



## Factory Security Assessment - General Merchandise and Food - Country Rated Medium Risk for Supply Chain Security -

### Factory Profile

Wal-Mart Factory ID #	36204214		
Factory Name	Dongguan City Forever Standing Stationery Co., Ltd		
Factory Street Address	2# Fuxiang Street, Hengjiao Village, Shijie Town		
	N/A		
Factory City and Country	Dongguan		China
Wal-Mart SCS Audit Request ID #	9808631		
Factory Responsible Person Name	Ms. Sven Shen/ Sales Supervisor		
Contact Number	86-769-2016016		
Date of Security Audit	Jun-27-2018		
OVERALL SCORE	91		
RISK RATING	Low Risk Priority		

### Audit Company

Audit Company Name	Bureau Veritas
Audit Team	BVCN115 .

### Audit Overview

Audit attendance	Ms. Sven Shen/ Sales Supervisor, Mr. He Dong/ COC Officer
Present at the opening meeting?	Yes
Present at the closing meeting?	Yes

### Company Profile

Company name	Dongguan City Forever Standing Stationery Co., Ltd		
Contact name	Ms. Sven Shen		
Address 1	2# Fuxiang Street, Hengjiao Village, Shijie Town		
Address 2	N/A		
City	Dongguan		
State	Guangdong		
Country	China	Postal Code	523302
Phone	86-769-2016016		
Fax	N/A		
Email	sales10@fssdg.com		
Website	www.Pinkstorepackage.com		
Number of employees			
Permanent	80		
Temporary	0		



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Overseas / Migrant	0
Total	80

## Business Overview

Industry	Bottling and Packaging		
Key / Main product	Packaging product		
Country of operation	China		
	Yes	No	Not Applicable
Participation in security initiatives		●	
Description of security initiative	-Nil		

## Facility Structure

<b>Number of buildings</b>	
Distribution	1
Production	1
Warehouse	1
Container yards	1
Other	2
Total	6
Facility size	6000M. Sq.
Facility size outside grounds	3000M. Sq.
Warehouse customs bonded	NO
Free trade zone	NO
<b>Logistics/Transportation for shipments to US</b>	
Trucks owned By Company	No
<b>Percent of goods exported to US</b>	
By air	5
By sea	95
By rail	0
By truck	0
Description of "other" buildings	one 5-storey office building and one 4-storey dormitory building

## Overall Comment



Percent of goods exported to US: 30%  
~Factory established: November 28, 2006  
~Main process: Cutting, Stitching, gluing, cleaning, packing  
~Production capacity: 800,000 pcs per month  
~International certification: ISO 9001  
~Peak season: May to December  
~Major market: America, Europe  
~Major clients: ATS, Supermia  
~Name of the port: Yantian port, Shekou port  
~Working days: 8 hours per day and 5 days per week  
~Working time schedule: All workers ran 1 shift as below: 08:00 to 12:00, 14:00 to 18:00.  
~Security system: There were 3 security guards available in the factory and they ran 3 shifts below: 08:00 to 16:00, 16:00 to 24:00, 00:00 to 08:00 with one security guard per shift. In addition, there were 15 CCTV cameras installed in the factory  
Remark: There's another factory named Taite Electrical factory on the 3rd floor of production building.



## SECURITY AREA TO IMPROVE

Findings and issues identified within below sections are essential to attain the Walmart Supply Chain Security requirements. The supplier/facility is recommended to take the necessary Corrective Action Plans for below findings to improve the overall security performance.

### Section: Personnel Security

- Finding:** The facility does not have a written policy to issue a photo identification card or an access card to each employee for access to the facility and/or employee ID badges is not in use when issued.

*All employees were issued badges with photo. However, 5 employees in the facility were not wearing badges during the facility tour.*

**Recommendation:** The facility must have written policy to issue a photo identification card or an access card to each employee for access to the facility and employee ID badges is not in use when issued.

### Section: Physical Access Controls

- Finding:** The facility does not have written policy and/or procedures to deny access of employees who either resign or are terminated.

*It was noted that although the factory had a written Employee Termination policy to remove the identification badge, facility access and system access for an employee who is terminated or resigned. However, the policy was not applied to the employees who applied for long term leave. (E.g. for the female employee who had applied for maternity leave).*

**Recommendation:** The facility must have written policy and/or procedures to deny access of employees who either resign or are terminated.
- Finding:** The facility do not use Closed Circuit Television (CCTV) or another surveillance method to monitor activity in sensitive areas within the facility such as receiving, shipping, final packing, main offices, the lobby, and the computer server/systems room.

*It was noted that the factory used CCTV to monitor main sensitive areas. However, factory can provide the record for only 1 day.*

**Recommendation:** The facility must use Closed Circuit Television (CCTV) and/or another surveillance method to monitor activity in sensitive areas within the facility such as receiving, shipping, final packing, main offices, the lobby, and the computer server/systems room.
- Finding:** The facility does not have a written and/or implemented policy to issue a serial numbered visitor badge to each visitor and maintain a Visitors Log.

*It was noted the visitor badge did not have a serial number.*

**Recommendation:** The facility must have a written and implemented policy to issue a serial numbered visitor badge to each visitor and maintain a Visitors Log.

### Section: Container/Trailer Security

- Finding:** Recording of CCTV used to capture container/trailer loading is not kept for a minimum of 30 days.

*During this audit, per factory management and factory tour, it was noted that the the CCTV record was maintained for 1 day.*

**Recommendation:** Recording of CCTV used to capture container/trailer loading must be kept.

### Section: Procedural Security

- Finding:** The facility does not have a written agreement with some of the transport company that indicates preferred transit route(s) used by the driver, the allowable transit time limit, designated rest/meal stop locations and a process for a driver to report a container or trailer security issue.

*It was noted that the facility's written agreement with their transport company didn't indicate preferred transit route(s) used by the driver, the allowable transit time limit and designated rest/meal stop locations.*

**Recommendation:** The facility must have a written agreement with their transport company that indicates preferred transit route(s) used by the driver, the allowable transit time limit, designated rest/meal stop locations and a process for a driver to report a container or trailer security issue.

### Section: Information Security



- **Finding:** The facility does not have a designated regular system administrator responsible for establishing system users and their identity codes/user names.  
*It was noted that the facility didn't designate a system administrator responsible for establishing system users and their identity codes/user names.*  
**Recommendation:** The facility must have a designated system administrator responsible for establishing system users and their identity codes/user names.
- **Finding:** System administrator does not receive a report of invalid password attempts.  
*It was noted that the facility management didn't have a written policy indicated that the system administrator should receive a report of invalid password attempts.*  
**Recommendation:** System administrator must receive a report of invalid password attempts.
- **Finding:** Some of the computer terminals do not close and lock after a period of inactivity.  
*It was noted that auditor checked one computer in the sales department and the computer terminal didn't close and lock after a period of inactivity.*  
**Recommendation:** Computer terminals must close and lock after a period of inactivity.

## Facility Photos For Dongguan City Forever Standing Stationery Co., Ltd

### 1.Facility Entrance



### 2.Perimeter Fencing



### 3.Facility Building



#### 4. Employee Parking



#### 5. Visitor Parking



#### 6. Outside Lighting





## 7.Security Room- Communication Equipment



## 8.CCTV system and monitor



## 9.Packing Area





## 10.Finished Goods Warehouse



## 11.Loading Area



## 12.Facility Name





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