

**ASSESSMENT REPORT**

Report No **C01848**  
 Date of Assessment Report **Dec 07, 2004**

<b>SECURITY ASSESSMENT REPORT</b>	
<b>Manufacturer Rating And Score</b>	
<input checked="" type="checkbox"/> <b>Pass</b> <input type="checkbox"/> <b>Conditional Pass</b> <input type="checkbox"/> <b>Fail</b>	
Refer to Section F for explanation of score and Section G for Corrective/Preventive actions	
<b>Vendor Name</b>	BBQ Master Hong Kong Limited
<b>Manufacturer Name</b>	Zhen Hua Fa Household Manufacturing Limited
<b>Manufacturer Code</b>	F00318
<b>Manufacturer Address</b>	1 West Riverband, LeKou Industrial Development Zone, Jiu Jiang NanHai, FoShan, GuangDong, China
<b>Manufacturer Contact Persons</b>	GUAN JUPEI
<b>Phone Number</b>	86-757-86587283
<b>Fax Number</b>	86-757-86587583
<b>Email Address</b>	
<b>Basic Products</b>	Charcoal Briquets
<b>Type Of Assessment</b>	<input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Re-Assessment
<b>Re-Assessment</b>	<input checked="" type="checkbox"/> Failure of Last Assessment <input type="checkbox"/> Re-Assessment
	Last Report Number                      C01103 Date of Assessment                      May 19, 2004

**Name(IN BLOCK) - Auditor**  
SUZI CHU

**Name(IN BLOCK) - Manufacturer Rep**  
GUAN JUPEI

**Date**  
Dec 07, 2004



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SECTION A. FACILITIES

A.1	Is the facility rented or owned by the manufacturer?
	RENTED
A.2	What is the total floor area of the facility in square meters?
	20000
A.3	What is the type of construction (Concrete, Brick, Metal, Wood or Other)?
	CONCRETE
A.4	Average daily number of personnel in facility?
	65
A.5	Number of supervisory personnel?
	11
A.6	Number of Security Guards at facility?
	6
A.7	How many daily working shifts in the facility?
	3
A.8	Does the facility hire part time employees?
	NO.
A.9	How many days does the facility operate in a week?
	5-6
A.10	How many hours do the employees work in a day?
	8
A.11	Is the facility near major highways or ports?
	15 MINUTES
A.12	Does the facility maintain a separate place to load the merchandise into the container?
	YES.



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SECTION B. SECURITY (120 POINTS CAN BE EARNED)				
PROCEDURAL SECURITY		YES	NO	POINTS GIVEN
B.1	Does the facility have a designated security officer to supervise the introduction/removal of cargo?	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
B.2	Does the facility have all goods properly marked, weighed, counted and documented?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.3	Does the facility have procedures and maintain records for verifying seals on containers, trailers and trucks?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.4	Does the facility have procedures and maintain records for tracking the timely movement of incoming and outgoing goods?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.5	Does the facility have procedures for secure storage of empty and full containers to prevent unauthorized access?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.6	Does the facility have procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
B.7	Does the facility have adequate written security procedures/manuals in place?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.8	Does the facility have procedures for detecting and reporting shortages and overages?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
B.9	Does the facility have procedures and maintain records to monitor the raw material vendors?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.10	Does the facility have procedures and maintain records to monitor subcontract vendors?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
B.11	Does the facility keep customer security procedures/policies, product specifications, purchase orders and manifests?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
<b>SUB TOTAL POINTS GIVEN :</b>				<b>100</b>

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SECTION C. SECURITY (110 POINTS CAN BE EARNED)				
PHYSICAL SECURITY		YES	NO	POINTS GIVEN
C.1	Is the facility constructed of materials that resist unlawful entry and protect against outside intrusion? (Walls, fences, windows and gates)	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
C.2	Does the facility have sufficient lighting inside and outside?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
C.3	Does the facility have hired security guards shift on duty for 24 hours?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.4	Does the facility have an electronic security system? (automatic alarms, security cameras, etc)	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
C.5	Does the facility have an internal communication system to contact security guards? (Telephone, intercom, walkie-talkies, etc)	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
C.6	Do the security guards regularly check all enclosures inside and outside facility? (Doors, windows, gates and fences, etc.)	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.7	Does the facility maintain an external communication system to contact the local law enforcement authorities? (Telephone or alarm, etc.)	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.8	Does the facility provide for segregation and marking of international, domestic, high-value and dangerous goods cargo within the facility by a safe, caged or otherwise fenced-in area?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.9	Does the facility maintain a parking area for private vehicles separate from the shipping, loading dock and cargo areas?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
C.10	Do the security guards have keys and codes to all locks and alarms on doors, windows, gates, fences, etc?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.11	Do other persons in the facility have copies of keys and codes?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
C.12	Are all buildings, cargo-receiving areas, cargo-loading areas, parking areas and entrances monitored by recorded CCTV systems?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
<b>SUB TOTAL POINTS GIVEN :</b>				<b>75</b>



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SECTION D. SECURITY (110 POINTS CAN BE EARNED)				
ACCESS CONTROL		YES	NO	POINTS GIVEN
D.1	Does the facility have procedures in place to prevent unauthorized access to the shipping, loading dock and cargo areas?	<input checked="" type="checkbox"/> 20	<input type="checkbox"/> 0	20
D.2	Does the facility provide badges or photo IDs for employees?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.3	Does the facility require all employees to display these badges or photo IDs while at work?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.4	Does a security guard check all employees in the facility for these badges or photo IDs ?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.5	Does the security guard maintain a list of all employees in the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.6	Is the list updated regularly to reflect new employees and departed employees?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.7	Does a security guard check in/out all vehicles of factory employees when these vehicles enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.8	Does a security guard check in/out all delivery trucks owned by the factory when these delivery trucks enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.9	Does this security guard keep a written log of all such delivery vehicles entering or exiting the facility?	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
D.10	Does a security guard check in/out all visitors and their vehicles when visitors enter/exit the facility?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
D.11	Does this security guard keep a written log of all visitors and their vehicles entering/exiting the facility?	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
D.12	Does a security guard always contact the employee in the facility who will meet visitors before allowing the visitors to enter the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.13	If visitors will be entering the facility, does the security guard ensure that the visitors are escorted by a representative of the facility?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.14	Are all visitors accompanied by a representative of the facility at all times?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
D.15	Are visitors entering the facility required to wear a badge at all times?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
<b>SUB TOTAL POINTS GIVEN :</b>				<b>100</b>



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SECTION E. SECURITY (50 POINTS CAN BE EARNED)				
PERSONNEL		YES	NO	POINTS GIVEN
E.1	Does the facility have procedures for regular employment screening and interviewing of prospective employees, including periodic background checks and application verifications?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
E.2	Does the facility have a security training program to educate all security guards?	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
E.3	Does the facility keep all employee personnel records for security tracking purposes?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
E.4	Does the facility have a code of Ethics or Conduct or other guidelines related to the conduct of employees?	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 0	5
E.5	Does the facility have a procedure for employees to report of any potential security issues?	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 0	0
E.6	Is there any procedure to handle terminated employees to ensure that the keys, badges, etc. are returned to the Personnel Manager before the employees leave?	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 0	10
E.7	Does the facility have a security awareness program for employees, including recognizing internal conspiracies, maintaining product integrity and determining and addressing unauthorized access?	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 0	0
<b>SUB TOTAL POINTS GIVEN :</b>				<b>20</b>



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SECTION F. SCORING

TOTAL POINTS: ( 390 POINTS POSSIBLE )

Table with 4 columns: RATING ATTRIBUTES, % OF TOTAL VALUE, POINTS POSSIBLE, POINTS GIVEN. Rows include B. PROCEDURAL SECURITY, C. PHYSICAL SECURITY, D. ACCESS CONTROL, E. PERSONNEL, and a TOTALS row.

TOTAL SCORE : 76%

(TOTAL POINTS GIVEN DIVIDED BY 390 EQUALS SECURITY ASSESSMENT RATING)

- PASS: SCORE ON OR ABOVE 70%
CONDITIONAL PASS: SCORE BETWEEN 60% TO 69%
FAILED: SCORE BELOW 60%

NOTE: RE-ASSESSMENTS ARE CONDUCTED UPON CUSTOMER REQUEST

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**SECTION G. CORRECTIVE/PREVENTIVE ACTIONS & AUDITOR'S COMMENTS**

<b>G.1 SUMMARY OF DEFICIENCY</b>		<b>G.2 CORRECTIVE/PREVENTIVE ACTION</b>	
1	B6: INADEQUATE PROCEDURES FOR NOTIFYING CUSTOMS/ LAW ENFORCEMENT REGARDING ILLEGAL ACTIVITIES.	1	DEFINE "ILLEGAL ACTIVITIES" IN PROCEDURES.
2	B8: INADEQUATE PROCEDURES FOR DETECTING SHORTAGES/ OVERAGES.	2	INCLUDE PROCEDURES FOR OUTGOING GOODS.
4	C2: INSUFFICIENT LIGHTING (OUTDOORS).	4	INSTALL MORE LIGHTS.
5	C4, C12: NO ELECTRONIC SECURITY SYSTEM OR CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM.	5	INSTALL SUCH SYSTEMS.
6	C5: INTERNAL COMMUNICATION SYSTEM FOR SECURITY GUARDS IS INADEQUATE.	6	ACQUIRE ADEQUATE SYSTEM (E.G. WALKIE TALKIES).
7	D9, D11: INADEQUATE LOG AT SECURITY BOOTH FOR VISITORS AND DELIVERY VEHICLES.	7	RECORD COMPANY NAME OF VISITORS AND SECURITY VEHICLES.
8	E1: INSUFFICIENT EMPLOYMENT SCREENING.	8	COMPLETE THE PROCEDURES FOR EMPLOYMENT SCREENING INCLUDING A BACKGROUND CHECK.
9	E2: INADEQUATE SECURITY TRAINING RECORDS.	9	PROVIDE TRAINING TO ALL SECURITY GUARDS.
10	E5, E7: INADEQUATE SECURITY AWARENESS TRAINING FOR EMPLOYEES.	10	PROVIDE SUCH TRAINING.
<b>G.3 VENDOR/MANUFACTURER ADDITIONAL COMMENTS</b>			
<b>G.4 AUDITOR'S COMMENTS</b>			
<p>C9: VISITORS PARK OUTSIDE THE FACTORY GATES.            D7, D8: THIS FACTORY DOESN'T HAVE ITS OWN CARS OR DELIVERY VEHICLES.            B10: NO SUBCONTRACT VENDORS.            * FACTORY SHOULD BETTER EMPLOY MORE SECURITY GUARDS TO ENSURE THE SECURITY.</p>			



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**SECTION H. ATTACH PHOTOGRAPHS**

**H.1** List all attached documents here

**H.2** Photo