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**Enterprise standards system - Fundamental supports**

企业标准体系 基础保障

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# Enterprise standards system - Fundamental supports

## 1 Scope

This standard specifies the construction and requirements of the fundamental supports standard system AND its sub-systems, in the production, operation, management activities of enterprises.

This standard is applicable to enterprises of various types and sizes, to establish a fundamental supports standard system. Other organizations can refer to it for implementation.

## 2 Normative references

The following documents are essential to the application of this document. For the dated documents, only the versions with the dates indicated are applicable to this document; for the undated documents, only the latest version (including all the amendments) is applicable to this standard.

GB/T 15496 Enterprise standards system - Requirement

GB/T 15497 Enterprise standards system - Product realization

## 3 General requirements

### 3.1 Composition

The fundamental supports standard system generally includes planning and enterprise culture standards, standardized work standards, human resources standards, financial and audit standards, equipment and facility standards, quality management standards, safety and occupational health management standards, environmental and energy management standards, legal affairs and contracts standards, knowledge management and information standards, administrative affairs and comprehensive standards and other sub-systems. The structure is as shown in Figure 1.

## 6.3 Labor relations

The standards, for determining the employment form, work content, work requirements, labor relationship management and other matters of the enterprise's employees, include but not limited to:

- a) Employee recruitment, selection, hiring, filing, transfer, resignation, retirement management;
- b) Inspection, selection, appointment, assessment, communication, training of middle and senior management personnel;
- c) Professional technical job management, vocational skill appraisal, ability quality evaluation;
- d) Personnel file management of employees;
- e) Labor contract management;
- f) Handling of labor disputes.

## 6.4 Performance

**6.4.1** Standards for the formulation of performance plans, performance coaching communication, performance appraisal evaluation, performance results application, performance target improvement, that target the performance of enterprise employees, include but not limited to:

- a) Building an employee performance management system;
- b) Indicator design of employee performance management;
- c) Implementation, feedback, improvement of employee performance management;
- d) Application of employee performance evaluation results.

**6.4.2** Standards, which are formed by the establishment, measurement, analysis, evaluation of the enterprise performance system, include but not limited to:

- a) The structure, elements, key indicator system of the enterprise performance system;
- b) The establishment of an enterprise performance measurement system, data and information sources, collection, sorting methods;

- c) Regular analysis, comparison, evaluation of enterprise performance;
- d) Improvement and innovation management of enterprise performance.

## **6.5 Salary and welfare guarantee**

The standards, which are formed by establishing the enterprise's salary and welfare system, include but are not limited to:

- a) Management of labor cost budget;
- b) Verification and distribution of staff salary;
- c) Adjustment of salary and welfare system;
- d) Various social security management.

## **6.6 Training and talent development**

The standards, which are formed for establishing the enterprise employee training and talent development systems, include but not limited to:

- a) Need analysis of employee training and development;
- b) Preparation and implementation of employee training plans;
- c) Budget and use of education and training funds;
- d) Evaluation of training effect;
- e) Staff's career development planning;
- f) Development of training resources and construction of talent team.

# **7 Sub-system of financial and audit standards**

## **7.1 General**

See Figure 5 for the sub-system of financial and auditing standards.

- d) Standardized accounting, financial analysis reports on a quarterly basis.

## **7.4 Cost management**

The standards, which are formed by the accounting, control, assessment of production costs, sales costs, quality costs incurred to ensure and improve product quality, include but not limited to:

- a) Accounting and control requirements for management expenses, sales expenses, financial expenses;
- b) Approval requirements for the use of costs and expenses; financial processing requirements for cost and expense reimbursement;
- c) Evaluation and analysis of enterprise cost control, as well as improvement measures taken.

## **7.5 Fund management**

Standards, which are formed by enterprise fund management matters, include but not limited to:

- a) Fund income and expenditure management, as well as the approval procedures;
- b) Fund management methods, measures, key link management requirements;
- c) The accountability and supervision mechanism for the use and management of funds;
- d) Inspection, supervision, assessment of the use of funds.

## **7.6 Asset management**

Standards, which are formed by enterprise fixed assets, intangible assets, material reserves, asset management and other matters, include but not limited to:

- a) The purchase, registration, use, depreciation, scrapping, disposal of fixed assets;
- b) Use, amortization, disposal of intangible assets;
- c) Receipt, delivery, inventory, accounting of inventory;



- d) Material consumption, material reserves, etc.

## **7.7 Investment and financing**

Standards, which are formed by enterprise investment and financing management matters, include but not limited to:

- a) Internal and external investment procedures, decision-making, project implementation, post-investment evaluation;
- b) Enterprise mergers and acquisition procedures, decision-making, implementation, post-evaluation;
- c) Decision-making, implementation, capital use, risk assessment of financing;
- d) Approval, implementation, return, loan evaluation of fund borrowing and lending.

## **7.8 Tax management**

The standards, which are formed by the enterprise taxation work, based on relevant tax policies and regulations, include but are not limited to:

- a) Tax planning, tax declaration, tax bill management;
- b) Tax accounting requirements, etc.

## **7.9 Audit management**

The standards, which are formed by the enterprise audit work, based on the relevant audit policies and requirements, include but are not limited to:

- a) Working rules of enterprise's audit institutions;
- b) Procedures and methods, which specifying the internal financial audit and management audit of the enterprise;
- c) Requirements on the identification, control, evaluation of business risks;
- d) Requirements on supervision and inspection of internal control system, defect management, internal control evaluation.

- e) Requirements for testing and acceptance of equipment and facilities;
- f) Inspection items and inspection methods of purchased equipment and spare parts.

### **8.3 Storage and transportation**

The standards, for the enterprise to collect and compile the storage and transportation standards for the equipment AND its purchased or self-made spare parts, include but not limited to:

- a) Storage and transportation requirements of equipment;
- b) Storage and transportation conditions, methods, ways of spare parts;
- c) Warehousing-in and out management, inventory check of spare parts.

### **8.4 Installation, commissioning, handover**

Standards, which are formed by the installation, commissioning, on-site manufacturing, handover of enterprise equipment and facilities, include but not limited to:

- a) The technical conditions, installation technology, allowable errors of the equipment and facilities installation;
- b) On-site manufacturing technology and management requirements for equipment and facilities;
- c) Debugging technology and process of equipment and facilities;
- d) Inspection, test methods and requirements of equipment and facilities, as well as technical requirements and methods for trial operation;
- e) Technical requirements for handover and quality assurance, acceptance procedures, as well as other management requirements.

### **8.5 Use, service, maintenance**

Standards, which are formed by the use, service, maintenance of enterprise equipment and facilities, include but not limited to:

- a) Requirements for the use, operation, running of equipment and facilities;
- b) Service and maintenance requirements for equipment and facilities;

- c) Maintenance requirements for equipment and facility;
- d) Use, service, operation, maintenance, overhaul management requirements of equipment and facilities.

## **8.6 Modification, decommissioning, abandonment**

Standards, which are formed by the modification, decommissioning, abandonment of enterprise equipment and facilities, include but not limited to:

- a) Technical requirements for equipment modification;
- b) Judgment criteria for equipment failure and abandonment;
- c) Deactivation and disposal requirements for invalid and discarded equipment;
- d) Management requirements for equipment modification, decommissioning, abandonment.

## **8.7 Process equipment**

Standards, which are formed by the structure, size, specification, material, precision and other items of various tools (including) used in the realization of the enterprise's products, include but not limited to:

- a) Requirements for fixtures, molds, appliances, tools, templates;
- b) Requirements for parts and components of fixtures and molds;
- c) Requirements for process flow equipment;
- d) Design specifications for process equipment;
- e) Maintenance requirements for tools, fixtures, molds, workstation appliances;
- f) Regular inspection and testing requirements for tools, fixtures, molds, workstation appliances;
- g) Management requirements for tools, fixtures, molds, workstation appliances;
- h) Other technical and management requirements for mobile tools and equipment.

- a) Product safety, including electrical appliances, mechanical products, boilers and pressure vessels, special equipment safety, hazardous chemicals safety, children's toys safety, etc.;
- b) Engineering safety, including requirements for survey, storage and transportation, blasting, gas, construction, electrical appliances, fire and explosion prevention, prevention of radioactivity and biological damage, etc.;
- c) Production safety, including requirements for safe operation, working environment safety (such as high temperature, low temperature, acid-base and other corrosive environments, microorganisms, wind and dust environments, flammable, explosive, radiation, noise, etc.), equipment safety, etc.;
- d) Traffic safety, including requirements for traffic safety signs, warnings, management, etc.;
- e) Fire safety, including requirements for the purchase, arrangement, use, maintenance, inspection, management of fire-fighting materials and fire-fighting equipment and facilities;
- f) Information security, including requirements for risk identification and evaluation of information security, physical control measures and management control measures, handling of information security incident, etc.;
- g) Safety management, including requirements for safety education, safety inspection, safety technical measures plan, design, development, appraisal and use of prescribed procedures, risk assessment, safety review, accident handling, etc.

### **10.3 Emergency response**

The standards, which are formed by taking technical and management control measures, in order to reduce personnel injuries, property losses, environmental damage, due to emergencies, include but not limited to:

- a) Identification requirements for potential emergencies;
- b) Safety standards for dangerous operations, such as hot work, access to restricted spaces, work at height, high pressure, hoisting, excavation, blind plate extraction, etc.;
- c) Technical and management requirements for emergency materials and equipment;

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