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	Class 3 Document	三级文件 Product Production Emergency Plan	版本号: Version number:	A/1

产品生产类应急预案

Product Production Emergency Plan

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1. 目的

1 Purpose

为保证公司产品生产的可持续运营，确保公司在产品生产事故发生时，响应迅速、指挥有力、资源充足、措施得当，把产品生产事故造成的损失控制在最小范围内。

In order to ensure the sustainable operation of the company's products production, and ensure that the company can respond quickly, command effectively, have sufficient resources and take proper measures to minimize the loss caused by production accidents.

2. 适用范围

2. Scope of Application

适用于四川科道(主要为生产中心, 下属分公司及子公司科参照此标准拟订自己的标准)。

It is applicable to Sichuan KEYDOM (mainly for production centers, subordinate branches and subsidiaries draw up their own standards according to this standard).

3. 名称和略缩词

3. Names and Abbreviations

- 产品生产事故：对公司的产品生产经营造成影响事故，如：采购供应中断、员工集体性罢工、制造停产等。
- Product production accidents: Accidents that affect the company's production and operation, such as: Suspension of procurement and supply, collective strikes by employees, and production suspensions.
- 应急预案：针对可能发生的事故，为迅速、有序地开展应急行动而预先制定的行动方案。
- Emergency plan: It is an action plan prepared to rapidly and orderly carry out emergency actions for possible accidents.
- 应急准备：针对可能发生的事故，为迅速、有序地开展应急行动而预先进行的组织准备和应急保障。

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- Emergency preparedness: It is a kind of organization preparation and emergency security for carrying out emergency actions rapidly and orderly for possible accidents.
- 应急响应:事故发生后, 有关组织或人员采取的应急行动。
- Emergency response: It refers to emergency actions carried out by related organizations or personnel after occurrence of an accident.
- 应急救援: 在应急响应过程中, 为消除、减少事故危害, 防止事故扩大或恶化, 最大限度地降低事故造成的损失或危害而采取的救援措施或行动。
- Emergency rescue: It refers to rescue measures or actions taken to eliminate and reduce accident hazards, prevent expansion or aggravation of the accident, and minimize the loss or damage caused by the accident in the process of emergency response.
- 恢复: 事故的影响得到初步控制后, 为使生产、工作、生活和生态环境尽快恢复至正常状态而采取的措施或行动。
- Recovery: It refers to measures or actions taken to make production, work, life and ecological environment return to the normal state as soon as possible after preliminary control of the impact of the accident.

4. 职责

4. Responsibilities

4.1. 安全策略部

4.1. Security Policy Department

- 作为公司产品生产事故类应急预案的主体责任部门, 结合各部门职能分工, 成立应急预案工作小组, 明确编制任务、职责分工, 制定工作计划。
- As the main responsible department of the company's product production accident emergency plan, set up an emergency plan working group, clearly define the task, division of responsibilities, and prepare the work plan in combination with the division of functions of various departments.
- 排查产品生产事故类隐患的种类、数量和分布情况。
- Check the type, quantity and distribution of hidden dangers in product production

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accidents.

- 明确各类产品生产事故的防范措施，编制相应的应急预案。
- Identify the preventive measures for production accidents of various products and prepare corresponding emergency plans.
- 客观评价公司应急能力。
- Objective evaluation of the company's emergency response capabilities.
- 充分借鉴国内外同行业产品生产事故类的教训及应急工作经验。
- Make full use of lessons from production accidents of the same industry at home and abroad, and relevant emergency work experiences

4.2. 应急领导小组

4.2 Emergency leading team

- 熟知公司对各类产品产品生产事故监测监控的方式、方法，以及采取的预防措施。
- Get familiar with the company's means and methods for monitoring the production accidents of various products and the preventive measures taken accordingly.
- 熟知产品生产事故预警的条件、方式、方法和信息的发布程序。
- Get familiar with the conditions, means, methods and information release procedures for product production accident warning.
- 明确产品生产事故信息报告与处置办法。
- Identify the information reporting and disposal methods for product production accidents.
- 根据产品生产事故的大小和发展态势，明确应急指挥、应急行动、资源调配、应急避险、扩大应急等响应程序。
- According to the scale and development trend of product production accidents, clarify the response procedures such as emergency command, emergency action, resource allocation, emergency risk avoidance, and expansion of emergency.
- 明确应急终止的条件，产品生产事故得以控制，经产品生产事故应急领导小组组长批准后，现场应急结束，并明确后续如下事项：

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➤The conditions for emergency termination shall be clarified, and the production accidents of the products shall be controlled. After obtaining approval from the leader of the emergency leading group for product production accident , the on-site emergency shall be completed, and the following matters shall be clearly followed:

a) 事故情况上报事项。

a) Matters to report the incident.

b) 需向产品生产事故应急领导小组移交的相关事项。

b) Relevant matters that need to be handed over to the production emergency response leading group.

c) 事故应急救援工作总结报告。

c) Summary report on accident emergency rescue work.

➤ 明确产品生产事故信息发布的部门、发布原则。 产品生产事故信息应由事故应急领导小组组长及时准确向新闻媒体通报事故信息。

➤Clarify the department and release principles for the release of product production accident information. Product production accident information shall be promptly and accurately notified to the news media by the leader of the accident emergency leading group.

➤ 事故后果影响消除、工作秩序恢复、抢险过程和应急救援能力评估及应急预案的修订等内容。

➤The elimination of the consequences of the accident, the restoration of the work order, the rescue process and the assessment of emergency rescue capabilities and the revision of the emergency plan.

➤ 保障措施

➤Supporting measures

a) 通信与信息保障：明确与应急工作关联的人员联系方式，并提供备用方案。 建立信息通信系统及维护方案，确保应急期间信息通畅。

a) Communication and information protection: Identify the contact details of the people associated with the emergency work and provide alternatives. Establishing the information communication system and maintenance program to ensure smooth

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communication during the emergency period.

- b) 应急队伍保障：明确各类应急响应的人力资源，包括专业应急队伍、兼职应急队伍的组织与保障方案。
- b) Emergency team guarantee: Identify the human resources of various emergency responses, including the organization and protection plan of professional emergency teams and part-time emergency teams.
- c) 经费保障：明确应急专项经费来源、使用范围、数量和监督管理措施，保障应急状态时应急经费的及时到位。
- c) Funding guarantee: identify the source of emergency special funds, the scope of use, the quantity and supervision and management measures to ensure the timely provision of emergency funds in the emergency state.
- d) 其它保障：根据公司应急工作需求而确定的其它相关保障措施，如：交通运输保障、治安保障、技术保障、后期保障等。
- d) Other guarantees: Other relevant safeguards determined according to the company's emergency work needs, such as: transportation security, public security, technical support, and future security.

4.2.1. 培训与演练

4.2.1. Training and drills

- 培训：明确对公司人员开展的应急培训计划、方式和要求。如果预案涉及第三方组织，则做好相应宣传、告知等工作。
- Training: identifying the emergency training plans, methods and requirements for the company staff. If the plan involves the third-party organization, carrying out the appropriate publicity and notification etc.
- 演练：明确应急演练的规模、方式、频次、范围、内容、组织、评估、总结等内容。
- Drill: defining the scale, manner, frequency, scope, content, organization, evaluation and summary of the emergency drill.

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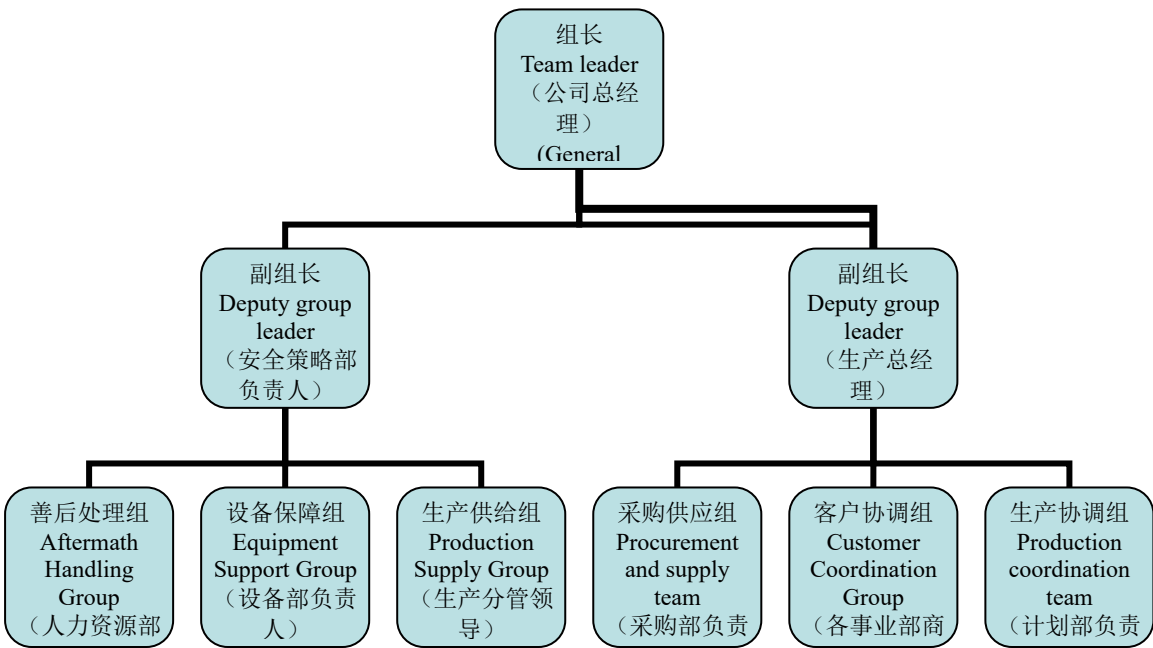
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5. 应急领导小组架构与职责

5. Structure and Responsibilities for Emergency Leading Group

5.1. 架构

5.1. Structure



5.2. 成员

5.2. Members

5.2.1. 应急领导小组成员清单

5.2.1. List of members of the emergency leading group

序号 S/N	角色 Roles	职称/部门 Title/Department	负责人 Person in charge	参与人员 Participants
1	组长 Team leader	公司总经理 General Manager of the Company	陈为民	——
2	副组长 Deputy group	总经理助理 general manager	唐联果	——

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	leader	assistant		
		安全策略部 Security Policy Department	刘劲松	——
3	生产协调组 Production coordination team	计划部 Planning Department	杨小莉	计划部成员 Member of the Planning Department
4	客户协调组 Customer Coordination Group	各事业部 Division	李朝霞	事业部成员 Business Unit Member
5	采购供应组 Procurement and supply team	采购 Purchasing Division	祝俊	采购部成员 Purchasing Department Member
6	生产供给组 Production Supply Group	计划部 Planning Department	胡廷军	生产部成员 Production Department Member
7	设备保障组 Equipment Support Group	设备部 Equipment Department	杨彦青	设备部全员 All staff of Equipment Department
8	善后处理组 Aftermath Handling Group	人力资源部 Human Resources Department	秦川	人力资源部成员 Member of the Human Resources Department

6. 产品生产事故应急流程及操作说明

6. Product Production Accident Emergency Process and Operation Instructions

6.1. 应急流程及操作说明

6.1. Emergency procedures and operating instructions

步骤 Step	环节 Links	执行内容 Actions to be performed	执行角色 Executor
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s			
01	发生事故 An accident happens	<input type="checkbox"/> 停止工作、立即呼救; Stop working and call for help immediately;	现场人员 Field staff
02	上报 Report	<input type="checkbox"/> 上报部门负责人及安全策略部负责人; Report to the department head and the head of the Security Policy Department;	同上 As above
03	发出救援号令 Issue a rescue order	<input type="checkbox"/> 第一时间火速前往现场; Go to the scene as quickly as possible; <input type="checkbox"/> 通过电话、邮件等多种途径向应急小组各模块负责人发出救援号令; Send a rescue order to the head of emergency team for each section by telephone and mail etc.;	应急小组副组长 Deputy head of emergency team
04	组织应急小组 Organize the emergency team	<input type="checkbox"/> 组织小组成员火速前往现场,或组织召开相关会议。 Organize team members to go to the scene quickly or organize relevant meetings.	应急小组各模块负责人 Leader for each module of the emergency response team
05	通知第三方单位 Notify the third party units	<input type="checkbox"/> 通知第三方负责人/接口人火速协调处理。 Inform the responsible person of the third party/liaison officer to coordinate the processing quickly.	应急小组副组长 Deputy head of emergency team
06	应急处理 Emergency treatment	<input type="checkbox"/> 详见第 7 点“应急处理”内容; See section 7 “Emergency Handling” for details;	应急小组组长 Team leader of emergency team
07	善后处理 Aftermath handling	<input type="checkbox"/> 评估损失、确定责任; Assess losses and determine responsibilities; <input type="checkbox"/> 处理法律诉讼、保险索赔等事宜; Handle the legal proceedings, insurance claims, etc.;; <input type="checkbox"/> 灾后恢复, 详见第 7 点内容; As for restoration after a disaster, see section 7 for details;	应急小组组长 Team leader of emergency team
08	整理记录 Organize the records	<input type="checkbox"/> 详细汇报事故经过; Report the incident in detail; <input type="checkbox"/> 给予预防改进措施并记录存档; Provide the preventive and improvement measures and record them;	应急小组副组长 Deputy head of emergency team

7. 各类产品生产事故应急处理


7. Emergency Treatment of Production Accidents of Various Products

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	Class 3 三级文件 Document	产品生产类应急预案 Product Production Emergency Plan	版本号: Version number:	A/1

7.1. 采购供应中断的管理内容及要求

7.1. Management content and requirements for procurement supply interruption

7.1.1. 采购业务的年度安全目标及目标值

7.1.1. Annual safety objectives and target values for the procurement business

序号 S/N	安全目标 Safety goal	目标值 Target value
1	无主要材料供应中断发生 No major material supply interruption occurred	0 次 0 time
	无辅助材料供应中断发生 No auxiliary material supply interruption occurred	0 次 0 time
2	无设备采购供应中断发生 No equipment procurement supply interruption occurred	0 次 0 time
	无配件采购供应中断发生 No parts procurement supply interruption occurred	0 次 0 time
	无劳保采购供应中断发生 No labor insurance procurement supply interruption occurred	0 次 0 time

7.1.2. 采购业务持续运行计划

7.1.2. Procurement business continuous operation plan

7.1.2.1. 人员及主体岗位后备计划

7.1.2.1. Personnel and main job backup plan

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
李艳	采购 Procurement Department	应急保障 Emergency support	全员培训，交叉轮岗 Training of entire staff, cross rotation
祝俊	采购部 Procurement Department	应急保障 Emergency support	全员培训，交叉轮岗 Training of entire staff, cross rotation
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

7.1.2.2. 硬件（资源）后备计划

7.1.2.2. Hardware (resource) backup plan

针对每一类材料都有储备合格供应商供选择，分为核心供应商与备用供应商。

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For each type of material, there are reserve qualified suppliers to choose from, which are divided into core suppliers and backup suppliers.

7.1.2.3. 其他后备计划

7.1.2.3. Other backup plans

建立供应商管理数据库，随时可进行直接采购以备生产正常进行。

Establish a supplier management database and make direct purchases at any time for normal production.

7.1.3. 采购供应中断的应急预案

7.1.3. Emergency plan for procurement supply interruption

7.1.3.1. 采购供应中断的风险预案一览表：

7.1.3.1. List of risk plans for procurement supply interruption:

风险 Risks	预案 Plan	主要 Principal	备份执 行人 Standby	可调配部门/人 员 Deployable
断货 风险 Supply shortage risk	1.应急领导小组在事发的2小时内组织相关会议，并决定启动备用供应商。 1. The emergency leading group organizes the relevant meeting within 2 hours of the incident, and decides to start the standby supplier. 2.采购供应组及时联系备份供应商，并根据生产计划的要求，明确供应厂家的供货交期。在整个供应阶段，采购供应组需时时通报进展，直至物品送达到公司。 2. The procurement supply group promptly contacts the backup supplier and clarifies the delivery time of the supplier according to the requirements of the production plan. Throughout the supply phase, the procurement supply team needs to report progress from time to time until the item is delivered to the company. 3.采购供应组组织安全策略部、生产中心质量管理部、生产部门等，在3天内去供应厂家作综合检查，确保供应的货物符合公司的交期、质量、安全等要求。 3. Purchasing supply team organizes the Safety Strategy Department, Production Center Quality Management Department,	采购 Procurement Department	祝俊	采购部/采购二部/生产中心采购部/安全策略部/生产中心质量管理部/计划部 Purchasing Department/ /Production Center Purchasing Department /Safety Strategy Department/Production Center Quality Management Department/Planning Department

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物流 风险 Logistics risk	<p>1.应急领导小组在事发的2小时内组织相关会议，并决定启动备用供应商。</p> <p>1. The emergency leading group organizes the relevant meeting within 2 hours of the incident, and decides to start the standby supplier.</p> <p>2.应急领导小组指定客户服务部跟进物流运输的进展，确保货物按期到达公司。</p> <p>2. The emergency leading group designates the Customer Service Department to follow up on the progress of logistics and transportation to ensure that the goods arrived at the company on time.</p> <p>3.客户服务部组织安全策略部、运行保障部等，在3天内去去供应厂家作综合检查，确保物流运输满足公司的交期、安全等要求。</p> <p>3. The Customer Service Department organizes the Safety Strategy Department and the Operation Support Department, etc., to go to the supplier for comprehensive inspection within 3 days to ensure that the logistics and transportation meet the company's delivery, safety and other requirements.</p>	计划部 Planning Department	胡廷军	客户服务部/安全策略部/运行保障部/计划部 Customer Service Department/Safety Strategy Department/Operation Support Department/Planning Department
客诉 风险 Customer complaint risk	<p>1. 应急领导小组组织客户协调组，安排商务经理与客户协商，并将采购供应中断的原因及整改措施提供给客户，以避免客诉风险。同时，应急领导小组尽快启动备份工厂，以完成客户的产品交期要求。</p> <p>1. The emergency leading group organizes the customer coordination group to assign the business manager to negotiate with the customer and provide the customer with the reasons for the interruption of the procurement supply and corrective measures to avoid the customer complaint risk. At the same time, the emergency leading group will start the backup factory as soon as possible to meet the customer's product delivery requirements.</p>	客户服务部 Customer Service Department	李朝霞	客户服务部/各事业部/计划部/各生产部 Customer Service Department/each Business Unit/Planning Department/each Production Department

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其他风险 Other risks	1. 应急领导小组组织制定各项管理制度。 1. The emergency leading group organizes the development of various management systems. 2. 应急领导小组需及时制定合适的报告内容, 通过媒体对外公布, 以免外界媒体出现夸大、误导的报道, 而有损公司形象。 2. The emergency leading group shall timely formulate appropriate report content and publicize it through the media to avoid exaggerated and misleading reports from the outside media, which will damage the company's image.	安全策略部 afety Strategy Department	刘劲松	安全策略部/人力资源部/采购部/质量管理部/客户服务部/计划部 Safety Strategy Department/Human Resources Department/Purchasing Department/Quality Management Department/Customer Service Department/Planning Department
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7.1.3.2. 采购供应中断应急联系人一览表:

7.1.3.2. List of emergency contacts for procurement supply interruption:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	秦川	副组长 Deputy group leader	8019	18190835097
2	李艳	采购供应组组长 Procurement Supply Team Leader		18980512903
3	祝俊	采购供应组成员 Procurement Supply Group Member	8033	18000576230
4	胡廷军	生产供给组组长 Production Supply Team Leader	8042	19949484833
备注: 在事故发生的第一时间, 也可以联系事故部门的负责人, 协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

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7.1.4. 采购供应中断发生后的经营业务恢复

7.1.4. Recovery of business operations after the interruption of procurement supply

- 满足客户交期是采购供应中断后的首要任务,然后应急领导小组再同步完善供应商的选择。
- Satisfying customer delivery is the primary task after the interruption of procurement supply, and then the emergency leading group re-synchronizes the supplier's choice.
- 应急小组组织质量管理部、安全策略部、采购部等,在事发后的3天内,对供应商做综合检查,确保后续的货物供应能满足公司的相关要求。
- The emergency team organizes the Quality Management Department, the Safety Strategy Department, the Procurement Department, etc., to conduct comprehensive inspections of the suppliers within 3 days after the incident to ensure that the subsequent supply of goods can meet the relevant requirements of the company.
- 如果采购供应中断而影响正常的生产,从而导致员工的上班工时不足,并影响工资,善后处理组需合理制定工时的计算方式,以免影响员工情绪,详见《生产中心薪酬制度实施细则》。如果导致设备长期停滞,设备保障组需及时对相应设备做全面的检查,确保没有安全隐患后,再重新启动生产。
- If the procurement supply is interrupted and the normal production is affected, resulting in insufficient working hours for employees and affecting wages, the redressing group needs to formulate the calculation method of working hours so as not to affect the employees' emotions. For details, please refer to the "Detailed Rules for the Implementation of the Compensation System of the Production Center". If the equipment is stagnant for a long time, the equipment support group shall conduct a comprehensive inspection on the corresponding equipment in time to ensure that there is no safety hazard and then restart production.
- 应急领导小组待各应急小组的工作都完成,并确保没有衍生的事故再发生后,再通知各个板块恢复经营。
- The emergency leading group will notify each section to resume operations after the work of each emergency response team is completed and ensuring that no deferred accidents will occur again.

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7.2. 个人化生产设备故障导致生产终止的管理内容及要求

7.2. Management content and requirements for production termination caused by failure of personalized production equipment

7.2.1. 个人化生产设备故障导致生产终止的年度安全目标及目标值

7.2.1. Annual safety objectives and target values for production termination caused by failure of personalized production equipment

序号	安全目标	目标值
1	无个人化生产设备故障导致生产终止事件发生	0 次

7.2.2. 个人化生产设备故障导致生产终止的持续运行计划

7.2.2. Continuous operation plan for production termination caused by failure of personalized production equipment

7.2.2.1. 人员及主体岗位后备计划

7.2.2.1. Personnel and main job backup plan

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
刘劲松	安全策略部 Security Policy Department	应急领导 Emergency leading	全员培训，确保事故发生时响应及时有效 Training of all staff to ensure timely and effective response in case of accident
唐联果	总经办 General manager	应急保障 Emergency support	
胡廷军	计划部 Planning Department	应急实施 Emergency implantation	
何杨	个人化车间 Personal workshop	应急日常运行 Emergency daily operation	
邓辉	个人化车间 Personal workshop	应急技术 Emergency technical	
崇波	个人化车间 Personal workshop	应急日常运行 Emergency daily operation	

备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。
Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.

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7.2.2.2. 硬件（资源）后备计划

7.2.2.2. Hardware (resource) backup plan

对不同的个人化设备选定设备维修厂家，并建立备份卡片供应厂家。

Select equipment repair manufacturers for different personalized equipment, and establish backup card supplier.

7.2.3. 个人化生产设备故障导致生产终止的应急预案

7.2.3. Emergency plan for the termination of production caused by failure of personalized production equipment

7.2.3.1. 个人化生产设备故障导致生产终止的应急程序

7.2.3.1. Emergency procedures for the termination of production caused by failure of personalized production equipment

序号 S/ N	工作流程 Working process	工作内容 Content	实施部门/人 Execution department/ person	证明材料 Supporting materials
1	事故报告 Accident report	1、个人化设备故障发生 4 小时后，经确认已无法继续生产，生产部长向应急领导小组报告事故情况 1. Within 4 hours after personalized equipment failure, the production department leader reports the accident to the emergency leading group after confirming that production cannot be continued.	何杨	邮件/电话 Mail/teleph one
		2、应急领导小组根据个人化设备故障情况和订单交付情况，在 2 小时内，决定和批准启动备份工厂应急程序。 2. The emergency leading group decides and approves the start-up factory emergency procedures within 2 hours based on the personalized equipment failure conditions and order delivery.	胡廷军	邮件/电话 Mail/teleph one
2	启动应急程序 Start the emergency response procedures	1、根据应急领导小组的指令，启动个人化设备故障导致生产终止应急程序。 2、设备保障组及时组织设备抢险维修，并在第一时间通知设备供应厂家或维修厂家等第三方人员来现场处理。 1. According to the instructions of the emergency leading group, start the emergency procedure for the termination	邓辉	邮件/传真 Mail/fax

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序号 S/ N	工作流程 Working process	工作内容 Content	实施部门/人 Execution department/ person	证明材料 Supporting materials
		of production caused by failure of personalized production equipment. 2. The equipment support group organizes equipment emergency repairs in a timely manner, and notifies equipment suppliers or maintenance manufacturers and other third-party personnel to deal with them on site.		
3	与客户沟通 Communicate with customers	金融事业部商务经理安排各商务人员将个人化设备故障导致生产终止等相关信息反馈给各银行客户，与客户就下一步方案进行沟通，并确认解决方案。 The business manager of the Financial Department assigns each business person to give feedback on relevant information such as the termination of production due to the failure of the personalized equipment to each bank customer, communicate with the customer about the next step, and confirm the solution.	李朝霞	工作联系函 Job contact letter
4	反馈客户意见 Customer comments feedback	金融事业部商务经理负责收集整理各银行客户的意见并反馈给应急小组。 The Business Manager of the Financial Department is responsible for collecting and arranging opinions of various bank customers and giving feedback to the emergency response team.	李朝霞	邮件 E-mail
5	参与个人化备份工厂启动应急会议 Participate in a personalized backup factory start-up emergency meeting	根据客户反馈的意见，参与个人化备份工厂启动应急会议。 Participate in a personalized backup factory start-up emergency meeting based on feedback from customers.	唐联果	会议纪要 Minutes of meeting
6	召开个人化应急小组会议 Convene a personalized emergency response group meeting	传达公司个人化备份工厂启动应急程序会议要求，布置应急工作任务 Communicate the company's meeting requirements for personalized backup factory start-up emergency program, and arrange emergency work tasks	唐联果	会议纪要 Minutes of meeting

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序号 S/ N	工作流程 Working process	工作内容 Content	实施部门/人 Execution department/ person	证明材料 Supporting materials
7	向客户反馈公司应急处理方案 Give feedback to customers on company emergency treatment plan	金融事业部商务经理负责将公司应急处理方案传达给责任商务人员,并要求各商务人员及时通知客户。 The business manager of the Financial Department is responsible for communicating the company's emergency response plan to responsible business personnel, and requires all business personnel to notify customers in a timely manner.	李朝霞	邮件/传真 Mail/fax
8	确定委外加工产品及数量 Determine the quality and quantity of products to be subcontracted for processing	计划部根据停产时间及客户交货要求确定需要送备份工厂加工的产品和数量。 The Planning Department determines the products and quantities that need to be sent to the backup factory for processing according to the production stoppage time and customer delivery requirements.	胡廷军	个人化生产计划 Personalized Production Plan
9	与客户沟通确定数据传输及处理方式 Communicate with customers to determine how data is transmitted and processed	生产中心开发部部长负责安排各数据处理员与各客户就数据传输及处理方式达成一致意见,并将处理方式反馈给安全策略部实施。 The Director of the Production Center Development Department is responsible for arranging for each data processor to agree with each customer on the data transmission and processing methods, and to report the processing methods to the Safety Strategy Department.	熊磊	邮件/传真 Mail/fax
10	准备委外加工产品加工作业指导文件 Prepare guidance documents for products to be subcontracted for processing	个人化工艺员负责提供指导备份工厂生产的工艺文件。 The personal craftsman is responsible for providing the process documentation that guides the production of the backup factory.	刘玄	工艺文件 Technological documents

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序号 S/ N	工作流程 Working process	工作内容 Content	实施部门/人 Execution department/ person	证明材料 Supporting materials
11	准备委外加工 产品质量控制 文件 Prepare quality control documents for products to be subcontracted for processing	质量管理部负责提供用于个人化产品 质量控制的检验文件,必要时安排质控 人员参与委外产品现场质量控制。 The Quality Management Department is responsible for providing inspection documents for the quality control of personalized products, and if necessary, arranging quality control personnel to participate in on-site quality control of the subcontracted products.	郑培丽	质量控制 文件 Quality Control Documents
12	准备用于委外 加工的制卡材 料 Prepare card-making materials for outsourcing processing	个人化生产主管负责根据送备份工厂 加工的品种及生产量安排领取用于加 工的制卡材料。 The director of personal production is responsible for receiving the card-making materials for processing according to the variety and production of materials to be sent to the backup factory for processing.	何杨	领料单 Material Requisition Form
13	准备用于委外 加工的空白卡 体 Prepare a blank card to be subcontracted for processing	个人化审计组长负责根据送备份工 厂加工的品种及生产量安排领取用于 加工的空白卡体。 The personal audit team leader is responsible for receiving blank card for processing according to the variety and production of materials to be sent to the backup factory for processing	崇波	领料单 Material requisition
14	委外加工相关 物品交接 Handover of related items to be subcontracted for processing	上述 8-13 项中各负责人在相关准备工 作完成后与公司应急小组的委外人员 进行移交。 The responsible persons in the above items 8-13 handle handover procedures with the subcontractors of the company's emergency response team after the relevant preparatory work is completed.	刘劲松	交接清单 Handover list
15	委外加工产品 入库验收 Subcontracted processing product warehouse entry inspection	质量管理部负责安排人员对委外加工 入库产品进行质量抽检。 The Quality Management Department is responsible for arranging personnel to conduct quality inspections on the products entering the warehouse that are processed by subcontracted factory.	郑培丽	抽检记录 Spot check record

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序号 S/ N	工作流程 Working process	工作内容 Content	实施部门/人 Execution department/ person	证明材料 Supporting materials
16	委外加工产品 审计发运 Subcontracted processing product audit and shipping	生产部负责安排人员对委外产品进行 审计, 客户服务部按计划要求发运。 Production Department is responsible for arranging personnel to audit the subcontracted products, and the customer service department will deliver the goods as planned.	郭明	审计发运 表单 Audit& Shipping Form
17	向客户提供生 产及发货日报 表 Provide daily production and delivery sheet to customers	金融事业部商务经理负责安排商务人 员向客户提供生产及发货日报表。 The Business Manager of the Financial Department is responsible for arranging business personnel to provide daily production and delivery sheet to customers	李朝霞	生产及发 货日报表 Daily Production & Delivery Sheet
18	跟进个人化卡 片的运货情况 Follow up on the delivery of personalized cards	客户服务部跟进个人化卡片的供货情 况, 确保按期完成交付。 The Customer Service Department follows up on the availability of personalized cards to ensure delivery is completed on time.	杨小莉	工作记录 Work records

7.2.3.2. 个人化生产设备故障应急联系人一览表:

7.2.3.2. Failure Emergency Contact List for Personalized Production Equipment :

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	唐联果	第一负责人	8042	18927462885
2	刘劲松	第二负责人	8022	18980072233
3	胡廷军	计划调度	8027	19949484833
4	何杨	生产交接	8017	15884485640
5	邓辉	材料交接	8017	18990796409
6	李朝霞	对外联系	8047	13320779665
7	郑培丽	质量负责	8011	15982844995
8	刘玄	工艺负责	8013	18672340170
9	郭明	安全负责	8045	15828330286
备注: 在事故发生的第一时间, 也可以联系事故部门的负责人, 协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

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7.2.3.3. 外部联系方一览表

7.2.3.3. List of External Contacts

序号 S/N	组织名称 Organization Name	第一联系人 First contact	备份联系人 Backup contact
1	电信运营商 Telecom operator	电信服务电话: 10000	
2	客户 Customer	天府通: 陈力-18628192178	曾小红: 028-85987867
3	客户 Customer	成都农商银行: 刘凤13568900628	戴欢13880333680
4	客户 Customer	四川省农信: 郑凯17740220603	
5	客户 Customer	胶州中成村镇银行: 田玉杰 18653271126	
6	客户 Customer	德阳社保: 谭主任13550638046	
7	客户 Customer	绵阳社保: 蒲春辉13990170900	
8	客户 Customer	达州人社: 李鹏18096259575	
9	客户 Customer	泸州人社: 张润生18982766656	

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7.2.4. 个人化生产设备故障发生后的经营业务恢复

7.2.4. Recovery of business operations after the occurrence of personalized production equipment failure

- 1) 应急领导小组在做好上述应急生产工作的同时,需做好个人化设备恢复正常生产的准备工作。
- 1) While the emergency leading group is doing the above-mentioned emergency production work, it is necessary to prepare the personalized equipment to resume normal production.
- 2) 公司个人化设备恢复正常生产后,上述各提供材料和卡体的责任人员负责对委外加工及退回的文件、材料和卡体进行审计平衡。
- 2) After the company resumes normal production for personalized equipment, the above-mentioned responsible personnel for providing materials and card are responsible for auditing the balance of documents, materials and card that are processed and returned.
- 3) 公司个人化设备生产恢复正常后,客户协调组的商务经理负责安排商务人员向客户通报公司个人化生产恢复正常。
- 3) After the company resumes normal production for personalized equipment, the business manager of the customer coordination group is responsible for arranging the business personnel to inform the customer that the company's personalized production has returned to normal.
- 4) 公司个人化设备生产恢复正常后,应急领导小组组长负责召集总结会,并宣布应急程序结束。
- 4) After the company resumes normal production for personalized equipment, the emergency leading group leader is responsible for convening the summary meeting and announcing the end of the emergency procedures.
- 5) 应急领导小组副组长每年组织相关人员对程序进行一次演练测试,演练完成后组织演练人员对程序进行总结,整理演练活动中的文件资料并存档。
- 5) The deputy leader of the emergency leading group organizes relevant personnel to conduct a drill test for the program every year. After the drill is completed, the drillers are

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organized to summarize the procedures, and the documents in the drill activities are organized and archived.

6) 为了保证该程序的实效性,应急领导小组副组长在演练测试结束后对程序进行一次更新,组织有关人员进行培训。

6) In order to ensure the effectiveness of the program, the deputy leader of the emergency leading group will update the program after the completion of the drill test and organize relevant personnel to carry out training.

7) 应急领导小组需及时制定合适的报告内容,在必要的时候,通过媒体对外公布,以免外界媒体对事故作出夸大、误导的报道,而有损公司形象。

7) The emergency leading group shall timely formulate appropriate report content and, if necessary, publicize it through the media to prevent the outside media from making exaggerated and misleading reports on the accident, which will damage the company's image.

8) 如果个人化生产设备故障而影响正常的生产,从而减少了员工的正常收入,善后处理组需合理制定工时的计算方式,以免影响员工情绪,详见《生产中心薪酬制度实施细则》。

8) If the personalized production equipment fails and affects the normal production, thus reducing the normal income of the employees, the redressing group needs to reasonably calculate the working hours, so as not to affect the employees' emotions. For details, please refer to the "Detail Rules for Implementation of Production Center Salary System".

7.3. 员工集体性罢工的管理内容及要求

7.3. Management content and requirements for collective strikes of employees

7.3.1. 员工集体性罢工的年度安全目标及目标值

7.3.1. Annual safety objectives and target values for collective strikes of employees

序号	安全目标	目标值
1	因员工集体性罢工而导致的生产停滞	0 次

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2	因员工集体性罢工而导致的人员伤亡	无伤亡事件发生
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7.3.2. 员工集体性罢工的持续运行计划

7.3.2. Continuous operation plan for collective strikes by employees

7.3.2.1. 人员及主体岗位后备计划

7.3.2.1. Personnel and main job backup plans

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
陈为民	总经办 General manager	应急领导 Emergency leading	全员培训，确保事故发生时响应及时有效 Training of all staff to ensure timely and effective response in case of accident
唐联果	总经办 General manager	应急实施 Emergency implantation	
秦川	人力行政部 Human administration department	应急日常运行 Emergency daily operation	
刘劲松	安全策略部 Security Policy Department	应急技术 Emergency technical	
何贞	人力资源部 Human Resources Department	应急保障 Emergency support	
备注： Notes: 1、当出现人员异常时，所有业务人员均可以轮岗处理业务。 1. When a person is abnormal, all business personnel can rotate to handle the business.			

7.3.2.2. 硬件（资源）后备计划

7.3.2.2. Hardware (resource) backup plan

- 在满足卡组织安全要求的前提下，可将任务产量分配到其他生产部门进行生产。
- Under the premise of meeting the safety requirements of the card organization, the task output can be distributed to other production departments for production.
- 为不影响公司正常生产及交货及时性，非生产人员临时调至生产岗位，完成生产任务。
- In order not to affect the normal production and delivery timeliness of the company, non-production personnel are temporarily transferred to production positions to complete production tasks.

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7.3.2.3. 其他后备计划

7.3.2.3. Other backup plans

与备份工厂签订第三方协议，在人员不足的情况下，能及时满足客户的需求。

It is necessary to sign the third agreement with the standby factory, which can timely meet the demands of customer in case of understaffing.

7.3.3. 员工集体性罢工的应急预案

7.3.3. Emergency plan for collective strikes of employees

7.3.3.1. 员工集体性罢工的风险预案一览表

7.3.3.1. List of Risk Plans for Collective Strikes of Employees

风险 Risks	预案 Plan	主要 Principal 执行人 Executor	备份 Backup 执行人 Executor	可召集部门/人 员 Departments/p ersonnel to be assembled
车间停产 Workshop production suspension	1.应急领导小组在第一时间组织应急会议，指定非生产人员临时调至生产岗位，完成生产任务。 1. The emergency leading group organizes emergency meetings at the first time, and designates non-production personnel to temporarily transfer to production positions to complete production tasks. 2.如若仍然无法满足生产要求，应急领导小组可启动备份工厂。 2. If the production requirements are still not met, the emergency leading group can start the backup factory.	唐联果		所有部门 All Departments
设施设备 被人为破坏 Facilities and equipment are vandalized	1.安全策略部组织加派人手监管设备； 1. The Safety Strategy Department organizes additional personnel to supervise the equipment; 2.设备保障组对已破坏的设施设备，进行及时维修。 2. The equipment support team shall promptly repair the damaged facilities and equipment. 3.善后处理组组织安排人员情绪安抚。	刘劲松		人力资源部/设备部/安全策略部/各生产部门/运行保障部 Human Resources Department/Equipment Department/Safety Strategy Department/Production

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	3. The redressing team organizes the emotional comfort of the staff.			Department/Operation Support Department
人员安全异常 Abnormal personnel safety	1.安全策略部组织相关人员加强安保。 1. The Safety Strategy Department organizes relevant personnel to strengthen security. 2.集体性罢工一般有主导人员，应急领导小组可暗访或私下了解情况，通过化解主导人员的异常情绪，来缓和其他员工的情绪。 2. Collective strikes generally have leading personnel. The emergency leading group can make unannounced visits or privately understand the situation, and alleviate the emotions of other employees by dissolving the abnormal emotions of the leading personnel.	秦川		安全策略部/人力资源部 Security Strategy Department/HR Department
公司对外形象受损 The external image of the Company is damaged	1.应急领导小组在事件发生第一时间，利用技术性网络、通讯故障，一定程度上减少失真信息的扩散； 1. The emergency leading group should take use of technical network to settle the communication faults and reduce the diffusion of distorted information to a certain extent at the first time of the incident; 2.善后处理组安排员工代表座谈会，了解事故发生原因，协商解决方案。 2. The care-taking arrangement group should hold a meeting with employee representatives to understand the causes for the accident and negotiate the solutions.	陈为民		人力资源部/运行保障部/安全策略部 HR Department/Operation Support Department/Security Strategy Department

7.3.3.2. 员工集体性罢工事故应急联系人一览表：

7.3.3.2 List of emergency contact persons for collective strike accident of employees:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	陈为民	应急领导 Emergency leading	8029	13971752835
2	唐联果	应急实施 Emergency implantation	8042	18927462885
3	秦川	应急日常运行 Emergency daily operation	8019	18190835097

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4	刘劲松	应急技术 Emergency technical	8022	18980072233
5	何贞	应急保障 Emergency support	8012	18011533592
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

7.3.3.3. 外部联系方一览表：

7.3.3.3 List of external contacts:

同于 7.2.3.3 所述。

The same with 7.2.3.3

7.3.4. 员工集体性罢工事故发生后的经营恢复

7.3.4 Business recovery after the occurrence of collective strike accident of employees

- 1) 善后处理组对事故中当事人进行沟通、疏导，对受伤人员组织善后处理，同时组织员工座谈会，听取罢工的原因，供应急领导小组作后续的协调处理。
- 1) The care-taking arrangement group should communicate with and ease the parties involved in the accident , rehabilitate the injured persons , organize the employees' meeting to listen to the causes for strike and report the causes to
- 2) 对于恶意组织集体性罢工的相关人员，按劳动合同法和公司员工手册及人事管理制度对其进行相应的处理。
- 2) For those who organize collective strikes in bad faith, they shall be dealt with according to the labor contract law, the employee manual of the company and the personnel management rules and regulations.
- 3) 设备保障组对事发区域的设备做全面的检查，确保所有设备在恢复生产之前的功能正常。
- 3) Equipment Support Group shall
- 4) 应急领导小组组织对事发区域作安全大检查，确保所有环节都恢复正常。
- 4) The emergency leading group shall organize a major security inspection of the accident

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area to ensure that all links return to normal.

- 5) 应急领导小组通过审查各应急小组的完成情况后，再决定经营恢复。
- 5) The emergency leading group shall determine to resume the operation after reviewing the performance of each emergency response team.

7.4. 灾害事故导致个人化停产的管理内容及要求

7.4 Management contents and requirements of individualized production shutdown caused by disasters and accidents

7.4.1. 灾害事故（地震、暴雨等）导致个人化停产的年度安全目标及目标值

7.4.1 Annual safety objectives and target values of individualized production shutdown caused by disasters and accidents (earthquake, rainstorm, etc.)

序号 S/N	安全目标 Safety goal	目标值 Target value
1	不发生灾害事故导致个人化停产 No individualized production shutdown caused by disasters and accidents	0 次 0 time

7.4.2. 灾害事故导致个人化停产的抢险持续运行计划

7.4.2 Continuous operation plan for emergency rescue of individualized production shutdown caused by disasters and accidents

7.4.2.1. 人员及主体岗位后备计划

7.4.2.1 Reserve plan for personnel and main posts

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
刘劲松	安全策略部 Security Policy	应急领导 Emergency leading	全员培训，交叉轮岗 Training of entire staff, cross rotation
唐联果	总经办 General manager	应急保障 Emergency support	
胡廷军	计划部 Planning Department	应急实施 Emergency implantation	
何杨	个人化车间 Personal workshop	应急日常运行 Emergency daily operation	

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邓辉	个人化车间 Personal workshop	应急技术 Emergency technical
崇波	个人化车间 Personal workshop	应急日常运行 Emergency daily operation

备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。

Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business

7.4.2.2. 硬件（资源）后备计划

7.4.2.2 Reserve plan for hardware (resources)

选定合适的设备维修厂家和备份工厂。

Select the appropriate equipment maintenance manufacturers and reserve factories.

7.4.3. 灾害事故导致个人化停产的应急预案

7.4.3 Emergency plan of individualized production shutdown caused by disasters and accidents

7.4.3.1. 应急程序启动

7.4.3.1 Start of emergency procedures

应急领导小组副组长在接到灾害事故的报告并确认个人化生产无法继续的情况下，在 1 小时内召开应急工作小组会议，就以下事项作出决定：

If the deputy head of the emergency leading group receives reports of disasters and accidents and confirms that individualized production cannot continue, it shall convene a meeting of emergency leading group within one hour to decide on the following matters:

- 及时向公司应急领导小组组长汇报灾害情况；
- Report the disaster to the head of the Company's emergency leading group in a timely manner;
- 按应急领导小组会议的决定启动灾害事故导致个人化停产应急程序；
- Start the emergency procedures for individualized production shutdown caused by disasters and accidents according to the decisions made on the meeting of emergency leading group;
- 组织调配好各类资源，确保个人化应急事务的完成；

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➤Organize and deploy all kinds of resources to ensure the completion of individualized emergency affairs;

➤ 负责应急事务结束后的小结及程序更新工作。

➤Take charge of the summary and procedure update after the end of emergency affairs.

7.4.3.2. 灾害事故导致个人化停产的风险预案一览表:

7.4.3.2 List of Risk Plans for Individualized Production Shutdown Caused by Disasters and Accidents:

序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/ 人员 Implement ation Departmen t /Persons	证明材料 Evidentiary material
1	事故报告 Accidental report	1、灾害事故发生一小时内，经确认已无法继续生产，生产负责人向公司应急小组副组长报告事故情况 1. If it is confirmed that it is no longer possible to continue production within one hour of the disasters and accidents, the production director shall report the accident to the deputy head of the company's emergency team.	何杨	邮件/电话 Mail/telephon e
		2、应急领导小组组长根据事故程度和订单交付情况，决定和批准启动备份工厂应急程序。 2. The leader of emergency leading group shall decide on and approve the emergency procedures for the start of reserved factories depending on the accident degree and the delivery of orders.	胡廷军	邮件/电话 Mail/telephon e
2	启动应急程序 Start the emergency procedure	根据应急领导小组组长的指令，启动灾害事故导致个人化停产应急程序。 Start the emergency procedures for individualized production shutdown caused by disasters and accidents according to the decisions made on the leader of emergency leading group;	邓辉	邮件/传真 Mail/fax
3	与客户沟通 Communicate with customers	金融事业部商务经理安排各商务人员将灾害导致停产等相关信息反馈给各银行客户，与客户就下一步方案进行沟通，并确认解决方案。 The business manager of Finance Department shall appoint the business	李朝霞	工作联系函 Job contact letter

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/ 人员 Implementation Department /Persons	证明材料 Evidentiary material
		personnel to report the relevant information such as shutdown caused by disaster to the bank customers, communicate with the customers on the next plan, and confirm the solutions.		
4	反馈客户意见 Customer comments feedback	金融事业部商务经理负责收集整理各银行客户的意见反馈给公司应急领导小组。 The business manager of Finance Department is responsible for collecting and sorting out the opinions of bank customers and reporting to the company's emergency leading group.	李朝霞	邮件 E-mail
5	参与个人化备份工厂启动应急会议 Participate in a personalized backup factory start-up emergency meeting	根据客户反馈的意见, 参与个人化备份工厂启动应急会议。 Participate in a personalized backup factory start-up emergency meeting based on feedback from customers.	唐联果	会议纪要 Minutes of meeting
6	召开个人化应急小组会议 Convene a personalized emergency response group meeting	传达公司个人化备份工厂启动应急程序会议要求, 布置应急工作任务 Communicate the company's meeting requirements for personalized backup factory start-up emergency program, and arrange emergency work tasks	唐联果	会议纪要 Minutes of meeting
7	向客户反馈公司应急处理方案 Give feedback to customers on company emergency treatment plan	金融事业部商务经理负责将公司应急处理方案传达给责任商务人员, 并要求各商务人员及时通知客户。 The business manager of the Financial Department is responsible for communicating the company's emergency response plan to responsible business personnel, and requires all business personnel to notify customers in a timely manner.	李朝霞	邮件/传真 Mail/fax

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/ 人员 Implementation Department /Persons	证明材料 Evidentiary material
8	确定委外加工产品及数量 Determine the quality and quantity of products to be subcontracted for processing	个人化计划员根据停产时间及客户交货要求确定需要送备份工厂加工的产品和数量。 The individualized planner shall determine the product and quantity to be sent to the reserve factory according to the shutdown time and customer delivery requirements.	胡廷军	个人化生产计划 Personalized Production Plan
9	与客户沟通确定数据传输及处理方式 Communicate with customers to determine how data is transmitted and processed	生产中心开发部部长负责安排各数据处理员与各客户就数据传输及处理方式达成一致意见,并将处理方式反馈给IT安全部实施。 The director of Production Center Development Department shall appoint the data processors to reach a consensus with customers on the data transmission and processing methods, and report the processing methods to IT Security Department for the implementation.	熊磊	邮件/传真 Mail/fax
10	准备委外加工产品加工作业指导文件 Prepare guidance documents for products to be subcontracted for processing	个人化工艺员负责提供指导备份工厂生产的工艺文件。 The personal craftsman is responsible for providing the process documentation that guides the production of the backup factory.	刘玄	工艺文件 Process document
11	准备委外加工产品质量控制文件 Prepare quality control documents for products to be subcontracted for processing	生产中心质量管理部负责提供用于个人化产品质量控制的检验文件,必要时安排品控人员参与委外产品现场质量控制。 Quality Management Department of Production Center is responsible for providing inspection documents for individualized product quality control and, if necessary, arranging quality control personnel to participate in the on-site quality control of outsourced products.	郑培丽	质量控制文件 Quality control documents

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/ 人员 Implementation Department /Persons	证明材料 Evidentiary material
12	准备用于委外加工的制卡材料 Prepare card-making materials for outsourcing processing	个人化生产主管负责根据送备份工厂加工的品种及生产量安排领取用于加工的制卡材料。 The director of personal production is responsible for receiving the card-making materials for processing according to the variety and production of materials to be sent to the backup factory for processing.	何杨	领料单 Material requisition
13	准备用于委外加工的空白卡体 Prepare a blank card to be subcontracted for processing	个人化审计组长负责根据送备份工厂加工的品种及生产量安排领取用于加工的空白卡体。 The personal audit team leader is responsible for receiving blank card for processing according to the variety and production of materials to be sent to the backup factory for processing	崇波	领料单 Material requisition
14	委外加工相关物品交接 Handover of related items to be subcontracted for processing	上述 8-13 项中各负责人在相关准备工作完成后与公司应急领导工作小组的委外人员进行移交。 The heads in the above-mentioned items 8-13 shall hand over with the outsourcing personnel of the Company's emergency leadership team after the relevant preparation work is completed.	刘劲松	交接清单 Handover list
15	委外加工产品入库验收 Subcontracted processing product warehouse entry inspection	生产中心质量管理部负责安排人员对委外加工入库产品进行质量抽检。 Quality Management Department of Production Center is responsible for arranging personnel in the quality inspection of outsourcing products to be warehoused.	郑培丽	抽检记录 Spot check record
16	委外加工产品审计发运 Subcontracted processing product audit and shipping	个人化审计组组长负责安排人员对委外产品进行审计并按要求发运。 The head of Individualized Audit Team is responsible for arranging the personnel to audit the products and ship them as required.	郭明	审计发运表 单 Audit& Shipping Form

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17	向客户提供生产及发货日报表 Provide daily production and delivery sheet to customers	金融事业部商务经理负责安排商务人员向客户提供生产及发货日报表。 The Business Manager of the Financial Department is responsible for arranging business personnel to provide daily production and delivery sheet to customers	李朝霞	生产及发货日报表 Daily Production & Delivery Sheet
18	根据货物的发运情况	客户服务部跟进货物的发运情况, 确保产品按时交付。 According to the shipment of the goods, Customer Service Department shall follow up on the shipment of the goods to ensure that the products are delivered on time.	杨小莉	产品交付单据 Product delivery document

7.4.3.3. 灾害事故导致个人化停产的应急联系人一览表:

7.4.3.3 List of Emergency Contact Persons for Individualized Production Shutdown Caused by Disasters and Accidents:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	唐联果	第一负责人	8042	18927462885
2	刘劲松	第二负责人	8022	18980072233
3	胡廷军	计划调度	8027	19949484833
4	何杨	生产交接	8017	15884485640
5	邓辉	材料交接	8017	18990796409
6	李朝霞	对外联系	8047	13320779665
7	郑培丽	质量负责	8011	15982844995
8	刘玄	工艺负责	8013	18672340170
9	郭明	安全负责	8045	15828330286
备注: 在事故发生的第一时间, 也可以联系事故部门的负责人, 协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

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7.4.3.4. 外部联系方一览表:

7.4.3.4 List of external contacts:

同于 7.2.3.3 所述。

The same with 7.2.3.3

7.4.4. 灾害事故导致个人化停产的经营恢复

7.4.4 Business recovery of individualized production shutdown caused by disasters and accidents

1) 应急领导小组在做好上述应急生产工作的同时,需做好个人化恢复正常生产的准备工作。

1) The emergency leading group shall, while doing well in the above-mentioned emergency production work, prepare for the preparation of the recovery of individualized production.

2) 公司个人化恢复正常生产后,上述各提供材料和卡体的责任人员负责对委外加工及退回的文件、材料和卡体进行审计平衡。

2) After the company resumes normal production, the responsible personnel of the above-mentioned materials and cards are responsible for the audit balance of the documents, materials and cards outsourced for processing and returned.

3) 公司个人化生产恢复正常后,金融事业部商务经理负责安排商务人员向客户通报公司个人化生产恢复正常。

3) After the company personalization normal production, the business manager of Finance Department is responsible for arranging business personnel to inform customers that the company's individualized production is back to normal.

4) 公司个人化生产恢复正常后,应急领导小组组长负责召集总结会,并宣布应急程序结束。

4) After the company personalization normal production, the leader of emergency leading group is responsible for convening a summing-up meeting and announcing the end of the emergency procedures.

5) 应急领导小组组长每年组织相关人员对程序进行一次演练测试,演练完成后组织演

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练人员对程序进行总结，整理演练活动中的文件资料并存档。

- 5) The team leader of the emergency leading group shall organize relevant personnel to conduct a drill test every year, organize the drill personnel to summarize the procedures after the drill is completed, and organize and archive the documents and materials in the drill activities.
- 6) 为了保证该程序的实效性,应急领导小组组长在演练测试结束后对程序进行一次更新,组织有关人员进行培训,详见《生产中心薪酬制度实施细则》。
- 6) To ensure the effectiveness of the procedures, the leader of emergency leading group shall update the procedures after the drill test and organize the relevant personnel in training. For details, please refer to Detailed Rules for the Implementation of the Compensation System of the Production Center.
- 7) 应急领导小组需及时制定合适的报告内容,在必要的时候,通过媒体对外公布,以免外界媒体对事故作出夸大、误导的报道,而有损公司形象。
- 7) The emergency leading group shall timely formulate appropriate report content and, if necessary, publicize it through the media to prevent the outside media from making exaggerated and misleading reports on the accident, which will damage the company's image.
- 8) 如果事故导致员工的收入减少,善后处理组需合理制定工时的计算方式,以免影响员工情绪。
- 8) If the accident results in a reduction in employee income, the care-taking arrangement group should reasonably determine the calculation method of working hours so as not to affect the employee's mood.

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7.5. 灾害事故（地震、暴雨等）导致卡制造停产的管理内容及要求

7.5 Management contents and requirements of card production shutdown caused by disasters and accidents (earthquake, rainstorm, etc.)

7.5.1. 灾害事故导致卡制造停产的年度安全目标及目标值

7.5.1 Annual safety objectives and target values of card production shutdown caused by disasters and accidents

序号 S/N	安全目标 Safety goal	目标值 Target value
1	无灾害事故导致卡制造停产发生 No card production shutdown caused by disasters and accidents	0 次 0 time

7.5.2. 灾害事故导致卡制造停产的持续运行计划

7.5.2 Continuous operation plan of card production shutdown caused by disasters and accidents

7.5.2.1. 人员及主体岗位后备计划:

7.5.2.1 Reserve plan for personnel and main posts

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
陈为民	总经办 General manager	应急领导 Emergency leading	全员培训，交叉轮岗 Training of entire staff, cross rotation
唐联果	总经办 General manager	应急实施 Emergency implantation	全员培训，交叉轮岗 Training of entire staff, cross rotation
秦川	人力行政部 Human administration department	应急日常运行 Emergency daily operation	全员培训，交叉轮岗 Training of entire staff, cross rotation
刘劲松	安全策略部 Security Policy Department	应急技术 Emergency technical	全员培训，交叉轮岗 Training of entire staff, cross rotation
何贞	人力资源部 Human Resources Department	应急保障 Emergency support	全员培训，交叉轮岗 Training of entire staff, cross rotation

备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。

Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.

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7.5.2.2. 硬件（资源）后备计划

7.5.2.2 Reserve plan for hardware (resources)

选择合适的备份厂家。

Select the appropriate reserve manufacturers.

7.5.3. 灾害事故导致卡制造停产的应急预案

7.5.3 Emergency plan for the card production shutdown caused by disasters and accidents

7.5.3.1. 灾害事故导致卡制造停产的风险预案一览表：

7.5.3.1 List of Risk Plans for Card Production Shutdown Caused by Disasters and Accidents:

序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/人 Implementation Department/per sons	证明材料 Evidentiary material
1	事故报告 Accidental report	1、灾害事故发生 1 小时内，经确认已无法继续生产，生产负责人向公司应急领导小组组长报告事故情况 1. If it is confirmed that it is no longer possible to continue production within one hour of the disasters and accidents, the production director shall report the accident to the head of the company's emergency leading group.	唐联果	邮件/ 电话 Mail/t elepho ne
		2、公司应急领导小组组长根据事故程度和订单交付情况，决定和批准启动备份工厂应急程序。 2. The leader of emergency leading group shall decide on and approve the emergency procedures for the start of reserved factories depending on the accident degree and the delivery of orders.	刘劲松	邮件/ 电话 Mail/t elepho ne
2	启动应急程序 Start the emergency procedure	根据应急领导小组组长的指令，启动灾害事故导致卡制造停产应急程序。 The emergency procedures for card production shutdown caused by disasters and accidents shall be started according to the instructions of the leader of emergency leading group.	唐联果	邮件/ 传真 Mail/f ax

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/人 Implementation Department/per sons	证明材料 Evidentiary material
3	与客户沟通 Communicate with customers	客户服务部将灾害导致停产等相关信息反馈给各事业部转达客户，与客户就下一步方案进行沟通，并确认解决方案。 The Customer Service Department shall report the relevant information such as shutdown caused by disaster to each business department to convey the customers, communicate with the customers on the next step, and confirm the solutions.	李朝霞	工作联系函 Job contact letter
4	汇总提交客户意见 Summarize the opinions submitted to customers	各事业部商务经理负责收集整理各银行客户的意见并反馈给公司应急领导小组。 The business manager of each business department is responsible for collecting and sorting out the opinions of bank customers and reporting to the company's emergency leading group.	李朝霞	邮件 E-mail
5	参与卡制造备份工厂启动应急会议 Participate in the emergency meeting for the start of the reserve factory of card manufacture	根据客户反馈的意见，组织参与卡制造备份工厂启动应急会议。 Organize and participate in the emergency meeting for the start of the reserve factory of card manufacture according to the opinions reported by customers.	陈为民	会议纪要 Minutes of meeting
6	召开应急工作小组会议 Convene the emergency working group meeting	传达公司卡制造备份工厂启动应急程序会议要求，布置应急工作任务 Convey the company's requirements that the card manufacture reserve factory to start the meeting of emergency procedures, and arrange the emergency tasks.	唐联果	会议纪要 Minutes of meeting

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/人 Implementation Department/per sons	证明 材料 Evide ntiary mater ial
7	向客户反馈 公司应急处 理方案 Give feedback to customers on company emergency treatment plan	各事业部经理负责将公司应急处理方案传达给责任商务人员,并要求各商务人员及时通知客户。 The manager of each business department is responsible for communicating with the company's emergency response plan to the responsible business staff and requiring the business staff to notify the customers in a timely manner.	李朝霞	邮件/ 传真 Mail/f ax
8	确定委外加 工产品及数 量 Determine the quality and quantity of products to be subcontract ed for processing	生产中心计划员根据停产时间及客户交货要求确定需要送备份工厂加工的产品和数量。 The production planning planner shall determine the product and quantity to be sent to the reserve factory according to the shutdown time and customer delivery requirements.	胡廷军	生产/ 外协 计划 Produ ction / outsou rcing plan
9	准备委外加 工产品加工 作业指导文 件 Prepare guidance documents for products to be subcontract ed for processing	工艺员负责提供指导备份工厂生产的工艺文件 The craftsman is responsible for providing the process documents with guidance on the production of reserved factory.	刘玄	工艺 流程 卡 Proces s flow card
10	通知外协供 应商启动生 产准备 Notify the outsourcing supplier to start the production preparations	采购部通知外协供应商生产项目、交期要求,并提供供应商的反馈信息,订单确认后准备委外加工材料的发出 Purchase Department shall notify the outsourcing supplier of the production and delivery requirements, and provide the feedback information of the supplier, and prepare the outsourcing material after the confirmation of the order.	唐联果	邮件/ 传真 Mail/f ax

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序号 S/N	工作流程 Workflow	工作内容 Job contents	实施部门/人 Implementation Department/per sons	证明 材料 Evide ntiary mater ial
11	准备委外加工产品质量控制文件 Prepare quality control documents for products to be subcontracted for processing	质量管理部负责提供用于产品质量控制的检验文件，必要时安排质控人员参与委外产品现场质量控制。 Quality Management Department is responsible for providing inspection documents for the product quality control and, if necessary, arranging quality control personnel to participate in the on-site quality control of outsourced products.	郑培丽	质量控制文件 Quality control documents
12	委外加工产品入库验收 Subcontracted processing product warehouse entry inspection	质量管理部负责安排人员对委外加工入库产品进行质量抽检，并及时通报抽检结果 Quality Management Department shall be responsible for arranging the personnel to spot check the quality of the outsourcing products, and timely report the results of the sampling inspection.	郑培丽	检验记录 Inspection records
13	委外加工产品入库 Warehouse the outsourcing products	采购部及时办理合格产品的入库 Purchase Department shall timely warehouse the conforming products	屈红波	入库记录 Warehousing record
14	外协计划达成通报 Notify the outsourcing plan	及时通报委外产品的入库信息 Notify the warehousing information of outsourcing products	刘劲松	外协计划达成 Reach a outsourcing plan

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7.5.3.2. 灾害事故导致卡制造停产的风险应急联系人一览表:

7.5.3.2 List of Emergency Contacts for Risks of Card Production Shutdown Caused by Disasters and Accidents:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	陈为民	第一负责人	8029	13971752835
2	唐联果	第二负责人	8042	18927462885
3	刘劲松	安全负责人	8022	18980072233
4	胡廷军	计划调度	8027	19949484833
5	何杨	生产交接	8017	15884485640
6	邓辉	材料交接	8017	18990796409
7	李朝霞	对外联系	8047	13320779665
8	郑培丽	质量负责	8011	15982844995
9	刘玄	工艺负责	8013	18672340170
备注: 在事故发生的第一时间, 也可以联系事故部门的负责人, 协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

7.5.3.3. 外部联系方一览表:

7.5.3.3 List of external contacts:

同于 7.2.3.3 所述。

The same with 7.2.3.3

7.5.4. 灾害事故导致卡制造停产的的经营恢复

7.5.4 Business recovery of card production shutdown caused by disasters and accidents

- 1) 应急领导小组在做好上述应急生产工作的同时, 需做好个人化恢复正常生产的准备工作。
- 1) The emergency leading group shall, while doing well in the above-mentioned emergency production work, prepare for the preparation of the recovery of individualized production.
- 2) 公司卡制造恢复正常生产后, 上述各提供材料和卡体的责任人员负责对委外加工及

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退回的文件、材料和卡体进行审计平衡。

- 2) After the company resumes normal production of cards, the responsible personnel of the above-mentioned materials and cards are responsible for the audit balance of the documents, materials and cards outsourced for processing and returned.
- 3) 公司卡制造生产恢复正常后,金融事业部商务经理负责安排商务人员向客户通报公司卡制造生产恢复正常。
- 3) After the normal production of the company card manufacturing, the business manager of Finance Department is responsible for arranging business personnel to inform customers that the company's card manufacturing production is back to normal.
- 4) 公司卡制造生产恢复正常后,应急领导小组组长负责召集总结会,并宣布应急程序结束。
- 4) After the company card manufacturing and normal production, the leader of emergency leading group is responsible for convening a summing-up meeting and announcing the end of the emergency procedures.
- 5) 应急领导小组组长每年组织相关人员对程序进行一次演练测试,演练完成后组织演练人员对程序进行总结,整理演练活动中的文件资料并存档。
- 5) The team leader of the emergency leading group shall organize relevant personnel to conduct a drill test every year, organize the drill personnel to summarize the procedures after the drill is completed, and organize and archive the documents and materials in the drill activities.
- 6) 为了保证该程序的实效性,应急领导小组组长在演练测试结束后对程序进行一次更新,组织有关人员进行培训。
- 6) To ensure the effectiveness of the procedures, the leader of emergency leading group shall update the procedures after the drill test and organize the relevant personnel in training.
- 7) 应急领导小组需及时制定合适的报告内容,在必要的时候,通过媒体对外公布,以免外界媒体对事故作出夸大、误导的报道,而有损公司形象。
- 7) The emergency leading group shall timely formulate appropriate report content and, if necessary, publicize it through the media to prevent the outside media from making exaggerated and misleading reports on the accident, which will damage the company's

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image.

- 8) 如果事故导致员工的收入减少, 善后处理组需合理制定工时的计算方式, 以免影响员工情绪。
- 8) If the accident results in a reduction in employee income, the care-taking arrangement group should reasonably determine the calculation method of working hours so as not to affect the employee's mood.

7.6. 公共事业中断（停电）的管理内容及要求

7.6 Management contents and requirements of the interruption of public utilities (power outages)

7.6.1. 公共事业中断（停电）的年度安全目标及目标值

7.6.1 Annual safety objectives and target values of the interruption of public utilities (power outages)

序号	安全目标	目 标 值
1	公共事业中断导致经营业务暂时停止发生	4 次
2	无公共事业中断导致经营业务停止发生	0 次

7.6.2. 公共事业中断（停电）持续运行计划

7.6.2 Continuous operation plan for the interruption of public utilities (power outages)

7.6.2.1. 人员及主体岗位后备计划

7.6.2.1 Reserve plan for personnel and main posts

姓名	部门	职责	方案
唐联果	总经办 General manager	应急实施 Emergency implantation	全员培训, 交叉轮岗 Training of entire staff, cross rotation
秦川	人力行政部 Human administration department	应急日常运行 Emergency daily operation	全员培训, 交叉轮岗 Training of entire staff, cross rotation

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刘劲松	安全策略部 Security Policy Department	应急保障 Emergency support	全员培训，交叉轮岗 Training of entire staff, cross rotation
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。			

7.6.2.2. 硬件（资源）后备计划

7.6.2.2 Reserve plan for hardware (resources)

确保各个厂区都有柴油发电机，以及充足的柴油，在停电发生时，能及时响应，恢复供电。

Ensure that diesel generators and sufficient diesel fuel are available in all plants to respond to power outages in a timely manner and restore power supply.

7.6.2.3. 其他后备计划

7.6.2.3 Other reserve plans

与国家电网、供电局保持有效联系，在可预计停电的前提下，做好防范措施。

Maintain effective contact with State Grid and Power Supply Bureau and take preventive measures under the premise of predictable power outage.

7.6.3. 公共事业中断（停电）的应急预案

7.6.3 Emergency plan for the interruption of public utilities (power outages)

7.6.3.1. 公共事业（停电）中断的风险预案一览表：

7.6.3.1 List of Emergency Plans for the Interruption of Public Utilities (Power Outages):

风险 Risks	预案 Plan	主要执行人 Main executor s	备份执行人 Standby executor	可调配部门/人员 Deployable department/personnel
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暂时停 产风险 Risks in temporar y productio n shutdown	1.运行保障部及时与供电局了解具体停电时长，为长时间停电作进一步准备。 1. The Operation Support Department shall timely understand the time length of power outage from Power Supply Bureau and prepare for long-term power outage. 2.设备保障组人员，及时将公司用电切换到柴油发电机，并检查柴油存储量，确保有效的供电时长。 2. The personnel of Equipment Support Group shall timely switch the company's electricity to diesel generators, and check diesel storage to ensure the effective time length of power supply. 3.如夜晚停电，生产协调组需及时组织人员安全有序的撤离作业现场，防止安全事故发生。 3. In case of the power outage at night, the production coordination group shall organize the personnel from evacuating from the operation site in time to prevent the safety accident.	唐联果	秦川	人力行政部/安全策略部/总经办 Human administration department/ Security Policy Department/ General manager
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长期停产风险 Risks in long-term production shutdown	<p>1.应急领导小组及时组织相关会议，并决定启动备份工厂。</p> <p>1. Emergency leading group shall organize the relevant meetings in a timely manner and decide to start the reserve factory.</p> <p>2.采购供应组及时联系备份厂家，并根据生产计划的要求，明确备份厂家的供货交期。在整个供应阶段，采购供应组需时时通报进展，直至物品送达到公司。</p> <p>2. Purchase and supply team shall contact the reserve manufacturer in time, and specify the delivery period of the backup manufacturer according to the requirements of production plan. Throughout the supply phase, the procurement supply team needs to report progress from time to time until the item is delivered to the company.</p> <p>3.采购供应组组织安全策略部、生产中心质量管理部、生产部门等去备份工厂作综合检查，确保供应的货物符合公司的交期、质量、安全等要求。</p> <p>3. Purchase and supply team shall organize Security Strategy Department, Quality Management Department of Production Center and Production Department to comprehensively inspect the reserve factory and ensure the compliance of goods supplied with the delivery, quality and safety requirements of the company.</p>	刘劲松	陈为民	<p>人力行政部/安全策略部/总经办/采购部</p> <p>Human administration department/ Security Policy Department/ General manager/ Purchasing Department</p>
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7.6.3.2. 公共事业中断（停电）应急联系人一览表：

7.6.3.2. List of emergency contacts at public services interruptions (blackout):

序号	姓名	应急预案担任角色	主要联系方式	第二联系方式
1	陈为民	第一负责人	8029	13971752835
2	唐联果	第二负责人	8042	18927462885
3	刘劲松	安全负责人	8022	18980072233

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4	胡廷军	计划调度	8027	19949484833
5	秦川	后勤保障	8019	18190835097
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。				

7.6.4. 公共事业中断（停电）发生后的经营业务恢复

7.6.4. Business operation recovery after public services interruptions (blackout)


- 1) . 客户协调组与客户解释因公共事业中断导致产品延迟交期的原因。
- 1). Explanation of the Customer Coordination Team to customers the reason for the public services interruptions
- 2) . 设备保障组及时安排设备人员，对生产区域内的设备和电气线路作安全排查。
- 2). Timely arrangement of personnel by the Equipment Support Team to carry out safety checks over the equipment and electrical wires in the production area.
- 3) . 应急领导小组及时安排运行保障部同事，对公司公共区域的电气线路作安全检查。
- 3). Timely arrangement of personnel of the Support Department by the Emergency Leading Group to carry out safety checks over the electrical wires in the public area of the Company.
- 4) . 如有设备损坏，设备保障组需及时进行维修，必要时可请供应商前来应急处理，确保及时恢复设备使用。
- 4). In case of equipment failure or damage, the Equipment Support Team will arrange timely repair, and ask the Supplier for emergency treatment if necessary, so as to recover the normal usage of the equipment in time.
- 5) . 应急领导小组待各应急小组的工作都完成，并确保没有衍生的事故再发生后，再通知各个板块恢复经营。
- 5). Upon completion of the work of various emergency teams and making sure there is no occurrence of any serious consequence or derivative accidents, the Emergency Leading Group will notify each team to recover operation.

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7.7. 劳动力短缺的管理内容及要求

7.7. Management of labor shortage and related requirements

7.7.1. 劳动力短缺的年度安全目标及目标值

7.7.1. Annual safety targets in addressing labor shortage and the target value

序号	安全目标	目 标 值
1	劳动力短缺导致经营业务停止发生	0 次

7.7.2. 劳动力短缺持续运行计划

7.7.2. Continuous operation plan in face of labor shortage

7.7.2.1. 人员及主体岗位后备计划

7.7.2.1. Backup plan for staffing and major job positions

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
唐联果	总经办 General manager	第一负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
秦川	人力行政部 Human administration department	第二负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
刘劲松	安全策略部 Security Policy Department	安全负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
何贞	人力行政部 Human administration department	人员招聘	全员培训，交叉轮岗 Training of entire staff, cross rotation
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

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7.7.2.2. 硬件（资源）后备计划

7.7.2.2. Hardware (resources) backup plan

加强员工的多工序培训，当发生突发劳动力短缺时，可临时调整其他工序人员。

Multiple operation training shall be enhanced for the company staff. When there is a labor shortage, operators of other discipline can be transferred temporarily for the specific position.

7.7.2.3. 其他后备计划

7.7.2.3. Other backup plan

与第三方招聘机构保持业务联系，确保在人员短缺时，能及时补齐缺口。

Close contacts shall be kept with third party recruiting agencies to fill up the vacant when there is a labor shortage.

7.7.3. 劳动力短缺的应急预案

7.7.3. Emergency plan for labor shortage

7.7.3.1. 劳动力短缺的风险预案一览表：

7.7.3.1. List of emergency plans for labor shortage:

风险 Risks	预案 Plan	主要执 行人 Main executor s	备份执 行人 Standby executor	可调配部门/人 员 Deployable department/pe rsonnel
导致生 产停止 Production stoppage	1.生产协调组及时了解员工技能配备情况，做临时岗位调整。 1. The Production Coordination Team shall know the personnel skill in time and make rational job transfer. 2.生产供给组及时号召并带动其他岗位员工，补齐缺失的岗位，并做好岗前培训，快速上岗。 2. The Production Supply Team shall mobilize staff on other positions to fill up the vacancy and do a good job of pre-job training and quick job taking.	唐联果	秦川	人力行政部/安全策略部/总经办 Human administration department/ Security Policy Department/ General manager

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	<p>3.人力资源部加快招聘进程，确保人员快速到港，必要时可请第三方招聘机构，协助人员招聘。</p> <p>3.The HR Department shall quicken the recruiting progress, ensure the quick job taking of staff, and ask a third party recruiting agency to assist in the recruiting work, if necessary.</p>			
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7.7.3.2. 劳动力短缺应急联系人一览表：

7.7.3.2. List of emergency contacts for labor shortage:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	唐联果	第一负责人	8042	18927462885
2	刘劲松	安全负责人	8022	18980072233
3	何贞	人员招聘	8012	18011533592
4	秦川	后勤保障	8019	18190835097
<p>备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。</p> <p>Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.</p>				

7.7.4. 劳动力短缺发生后的经营业务恢复

7.7.4. Business operation recovery after labor shortage

- 1) . 各业务部门在临时工或新员工上岗前，做好操作培训，在其工作过程中，不定期辅导，确保合规作业，保障产品质量。
- 1). Before recruiting temporary workers or new staff, various business departments shall offer training for them, as well as guidance from time to time during their work, so as to ensure work efficiency and product quality.

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7.8. 关键设备故障的管理内容及要求

7.8. Key equipment failure management and requirements

7.8.1. 关键设备故障的年度安全目标及目标值

7.8.1. Annual safety targets for key equipment failure control and the target value

序号 S/N	安全目标 Safety goal	目 标 值 Target value
1	关键设备故障导致业务经营的暂时停止 Temporary business stoppage due to a key equipment failure	2 次 2 times
2	关键设备故障导致业务经营的长期停止 Long-term business stoppage due to a key equipment failure	0 次 0 time

7.8.2. 关键设备故障持续运行计划

7.8.2. Continuous operation plan in face of a key equipment failure

7.8.2.1. 人员及主体岗位后备计划

7.8.2.1. Backup plan for staffing and major job positions

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
陈为民	总经办 General manager	第一负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
唐联果	总经办 General manager	第二负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
秦川	人力行政部 Human administration department	后勤保障	全员培训，交叉轮岗 Training of entire staff, cross rotation

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刘劲松	安全策略部 Security Policy Department	安全负责	全员培训, 交叉轮岗 Training of entire staff, cross rotation
胡廷军	计划部 Planning Department	应急实施	全员培训, 交叉轮岗 Training of entire staff, cross rotation
备注: 当出现人员异常时, 所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

7.8.2.2. 硬件（资源）后备计划

7.8.2.2. Hardware (resources) backup plan

设备部应保证关键设备配件的最低库存。当关键设备发生故障时, 设备部进行抢修。

The Equipment Department shall maintain the minimum required inventory for key equipment parts and components. When there is a key equipment failure, the Equipment Department shall rush to repair it.

7.8.2.3. 其他后备计划

7.8.2.3. Other backup plan

与设备供应商或维修厂家保持有效联系, 当设备故障发生时, 可以请对方及时响应。

Close contacts shall be kept with the equipment suppliers or repair factories for quick response from them when an equipment failure occurs.

7.8.3. 关键设备故障的应急预案

7.8.3. Emergency plan for key equipment failures

7.8.3.1. 关键设备故障的风险预案一览表:

7.8.3.1. List of emergency plans for key equipment failures:

风险 Risks	预案 Plan	主要执 行人 Main executor s	备份执 行人 Standby executor	可调配部门/人 员 Deployable department/pe rsonnel
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暂时停 产 Temporari y stop in productio n	1.设备保障组及时抢修 1. Timely repair by the Equipment Support Team 2.如有相应设备零配件缺失，及时申请采购，必要时，派人优先外出购买，尽快恢复设备运作。 2. In case of some parts or components lost, purchase of them shall be made in time, and when necessary, great attention shall be attached to the purchase, in a view to recovering the operation quickly. 3.对于无法及时到货的设备零配件，可整合现有的零配件，作临时应急使用。必要时，可以请供应商前来协助。 3. For parts or components that cannot be replaced in time, existing parts or components shall be adjusted for emergency use. The supplier shall also be asked for help, if necessary. 4.生产协调组统筹生产现有设备资源，分派生产任务到其他车间生产。 4. The Production Coordination Team shall coordinate equipment resources available and make assignments to various workshops.	陈为民	唐联果	人力行政部/安全策略部/总经办/采购部/生产部 Human administration department/ Security Policy Department/ General manager/ Purchasing Department/ Production department
长期停 产 Long-term productio n stop	1.应急领导小组及时组织相关会议，并决定启动备份工厂。 1. Emergency leading group shall organize the relevant meetings in a timely manner and decide to start the reserve factory. 2.采购供应组及时联系备份厂家，并根据生产计划的要求，明确备份厂家的供货交期。在整个供应阶段，采购供应组需时时通报进展，直至物品送达到公司。 2. Purchase and supply team shall contact the reserve manufacturer in time, and specify the delivery period of the backup manufacturer according to the requirements of production plan. Throughout the supply phase, the procurement supply team needs to report progress from time to time until the item is	刘劲松	秦川	人力行政部/安全策略部/总经办/采购部/生产部 Human administration department/ Security Policy Department/ General manager/ Purchasing Department/ Production department

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	delivered to the company.			
	<p>3.采购供应组组织安全策略部、生产中心质量管理部、生产部门等去备份工厂作综合检查，确保供应的货物符合公司的交期、质量、安全等要求。</p> <p>3. Purchase and supply team shall organize Security Strategy Department, Quality Management Department of Production Center and Production Department to comprehensively inspect the reserve factory and ensure the compliance of goods supplied with the delivery, quality and safety requirements of the company.</p>			

7.8.3.2. 关键设备故障应急联系人一览表:

7.8.3.2. List of emergency contacts for key equipment failures:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	陈为民	第一负责人	8029	13971752835
2	唐联果	第二负责人	8042	18927462885
3	刘劲松	安全负责人	8022	18980072233
4	秦川	后勤保障	8019	18190835097
<p>备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。</p> <p>Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.</p>				

7.8.4. 关键设备故障发生后的经营业务恢复

7.8.4. Business operation recovery after key equipment failures

1) . 设备保障组确认设备恢复后，做临时测试，确保各环节都能正常运行，再通知应急领导小组。

1). Upon confirmation of the recovery, the Equipment Support Team shall make field tests

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to ensure the normal operation of the equipment in various aspects, and then shall inform the Emergency Leading Group of the results.

- 2) . 应急领导小组通知相关业务部门，恢复设备运行。
- 2). The Emergency Leading Group will then notify the specific Department to recover the equipment operation.
- 3) . 设备部人员对设备作定期巡查，防止事故再发。
- 3). The personnel of the Equipment Department shall carry out regular inspection on the equipment and prevent the reoccurrence of the failures.

7.9. 物流商服务中断的管理内容及要求

7.9. Management of logistics operators' service interruption and related requirements

7.9.1. 物流商服务中断的年度安全目标及目标值

7.9.1. Annual safety targets in dealing with logistics operators' service interruption and the target value

序号	安全目标	目 标 值
1	物流商服务中断导致业务经营的停止	0 次

7.9.2. 物流商服务中断持续运行计划

7.9.2. Continuous operation plan in face of logistics operators' service interruption

7.9.2.1. 人员及主体岗位后备计划

7.9.2.1. Backup plan for staffing and major job positions

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
秦川	人力行政部 Human administration department	后勤保障	全员培训，交叉轮岗 Training of entire staff, cross rotation

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刘劲松	安全策略部 Security Policy Department	安全负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
备注：当出现人员异常时，所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

7.9.2.2. 硬件（资源）后备计划

7.9.2.2. Hardware (resources) backup plan

公司与多家物流商签订协议，确保物流业务的备份运行。

The Company shall enter into agreements with several logistics operators to ensure the standby operation of the logistics operation.

7.9.2.3. 其他后备计划

7.9.2.3. Other backup plan

公司定期组织相关人员，检查物料商的运输资质，以及一些硬件情况，确保其运输条件符合国家的相关规定。

The Company shall regularly organize staff to check the logistics operators' qualifications and some hardware conditions, so as to ensure the transportation conditions up to the national regulations.

7.9.3. 物流商服务中断的应急预案

7.9.3. Emergency plan for logistics operators' service interruption

7.9.3.1. 物流商服务中断的风险预案一览表：

7.9.3.1. List of emergency plans for logistics operators' service interruption:

风险 Risks	预案 Plan	主要执 行人 Main executors	备份执 行人 Standby executor	可调配部门/人 员 Deployable department/pe rsonnel
物流停	1.客服部选用备份物流厂家。	秦川	刘劲松	人力行政部/安全策略部/总经

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止 Logistics flow stop	1. The Customer Service Department shall select a backup logistics operator. 2. 客服部组织安全策略部，对备份物流厂家作安全检查，确保其满足公司的安全运输要求。 2. The Customer Service Department shall organize the Safety Strategy Department to carry out safety checks on the backup logistics operators together and ensure the selected logistics operator can meet the requirements for safety transportation.			办 Human administration department/ Security Policy Department/ General manager
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7.9.3.2. 物流商服务中断应急联系人一览表:

7.9.3.2. List of emergency contacts for logistics operators' service interruption:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	陈为民	第一负责人	8029	13971752835
2	秦川	主要负责人	8019	18190835097
3	刘劲松	安全负责人	8022	18980072233
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

7.9.4. 物流商服务中断发生后的经营业务恢复

7.9.4. Business operation recovery after logistics operators' service interruption

1) . 以满足客户交期为前提，必要时由公司签派人员与运输方一起运输。

1). When meeting the date of delivery of customers, the Company can also assign a person to accompany the transportation process with the logistics operator if necessary.

2) . 应急领导小组组织相关业务部门，到物流商做安全检查，确保其满足公司的安全运输要求。

2). The Emergency Leading Group should organize various related departments to carry out

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safety checks at the logistics operator's domicile to ensure that the logistics operator can satisfy the Company's requirements on safe handling.

7.10. 基础设施破坏的管理内容及要求

7.10. Management of infrastructure damage and related requirements

7.10.1. 基础设施破坏的年度安全目标及目标值

7.10.1. Annual safety targets in handling of infrastructure damage and the target value

序号 S/N	安全目标 Safety goal	目 标 值 Target value
1	基础设施破坏导致业务经营的停止 Business operation stoppage due to infrastructure damage	0 次 0 time

7.10.2. 基础设施破坏的持续运行计划

7.10.2. Continuous operation plan in face of infrastructure damage

7.10.2.1. 人员及主体岗位后备计划

7.10.2.1. Backup plan for staffing and major job positions

姓名 Name	部门 Department	职责 Responsibilities	方案 Scheme
陈为民	总经办 General manager	第一负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
唐联果	总经办 General manager	第二负责	全员培训，交叉轮岗 Training of entire staff, cross rotation
秦川	人力行政部 Human administration department	后勤保障	全员培训，交叉轮岗 Training of entire staff, cross rotation
刘劲松	安全策略部 Security Policy Department	安全负责	全员培训，交叉轮岗 Training of entire staff, cross rotation

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胡廷军	计划部 Planning Department	应急实施	全员培训, 交叉轮岗 Training of entire staff, cross rotation
备注: 当出现人员异常时, 所有业务人员均可以轮岗处理业务。 Remarks: in case of a staff abnormality, all operating personnel can perform the rotation system to handle the business.			

7.10.2.2. 硬件（资源）后备计划

7.10.2.2. Hardware (resources) backup plan

公司与多家基建维修商签订协议, 确保基建维修业务的有效运行。

The Company shall enter into agreements with several infrastructure maintainers to ensure the effective operation of infrastructure maintenance.

7.10.2.3. 其他后备计划

7.10.2.3. Other backup plan

公司定期组织相关人员, 检查基础设施的安全情况, 如有安全隐患, 做及时维修整改。对于预计会出现的恶劣天气, 如地震、暴雨等会损坏基础设施, 运行保障部做提前安全预防, 并对危害程度作出评估。

The Company shall organize related personnel to check the safety of the infrastructure, and make timely repair or maintenance when there is any hidden danger discovered. For expected bad weathers, such as earthquakes and rainstorms that would damage the infrastructure, the Operation Support Department shall make good preparations and conduct assessment of the possible hazard level.

7.10.3. 基础设施破坏的应急预案

7.10.3. Emergency plan for infrastructure damage

7.10.3.1. 基础设施破坏的风险预案一览表:

7.10.3.1. List of emergency plans for infrastructure damage:

风险 Risks	预案 Plan	主要执 行人 Main executor	备份执 行人 Standby	可调配部门/人 员 Deployable department/pe
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		s	executor	rsonnel
经营业务停止 Business operation stoppage	1.运行保障部及时安排人员抢修，必要时，可以请施工人员前来应急处理。 1. The Operation Support Department shall arrange repair in time, and when necessary, shall ask constructors for emergent handling. 2.如抢修人员短缺，可联系设备部等其他部门人员，协助处理。 2. If the repairers fall short, other personnel of the Equipment Department shall be contacted for assistance.	陈为民	唐联果	人力行政部/安全策略部/总经办/采购部/生产部 Human administration department/ Security Policy Department/ General manager/ Purchasing Department/ Production department

7.10.3.2. 基础设施破坏应急联系人一览表:

7.10.3.2. List of emergency contacts for infrastructure damage:

序号 S/N	姓名 Name	应急预案担任角色 Role assumed in the emergency plan	主要联系方式 Primary contact information	第二联系方式 Secondary contact information
1	陈为民	第一负责人	8029	13971752835
2	唐联果	第二负责人	8042	18927462885
3	刘劲松	安全负责人	8022	18980072233
4	胡廷军	计划调度	8027	19949484833
5	秦川	后勤保障	8019	18190835097
备注：在事故发生的第一时间，也可以联系事故部门的负责人，协调应急处理。 Remarks: At the first moment of accident occurrence, the responsible person of the accident department can be contacted to coordinate the emergency treatment.				

7.10.4. 基础设施破坏发生后的经营业务恢复

7.10.4. Business operation recovery after infrastructure damage

1). 运行保障部及时抢修损坏的基础设施后，再告知应急领导小组。

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- 1). After repairing the damaged infrastructure in a timely manner, the Operation Support Department shall then inform the Emergency Leading Group of the condition.
- 2). 应急领导小组组织相关部门，检查修复后的基础设施，确保满足安全要求后，再通知正常使用，并恢复经营。
- 2). The Emergency Leading Group shall organize related departments to carry out inspection on the repaired infrastructure and guarantee its satisfactory performance according to the safety requirements, and finally, after that, the group will notify its normal usage and operation recovery.

8. 参考文件

8. References

无。

N/A

9. 说明

9 Instructions

本规定自研发中心总经理批准之日起正式生效，最终解释权在安全策略部。

The Regulations shall take effect from the date on which they are approved by General Manager of the R & D center, and their final right to interpret belongs to the Safety Strategy Department.

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