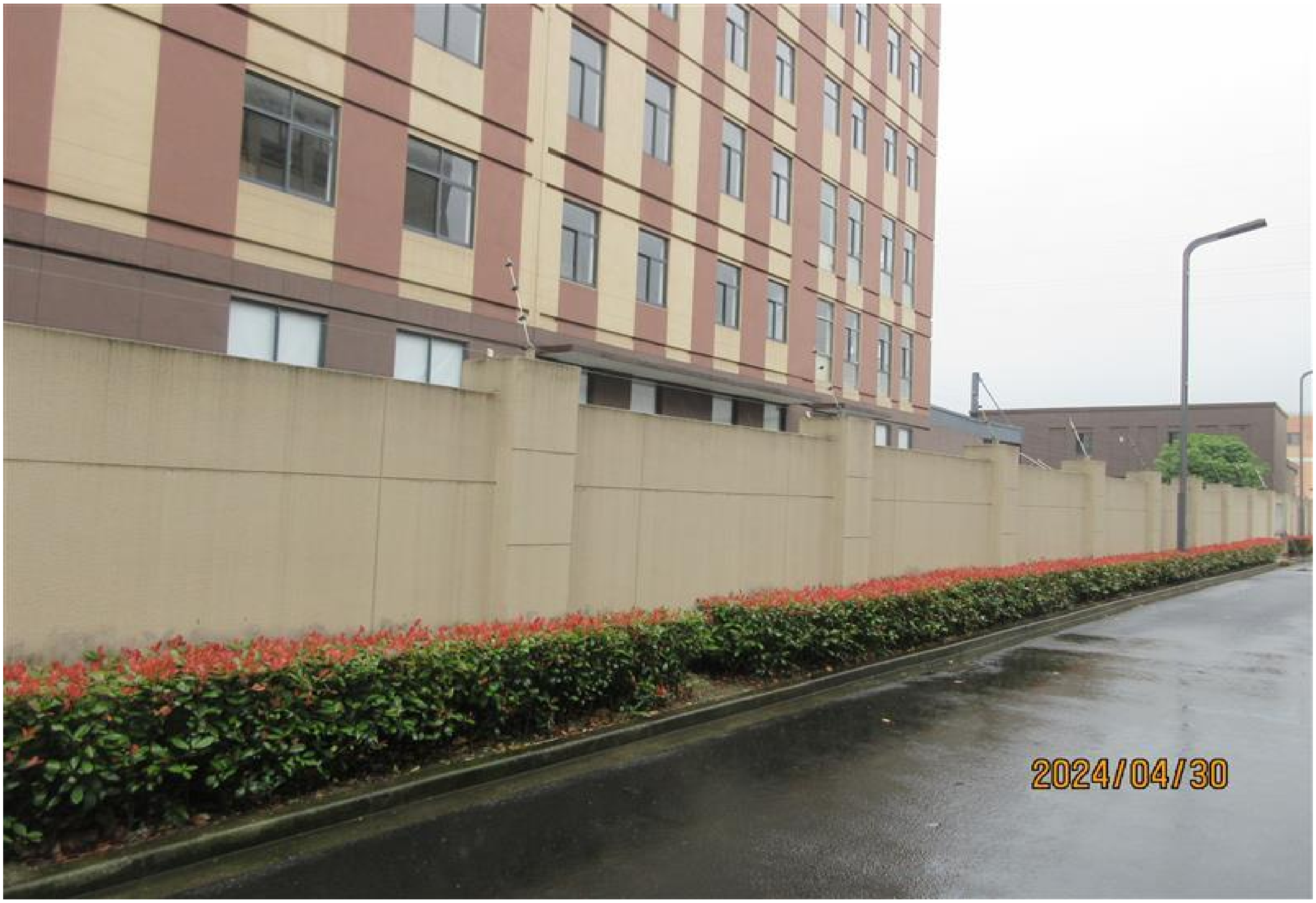
[#84 Policy for controling the issue, removal, and changing of access devices.jpg]

Physical Security - Question # 89

#89 Parking area.jpg

Physical Security - Question # 92



#92 Fence.jpg

Physical Security - Question # 93

HYDERON
宁波汇德隆五金有限公司
NINGBO HYDERON HARDWARE CO.,LTD.
2024/04/30

#93 Factory main gate.jpg

Physical Security - Question # 101

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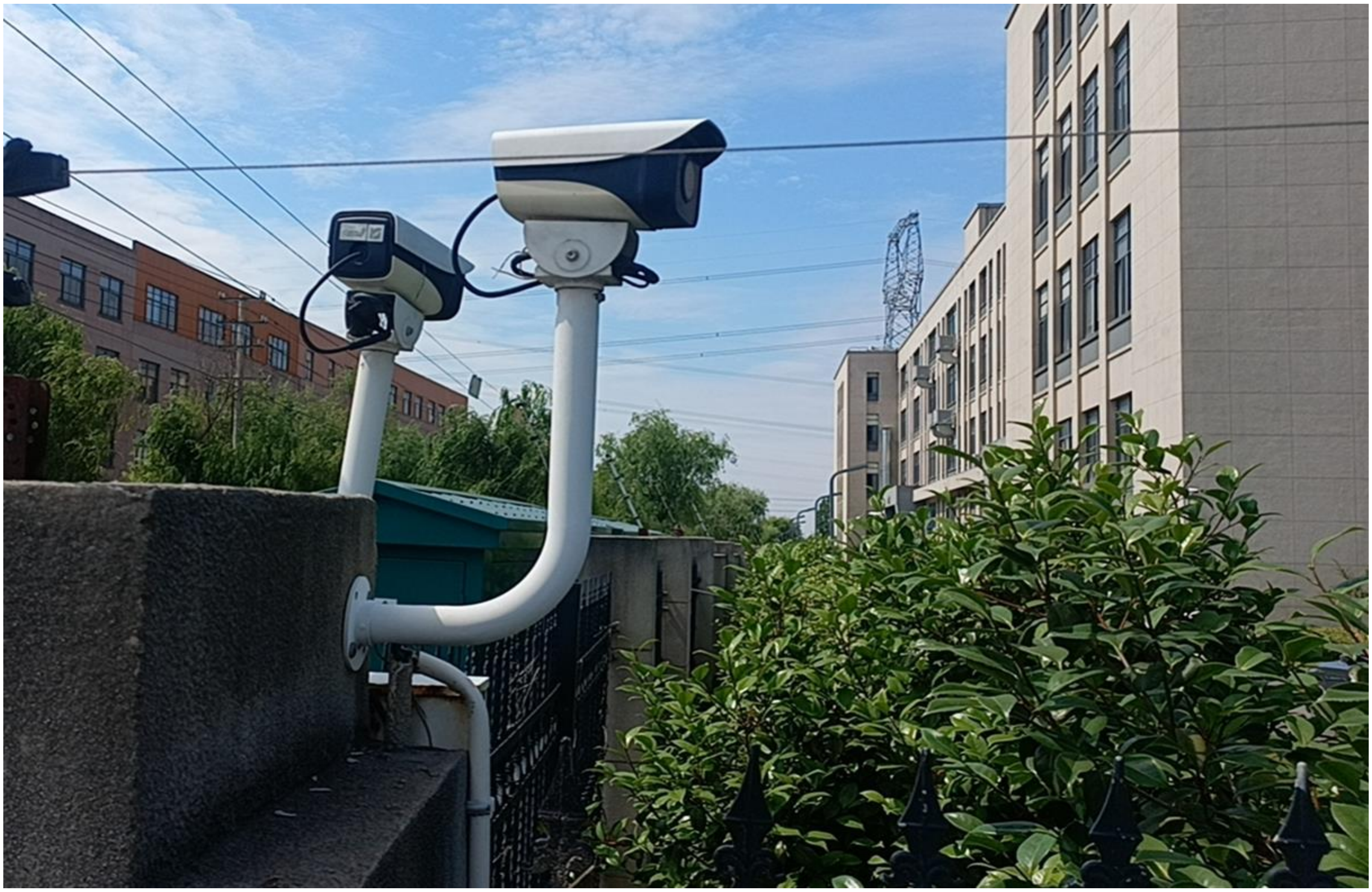
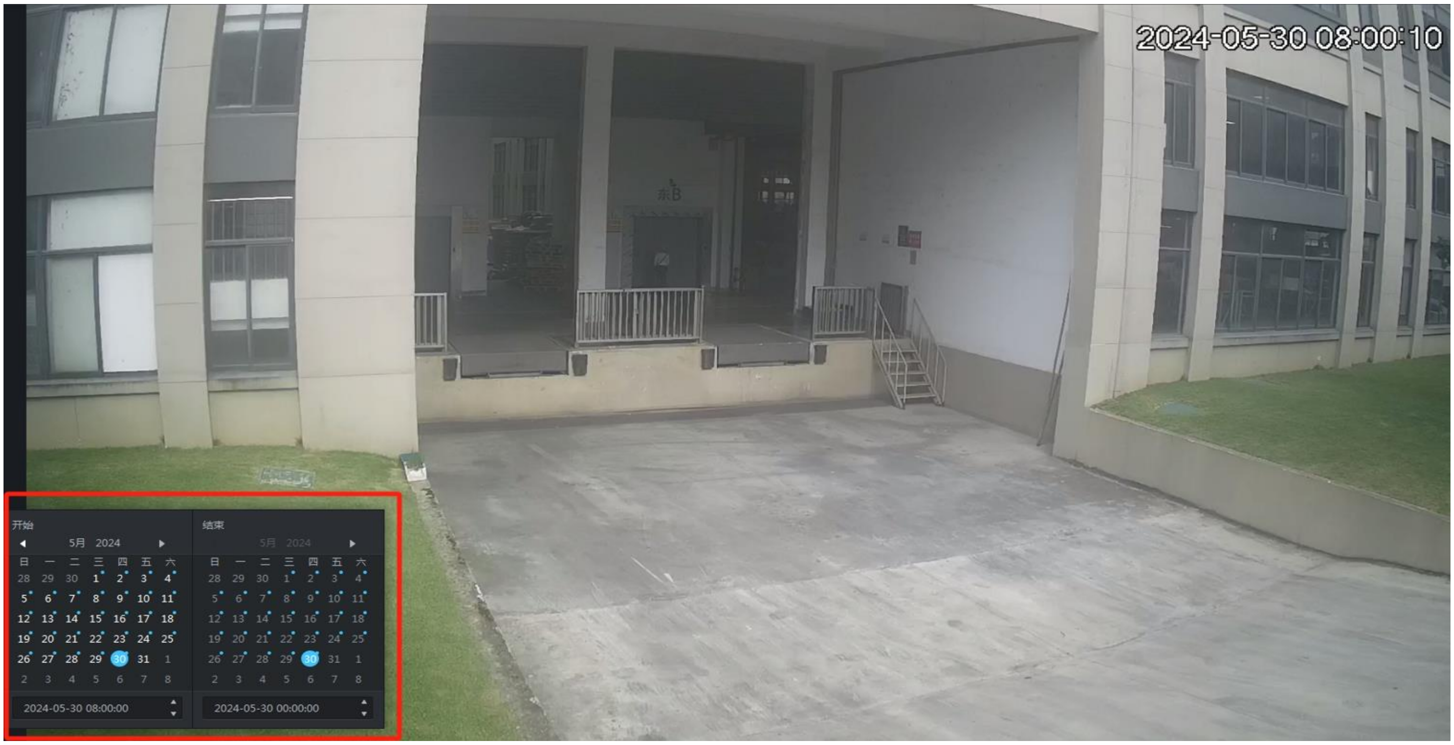
2024/04/30

#101 CCTV monitor.jpg



围墙安装监控.jpg

Physical Security - Question # 103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结束
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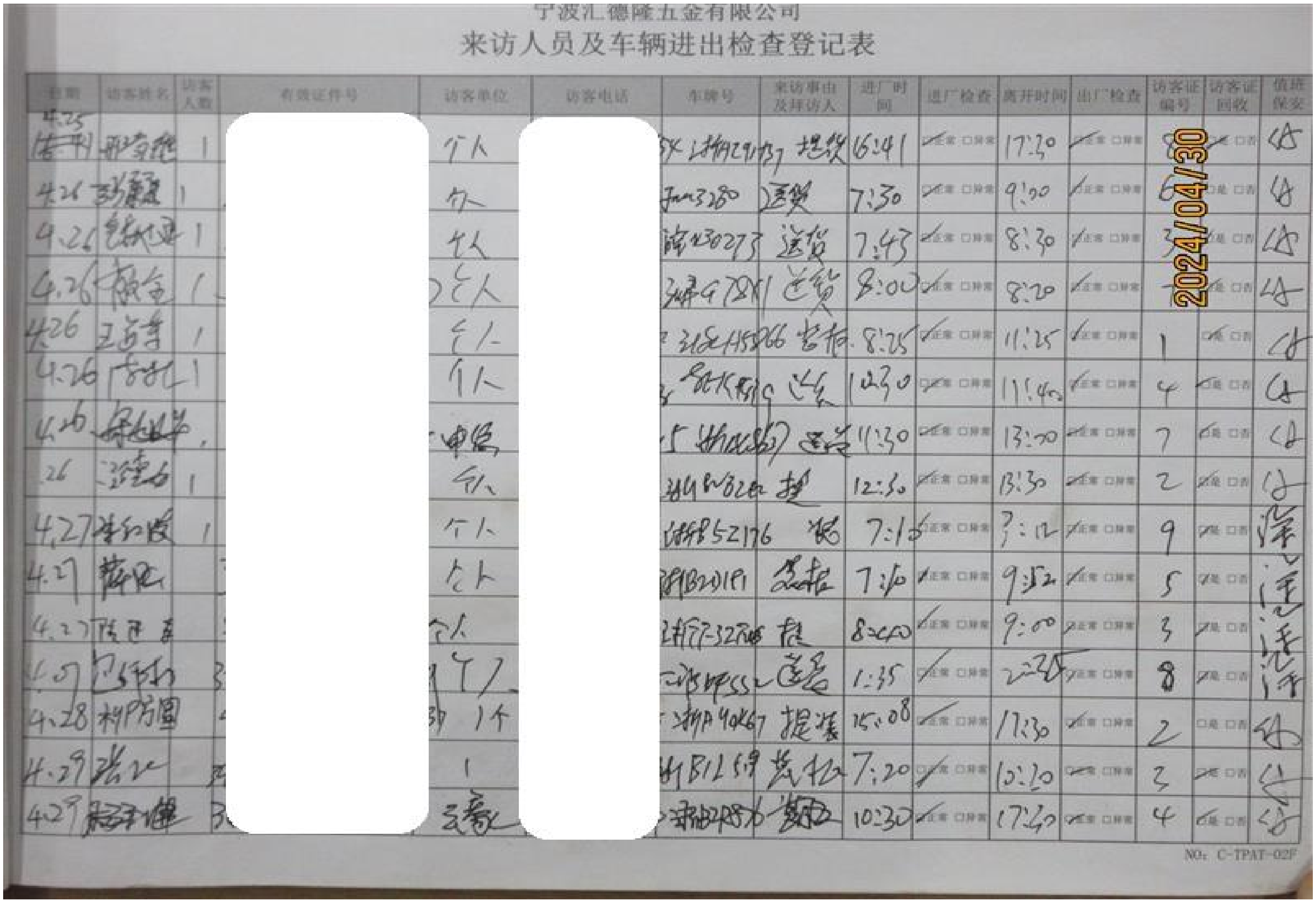
CCTV保存记录.jpg

Physical Security - Question # 108



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来访人员及车辆进出检查登记表

日期	访客姓名	访客人数	有效证件号	访客单位	访客电话	车牌号	来访事由及拜访人	进厂时间	进厂检查	离开时间	出厂检查	访客证编号	访客证回收	值班保安
4.25	[illegible]	1	[redacted]	个人	[redacted]	[illegible]	提货	16:41	☑正常 □异常	17:30	☑正常 □异常	8	☑是 □否	[illegible]
4.26	[illegible]	1	[redacted]	个人	[redacted]	[illegible]3280	送货	7:30	☑正常 □异常	9:00	☑正常 □异常	6	☑是 □否	[illegible]
4.26	[illegible]	1	[redacted]	个人	[redacted]	[illegible]	送货	7:43	☑正常 □异常	8:30	☑正常 □异常	3	☑是 □否	[illegible]
4.26	[illegible]	1	[redacted]	个人	[redacted]	[illegible]	送货	8:00	☑正常 □异常	8:20	☑正常 □异常	[illegible]	☑是 □否	[illegible]
4.26	[illegible]	1	[redacted]	个人	[redacted]	[illegible]	[illegible]	8:25	☑正常 □异常	11:25	☑正常 □异常	1	☑是 □否	[illegible]
4.26	[illegible]	1	[redacted]	个人	[redacted]	[illegible]	送货	10:30	☑正常 □异常	11:40	☑正常 □异常	4	☑是 □否	[illegible]
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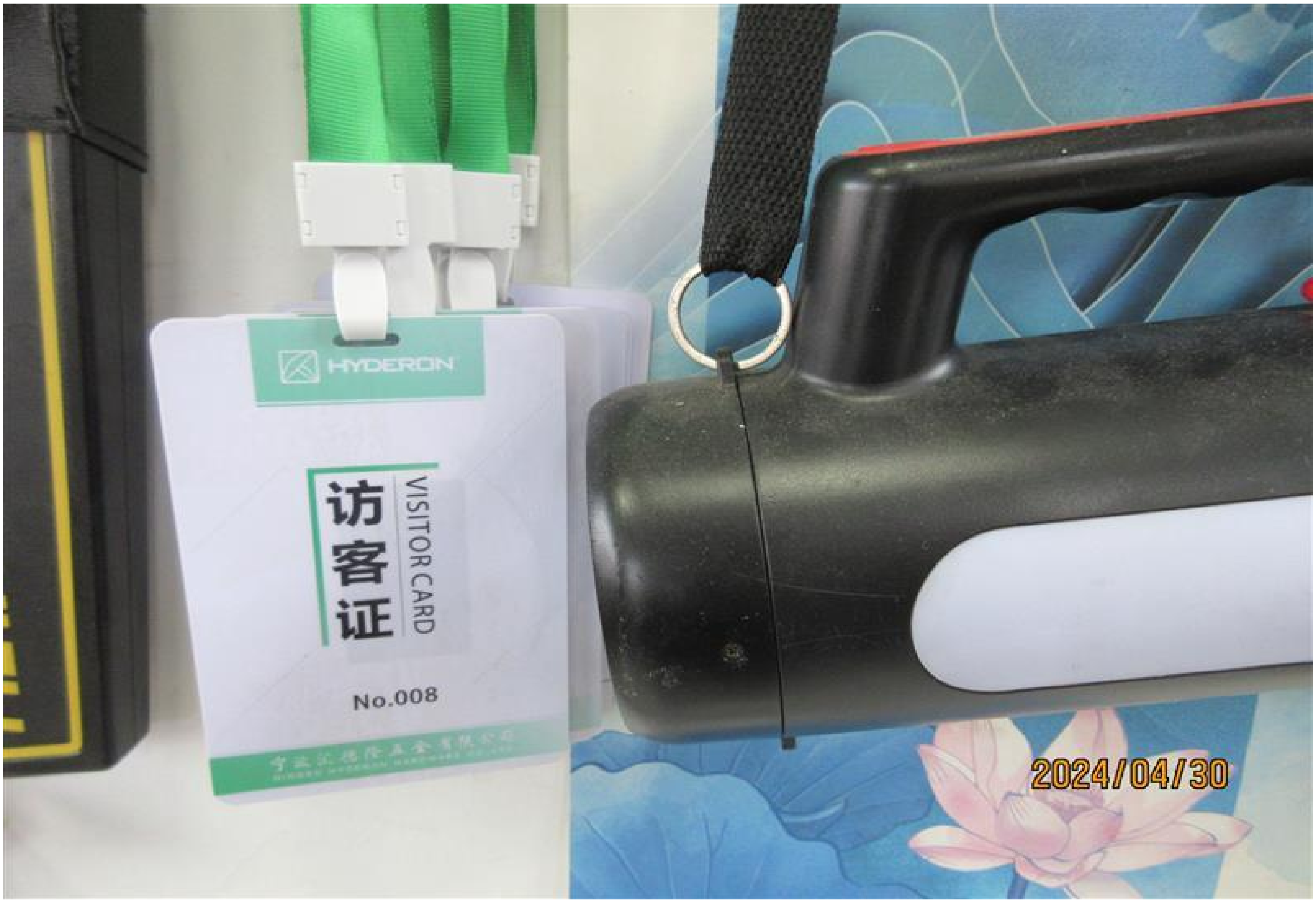
4.27	[illegible]		[redacted]	个人	[redacted]	[illegible]	[illegible]	8:00	☑正常 □异常	9:00	☑正常 □异常	3	☑是 □否	[illegible]
4.27	[illegible]		[redacted]	个人	[redacted]	[illegible]	送货	1:35	☑正常 □异常	2:25	☑正常 □异常	8	☑是 □否	[illegible]
4.28	[illegible]		[redacted]	1个	[redacted]	[illegible]	提货	15:08	☑正常 □异常	17:30	☑正常 □异常	2	□是 □否	[illegible]
4.29	[illegible]		[redacted]	1	[redacted]	[illegible]	[illegible]	7:20	☑正常 □异常	10:20	☑正常 □异常	3	☑是 □否	[illegible]
4.29	[illegible]		[redacted]	[illegible]	[redacted]	[illegible]	[illegible]	10:30	☑正常 □异常	17:40	☑正常 □异常	4	☑是 □否	[illegible]

NO: C-TPAT-02F

2024/04/30

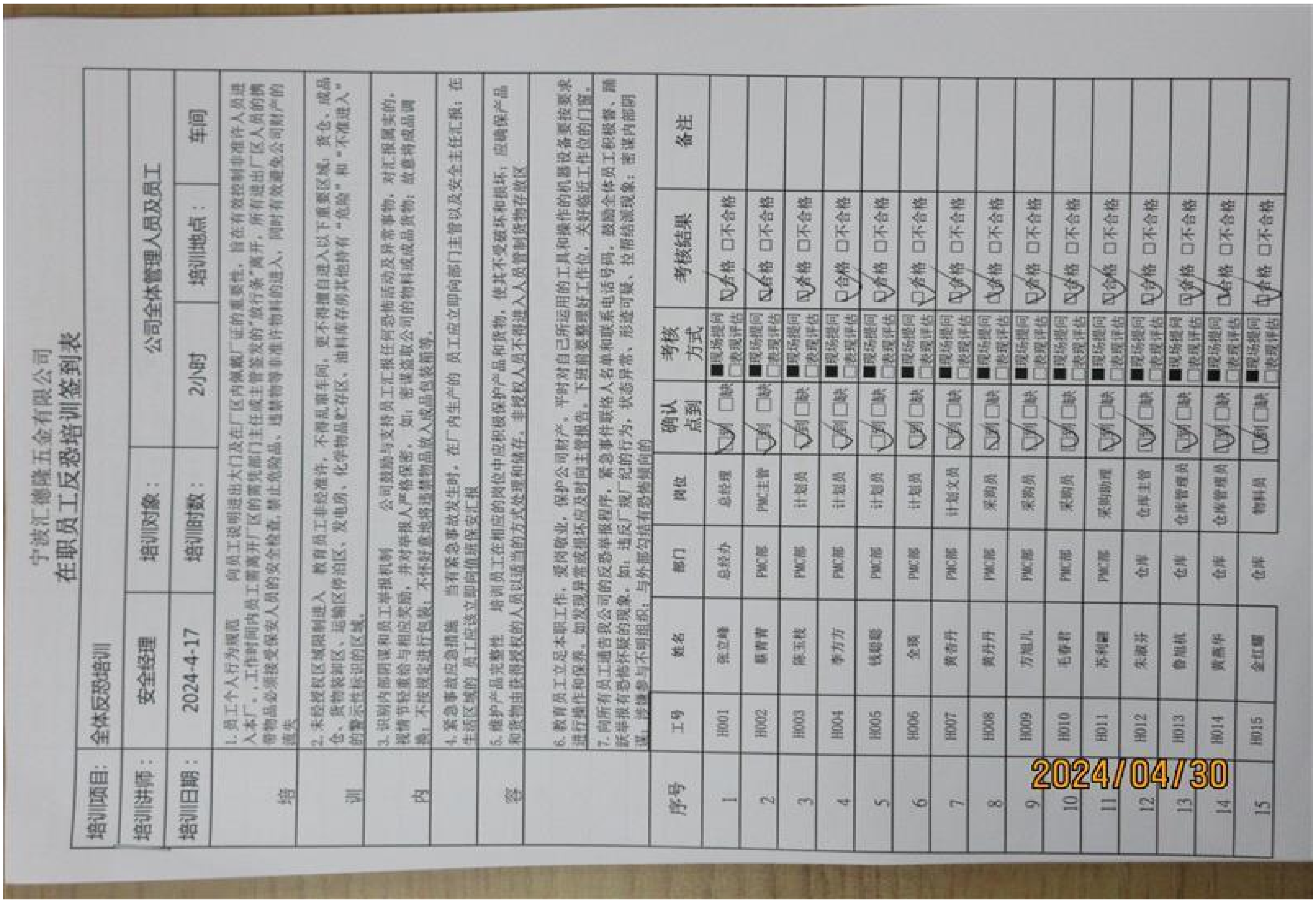
#108 Visitor log.jpg

Physical Security - Question # 110


HYDERON
访客证
VISITOR CARD
No.008
2024/04/30

#110 Visitor badge.jpg

Security Training & Threat Awareness - Question # 121



宁波汇德隆五金有限公司

在职员工反恐培训签到表

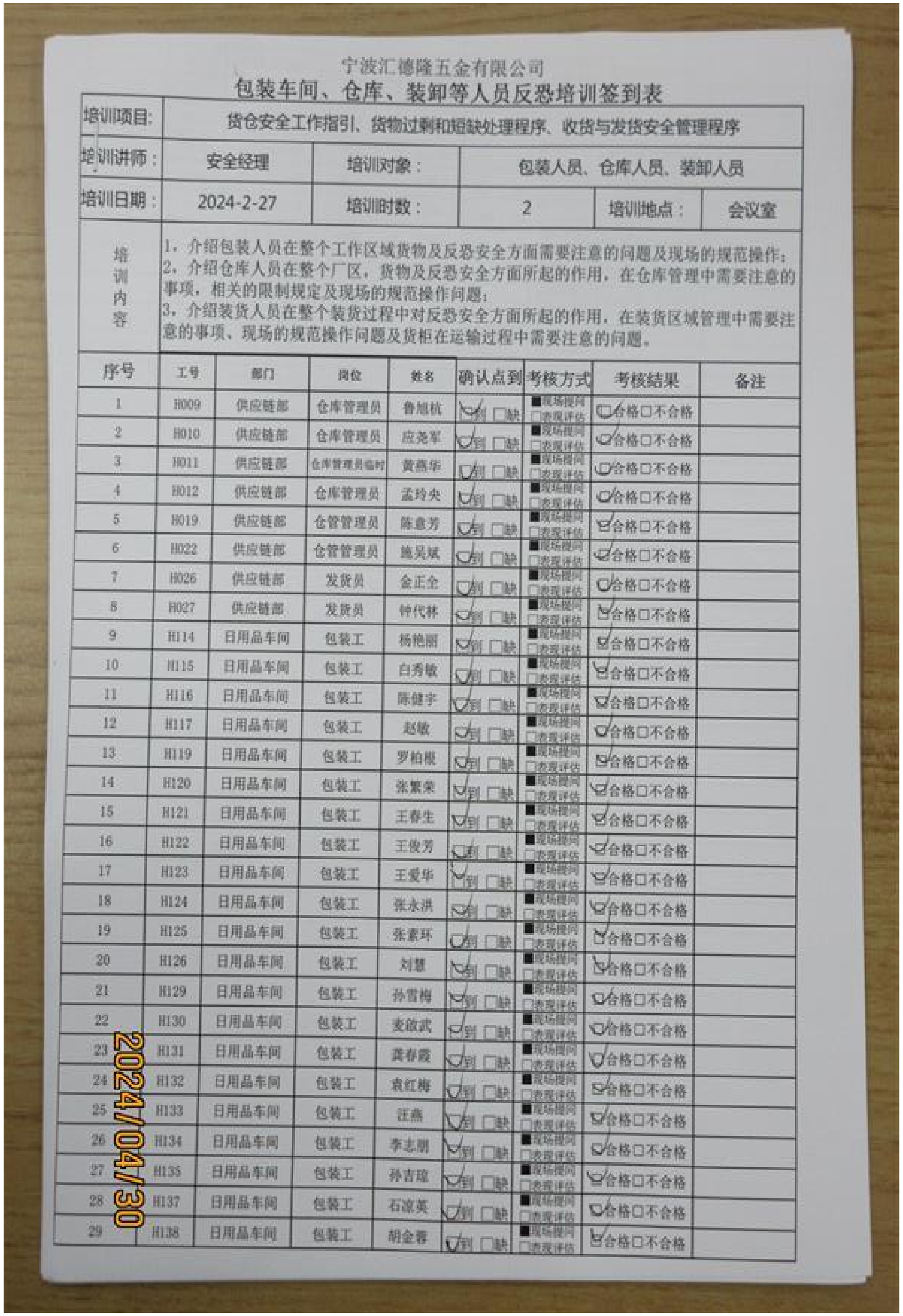
培训项目:	全体反恐培训				
培训讲师：	安全经理	培训对象：	公司全体管理人员及员工		
培训日期：	2024-4-17	培训时数：	2小时	培训地点：	车间
培训内容	1. 员工个人行为规范　　向员工说明进出大门及在厂区内佩戴厂证的重要性，旨在有效控制非准许人员进入本厂。，工作时间内员工需离开厂区的需凭部门主任或主管签发的"放行条"离开，所有进出厂区人员的携带物品必须接受保安人员的安全检查，禁止危险品、违禁物等非准许物料的进入，同时有效避免公司财产的流失				
	2. 未经授权区域限制进入　教育员工非经准许，不得乱窜车间，更不得擅自进入以下重要区域：货仓、成品仓、货物装卸区、运输区停泊区、发电房、化学物品贮存区、油料库存房其他持有 "危险" 和 "不准进入" 的警示性标识的区域。				
	3. 识别内部阴谋和员工举报机制　　公司鼓励与支持员工汇报任何恐怖活动及异常事物，对汇报属实的，视情节轻重给与相应奖励，并对举报人严格保密。 如：密谋盗取公司的物料或成品货物；故意将成品调换；不按规定进行包装；不怀好意地将违禁物品放入成品包装箱等。				
	4. 紧急事故应急措施　当有紧急事故发生时，在厂内生产的 员工应立即向部门主管以及安全主任汇报；在生活区域的 员工应该立即向值班保安汇报				
	5. 维护产品完整性　培训员工在相应的岗位中应积极保护产品和货物，使其不受破坏和损坏；应确保产品和货物由获得授权的人员以适当的方式处理和储存。非授权人员不得进入人员管制货物存放区				
	6. 教育员工立足本职工作，爱岗敬业，保护公司财产。平时对自己所运用的工具和操作的机器设备要按要求进行操作和保养。如发现异常或损坏应及时向主管报告。下班前要整理好工作位，关好临近工作位的门窗。 7. 向所有员工通告我公司的反恐举报程序，紧急事件联络人名单和联系电话号码，鼓励全体员工积极督、踊跃举报有恐怖怀疑的现象，如：违反厂规厂纪的行为，状态异常、形迹可疑、拉帮结派现象；密谋内部阴谋，涉嫌参与不明组织；与外部勾结有恐怖倾向的				

序号	工号	姓名	部门	岗位	确认点到	考核方式	考核结果	备注
1	H001	张立峰	总经办	总经理	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
2	H002	蔡青青	PMC部	PMC主管	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
3	H003	陈玉枝	PMC部	计划员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
4	H004	李方方	PMC部	计划员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
5	H005	钱聪聪	PMC部	计划员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
6	H006	全瑛	PMC部	计划员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
7	H007	黄杏丹	PMC部	计划文员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
8	H008	黄丹丹	PMC部	采购员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
9	H009	方旭儿	PMC部	采购员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
10	H010	毛春君	PMC部	采购员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
11	H011	苏利疆	PMC部	采购助理	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
12	H012	朱淑芬	仓库	仓库主管	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
13	H013	鲁旭杭	仓库	仓库管理员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
14	H014	黄燕华	仓库	仓库管理员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	
15	H015	金红耀	仓库	物料员	☑到 □缺	■现场提问 □表现评估	☑合格 □不合格	

2024/04/30

#121 Security and agricultural inspection training record.jpg

Security Training & Threat Awareness - Question # 122



宁波汇德隆五金有限公司

包装车间、仓库、装卸等人员反恐培训签到表

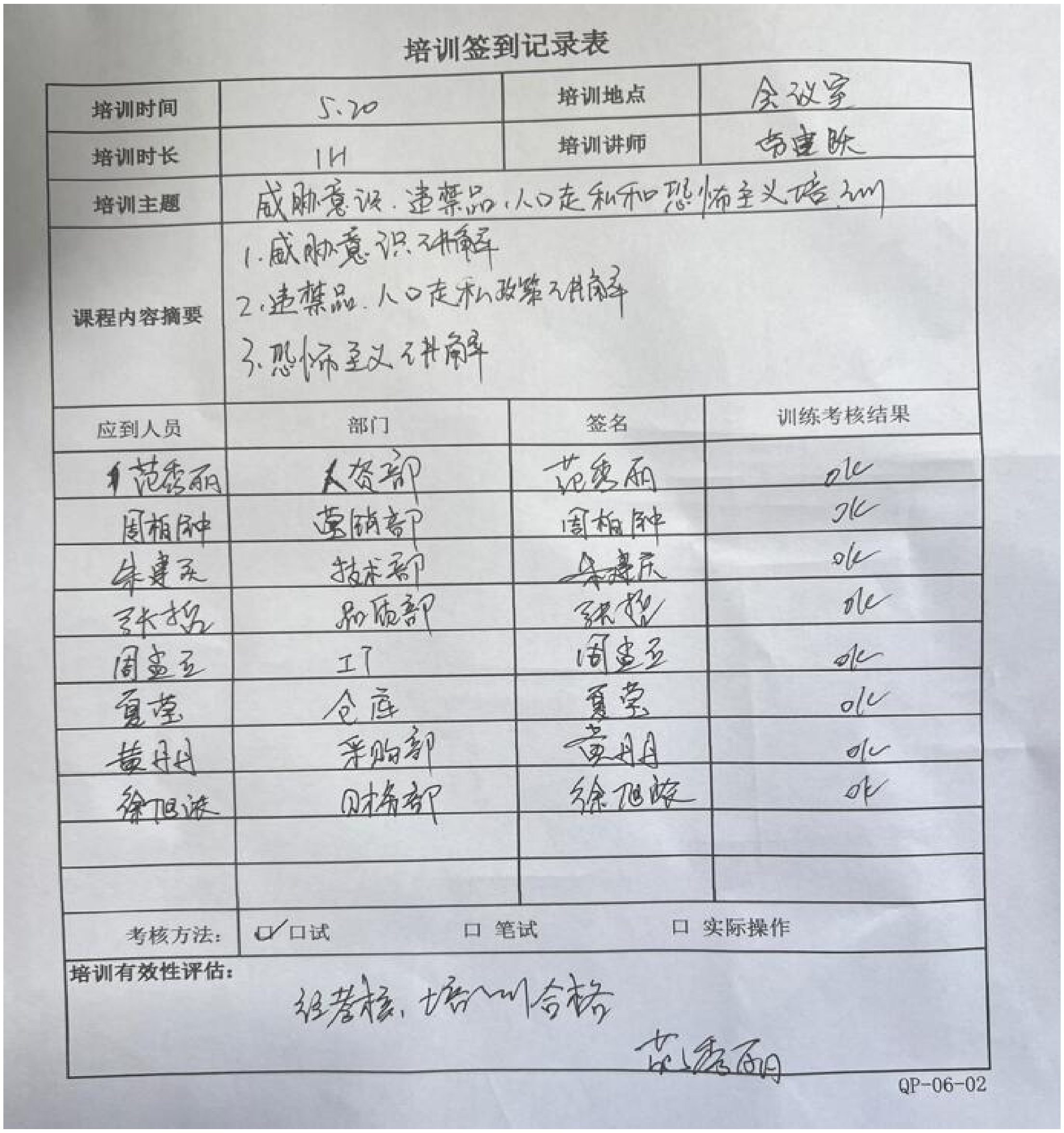
培训项目：	货仓安全工作指引、货物过剩和短缺处理程序、收货与发货安全管理程序				
培训讲师：	安全经理	培训对象：	包装人员、仓库人员、装卸人员		
培训日期：	2024-2-27	培训时数：	2	培训地点：	会议室
培训内容	1、介绍包装人员在整个工作区域货物及反恐安全方面需要注意的问题及现场的规范操作； 2、介绍仓库人员在整个厂区，货物及反恐安全方面所起的作用，在仓库管理中需要注意的事项，相关的限制规定及现场的规范操作问题； 3、介绍装货人员在整个装货过程中对反恐安全方面所起的作用，在装货区域管理中需要注意的事项、现场的规范操作问题及货柜在运输过程中需要注意的问题。				

序号	工号	部门	岗位	姓名	确认点到	考核方式	考核结果	备注
1	H009	供应链部	仓库管理员	鲁旭杭	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
2	H010	供应链部	仓库管理员	应尧军	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
3	H011	供应链部	仓库管理员临时	黄燕华	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
4	H012	供应链部	仓库管理员	孟玲央	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
5	H019	供应链部	仓管管理员	陈意芳	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
6	H022	供应链部	仓管管理员	施吴斌	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
7	H026	供应链部	发货员	金正全	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
8	H027	供应链部	发货员	钟代林	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
9	H114	日用品车间	包装工	杨艳丽	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
10	H115	日用品车间	包装工	白秀敏	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
11	H116	日用品车间	包装工	陈健宇	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
12	H117	日用品车间	包装工	赵敏	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
13	H119	日用品车间	包装工	罗柏根	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
14	H120	日用品车间	包装工	张繁荣	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
15	H121	日用品车间	包装工	王春生	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
16	H122	日用品车间	包装工	王俊芳	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
17	H123	日用品车间	包装工	王爱华	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
18	H124	日用品车间	包装工	张永洪	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
19	H125	日用品车间	包装工	张素环	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
20	H126	日用品车间	包装工	刘慧	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
21	H129	日用品车间	包装工	孙雪梅	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
22	H130	日用品车间	包装工	麦啟武	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
23	H131	日用品车间	包装工	龚春霞	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
24	H132	日用品车间	包装工	袁红梅	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
25	H133	日用品车间	包装工	汪燕	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
26	H134	日用品车间	包装工	李志朋	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
27	H135	日用品车间	包装工	孙吉琼	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
28	H137	日用品车间	包装工	石凉英	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	
29	H138	日用品车间	包装工	胡金蓉	☑到 □缺	■现场提问 □表现评估	☑合格□不合格	

2024/04/30

#122 Training record of workers in restricted areas.jpg

Security Training & Threat Awareness - Question # 125



培训签到记录表

培训时间	5.20	培训地点	会议室
培训时长	1H	培训讲师	苟建跃
培训主题	威胁意识.违禁品.人口走私和恐怖主义培训		
课程内容摘要	1.威胁意识讲解 2.违禁品.人口走私政策讲解 3.恐怖主义讲解		

应到人员	部门	签名	训练考核结果
范秀丽	人资部	范秀丽	ok
周柏钟	营销部	周柏钟	ok
朱建庆	技术部	朱建庆	ok
张超	品质部	张超	ok
周盛至	工厂	周盛至	ok
夏莹	仓库	夏莹	ok
黄丹丹	采购部	黄丹丹	ok
徐旭滨	财务部	徐旭滨	ok

考核方法：☑口试　□ 笔试　□ 实际操作

培训有效性评估：

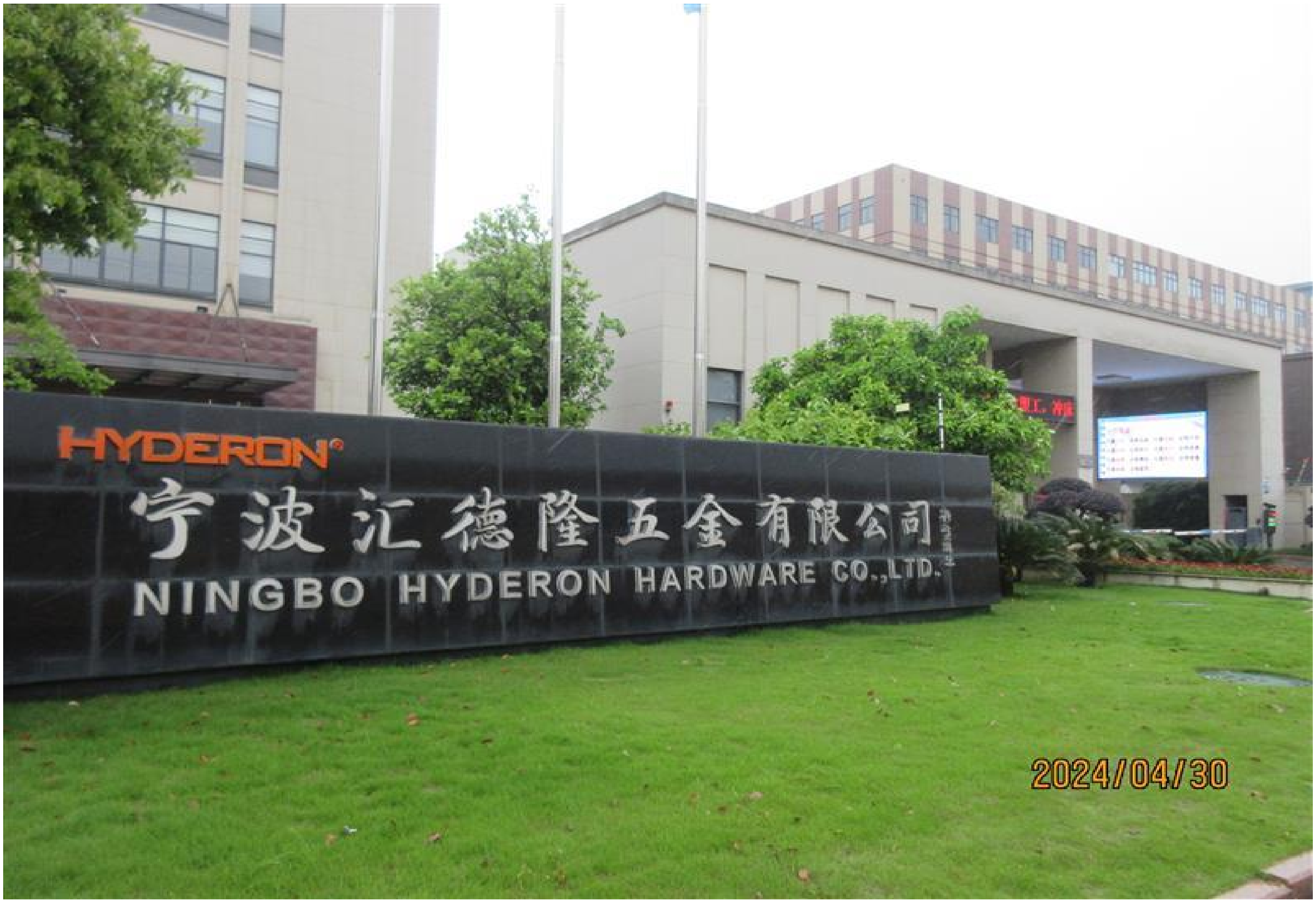
经考核，培训合格

范秀丽

QP-06-02

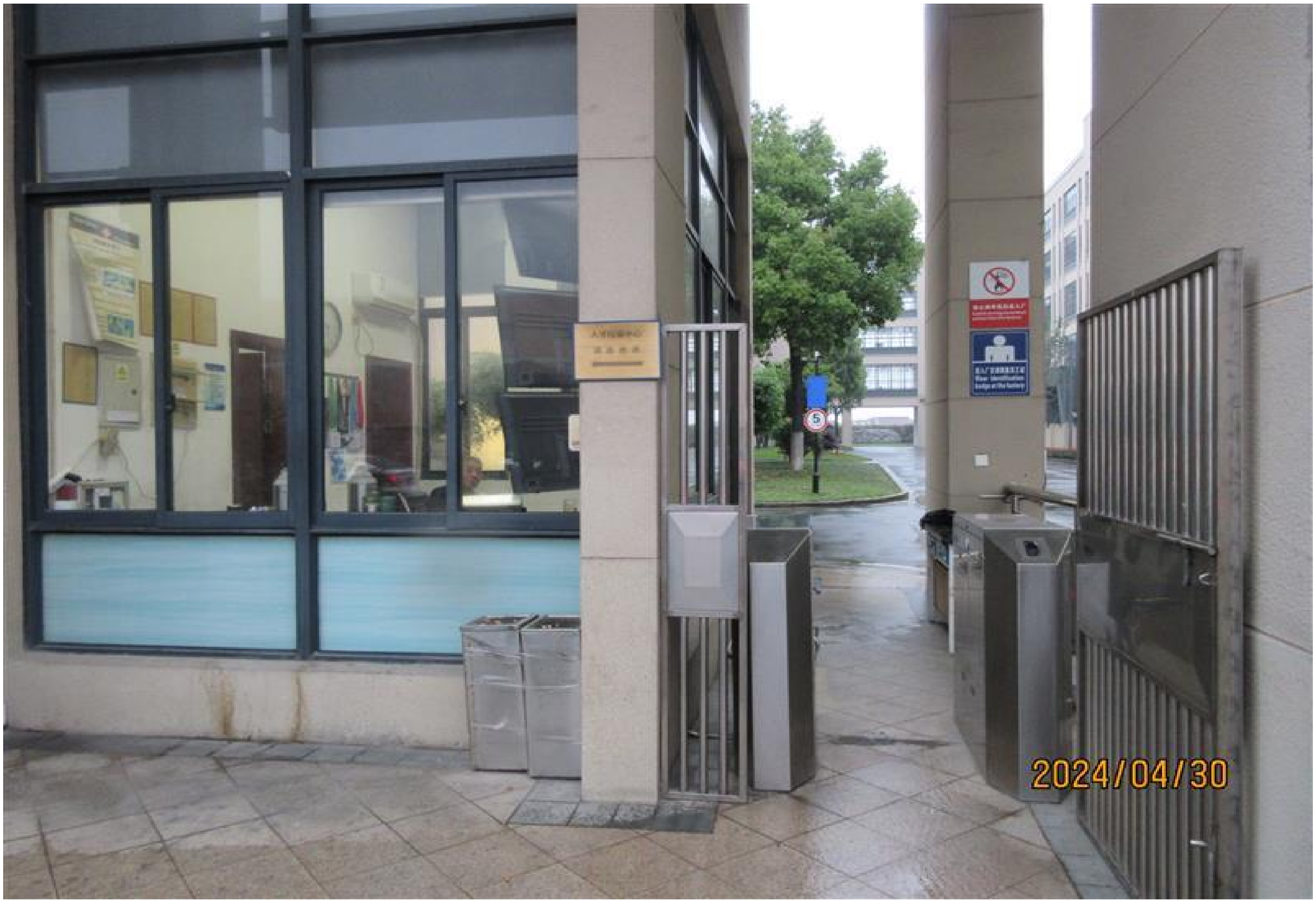
成胁意设.违禁品以。走私和恐怖主义始培训-2024-5-20.jpg

Misc - Question # 129


HYDERON
宁波汇德隆五金有限公司
NINGBO HYDERON HARDWARE CO.,LTD.
2024/04/30

#129 Factory main gate.jpg

Misc - Question # 130



#130 Security guard room.jpg

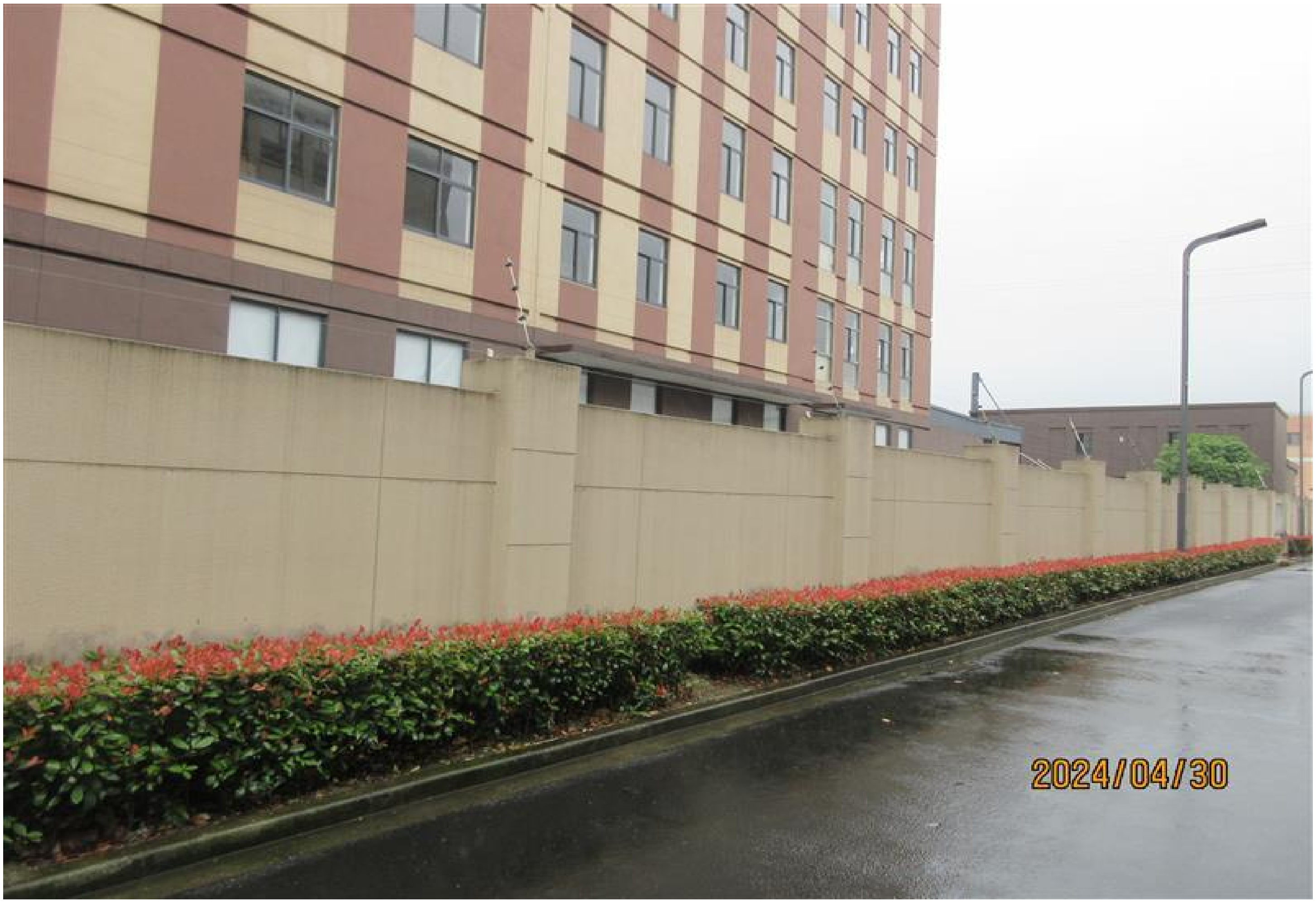
Misc - Question # 131

#131 Factory buildings.jpg

Misc - Question # 132

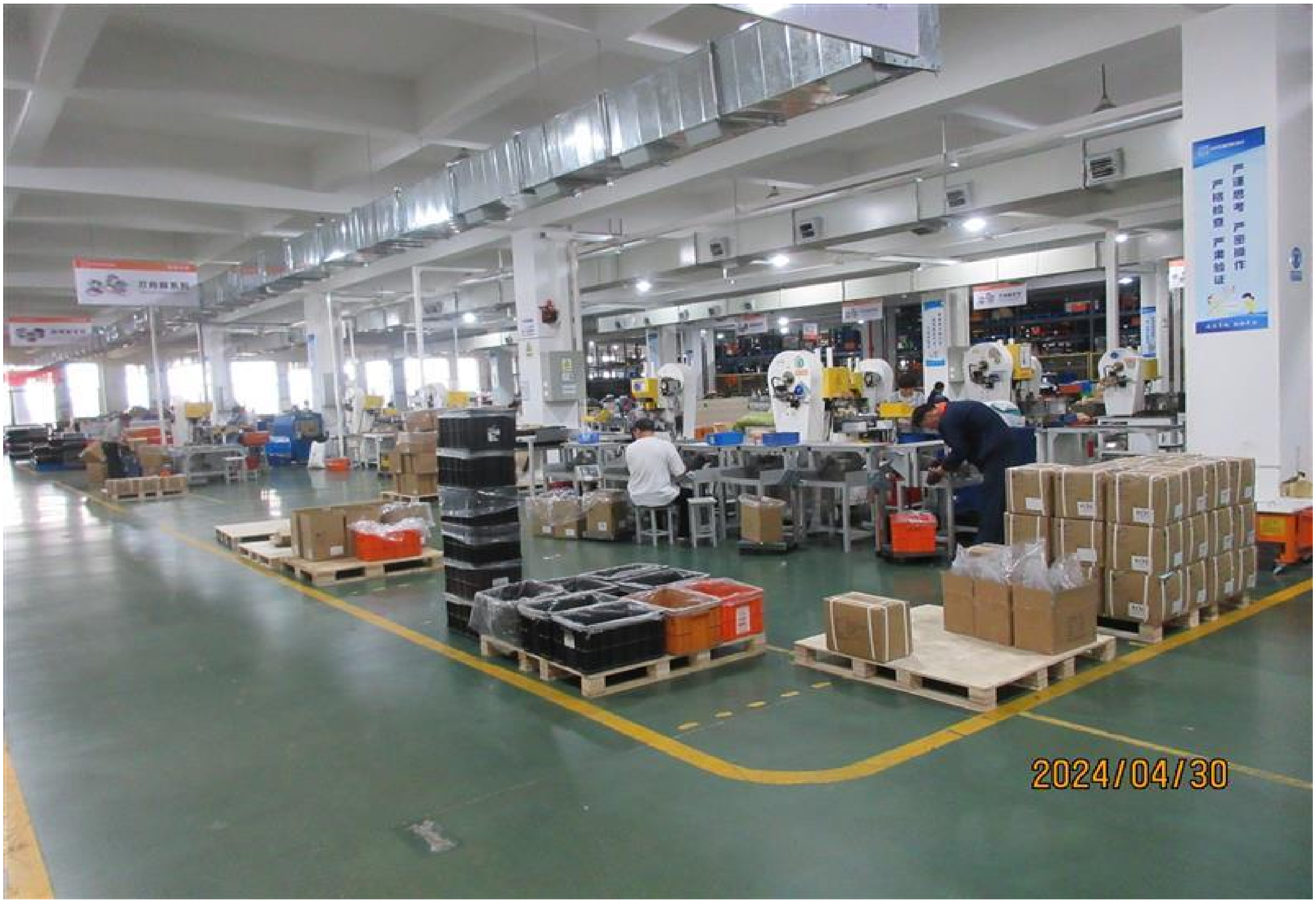
#132 Loading area.jpg

Misc - Question # 133



#133 Fence.jpg

Misc - Question # 134



#134 Packing workshop.jpg

Misc - Question # 135

#135 Loading area.jpg