**AMAZON SOCIAL RESPONSIBLE AUDIT**

**社会责任审核**

我司必维国际 (BV公証行) 受贵公司客戶 **AMAZON**的委托,现需到贵工厂进行**社会责任工厂评估**, 此工厂评估以 **[1个星期的半通知审核]** 形式进行：即评估前不会预先通知到厂日期。评估会在我们指定的 **一 周 即2025年7月28日 至 2025 年 8月01日** 期间进行 (周六日除外) 。

BUREAU VERITAS is appointed by your clients **AMAZON** to perform **a SEMI-ANNOUNCED Social Responsible Audit with 1 week audit window** to your factory as indicated below. A representative from BUREAU VERITAS will conduct a full inspection of your manufacturing facility in a day Between **< Jul 28, 2025>** and **< Aug 01, 2025>** as confirmed.

|  |
| --- |
| **AUDIT CONFIRMED DETAILS** 审核确认信息 |
| BV Report Number: 报告参考号 | 10251780822 |
| Factory Name: 厂名 | SHENZHEN DONGTAI INTERNATIONAL LOGISTICS CO.LTD & ST-3908845 |
| Factory Address: 厂址 | 301, Building A2, Haixiang Industrial Park, No. 3 Lijing North Road, Longtian Subdistrict, Pingshan District, Shenzhen, China 518118 |
| Contact Person: 联系人 | Mellow Zhang,Vicky Zeng |
| Contact Tel: 联系电话 | 1,351,062,827,115,620,000,000 |
| E-mail: 电邮 | mellow.zhang@szyuto.com;zengyx@szyuto.com |
| Audit Window: 审核周期 | Between Jul 28 and Aug 01, 2025 |
| Audit Type: 审核类型 | Initial Audit  |
| Remark (If Applicable): 备注 | Amazon Audit#: A-7741831 |

请贵公司提供工厂中英文名称/地址/联络人及其相应的联络电话以及工厂详细路线图,以便本公司人员找寻工厂具体位置。Please help to confirm and send to the undersigned the **Chinese** factory name and address so that our local auditor can locate correctly your factory on the day of audit. If possible, please provide a route map to your factory for our reference.

联系人: \_黄丽娟\_\_\_\_\_ 电话：\_\_\_18520862708\_\_\_\_\_ 部门:\_\_体系管理\_\_\_\_\_ 职位: \_\_CSR Specialist\_\_\_\_\_\_

厂名(中英文 )\_\_ 深圳市东泰国际物流有限公司SHENZHEN DONGTAI INTERNATIONAL LOGISTICS CO.LTD \_\_

地址(中英文 )\_ 深圳市坪山区龙田街道荔景北路3号海翔工业园A2栋 301 / 301, Building A2, Haixiang Industrial Park, No. 3 Lijing North Road, Longtian Subdistrict, Pingshan District, Shenzhen, China\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

员工总数： \_\_32\_\_\_\_\_男员工总数：\_\_12\_\_\_\_\_女员工总数：\_\_\_20\_\_\_\_\_\_\_\_\_工厂成立时间：\_2011-5-18\_\_\_\_\_\_\_

Upon the request from Amazon, transparency requirements and expectation should be communicated with senior leadership of the facility before this audit, please provide the contact information of the senior Leadership (e.g. General Manager, Plant Manager, Executive Director, Owner):

根据亚马逊的要求，透明度的相关要求需要在审核前与工厂的最高负责人沟通确认。请提供工厂的高层负责人（包括 厂长/总经理/老板/理事等）联系方式以便进行相应沟通：

* Contact Name联系人 : \_\_张清华 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title 职位 : \_\_总监\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone#电话: \_\_\_13510628271\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email 邮箱: \_\_\_Mellow.zhang@szyuto.com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

请确保贵厂在审核周期内正常运营,并对审核人员授予充分的审核权限,包括但不限于拍照,文件审核, 员工访谈,厂区及宿舍走访等。若有任何特殊安排将可能影响此次审核的正常进行（如临时停电,停工,特殊节假日等）,请提前通知我司。

Please kindly let us know in advance if there will be any electricity suspension case on the above audit date, or any other incidents will affect the normal production in your factory. Please note you have to ensure the factory has production during the audit date. At the time of the audit, the Bureau Veritas auditor must be granted full access to all areas in the factory premise in order to complete the audit activities, including but not limited to photos, document review (including documents provided in the document checklist and any others requested onsite), and employee interviews.

请在收到后 2 日内将审核函传发至我公司, 邮件至 <amber.luo@bureauveritas.com>,传真号码: 86-20-83278790

*Thanks to return this Appointment Letter via* ***FAX*** *or* ***EMAIL*** *to BUREU VERITAS Operation Office listed in below table as a written confirmation on above audit scheduled.*

|  |
| --- |
| **COMPLETED BY BUREAU VERITAS OPERATION OFFICE** 必维联系方式 |
| Contact Person: 联系人 | Amber Luo (罗小姐) | Contact Tel / Fax: 电话 | 86-020-8388 1859 |
| Operation Office: 办公室 | Guangzhou | E-mail: 电邮 | amber.luo@bureauveritas.com |

**AMAZON 对公开透明及审核范围的要求 (Requirement on Transparency and Scope)**

为确保您充分了解亚马逊对于公开透明及审核范围的要求,请仔细阅读并完成以下的问题 。

***In order to confirm your understanding of the scope of the Amazon social audit and Amazon’s emphasis on transparency, please read the following questions carefully and provide your answers.***

|  |  |  |
| --- | --- | --- |
| # | Questions 问题 | Answer 回答 |
| 1 | After reviewing the Amazon Audit Guidance, which do you understand to be more important to Amazon? 在阅读完Amazon审核指南后,您认为以下哪一项是Amazon更为重视的呢?   | [x] A: Full compliance with working hours requirements. 工厂完全符合工作时间方面的法律和规定[x] B: Being transparent and providing accurate records, including truthful wage and attendance records. 工厂秉承公开透明的原则,提供有真实准确的记录,包括真实可靠的工资和考勤记录。Please describe if you have any question or comment 如有任何疑问或意见,请描述：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Will your facility allow Amazon appointed auditors to access to ALL production and common areas affiliated with your business license (canteen, dormitory, etc.)? 贵公司是否将充分授权指定的审核员访问并审核工厂营业执照覆盖下的所有范围（工厂所有生产区域及公共区域,包括食堂,宿舍等）? | [x] A: Yes, full access and no restricted area.是的,审核人员将得到充分授权,没有特别的限制区域[ ] B: Only partial access. There are some restricted areas (e.g. Intellectual Property restricted). 只能部分授权。厂区内有限定区域（知识产权限制）不能开放审核。Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] C: No, we do not allow for access to any area. 不能授权审核人员访问工厂任何区域Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 3 | Will your facility allow the Amazon auditor to access all necessary documents (see email attachment document list)? 贵公司是否将充分授权指定的审核员工厂查看所有相关文件及记录?（请参考所附的文件清单） | [x] A. Yes. 是的[ ] B. No. 不是Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 4 | Specifically, will your facility provide the Amazon auditor to access the documentation of employees' personnel files (i.e. ID copy, employment application, labor contracts), working hours and payroll records for any dispatch/temporary/agent/contracted workers? 尤为重要的是,贵公司是否允许审核员充分查阅所有派遣工/临时工/劳务工/非正式员工的个人档案（包括员工身份证记录,求职申请,劳动合同等）,工资和工时记录?  | [x] A. Yes, we can make those documents available at site and provide to the Amazon auditor for review. 是的,我们将在工厂准备好相关文件备查,并在审核当天提供给审核人员[ ] B. We keep those documents but cannot provide to the Amazon auditor for review. 我们保存了相关文件,但不能提供给审核员查阅Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] C. Not sure, those documents are not available at our site. 不确定,工厂并没有获得相关文件Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] D. Other. 其他Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] E. Not applicable, we do not have dispatch/temporary/agent/contracted workers.不适用,工厂没有使用派遣工/临时工/劳务代理公司的员工及非正式员工 |
| 5 | Will your facility allow the Amazon auditor to conduct confidential/private worker interviews without management presence? 贵公司是否将允许审核员对工厂的员工进行访谈？审核人员须在没有工厂管理人员陪同及参与下进行员工访谈，并且访谈内容将予以保密。 | [x] A: Yes, we will grant auditor access to interview all workers. 是的,我们将充分授权审核员对所有的员工进行抽样访谈[ ] B: We will only grant auditor access to a subset of workers. 我们只能授权审核人员对部分员工进行访谈Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] C: No, we do not allow for confidential worker interview. 不允许进行任何保密的员工访谈Please advise the reason: 请提供具体原因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Following is for signature and stamp of facility representative:

工厂签名盖章确认：

|  |  |  |
| --- | --- | --- |
| 工厂代表签字Factory Representative’s Signature: Signature：  | 盖章Factory Stamp:Stamp：  | 日期Date: Stamp：  |