PT. COSMO TECHNOLOGY

Jl. Raya Segog Km. 14 Desa Batununggal, Kecamatan Cibadak Kabupaten, Sukabumi, Jawa Barat, Indonesia 43351 Brook Lin ph: 8676989298899 ext 5804, Peja Yang ph: 8676986911198 ext 5806, Robert Zhang ph: 8676986911198

SCAN SECURITY AUDIT (ONSITE)

Report #	EAC-2024-08-0491-CAPA-V4
Audit Submitted	Aug 29, 2024
Compliance Score	99%
Audit Type	EXTERNAL AUDIT

This Report Applies Solely for SCAN - Supplier Compliance Audit Network

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Location Information

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SCAN ID	ID265134ZJPT
Point of Contact Name	hk
Point of Contact Email	Brook.Lin@Starlite-Creations.Com, Peja.Yang@Starlite-Creations.Com, robert.zhang@starlite-creations.com

Contact Name	Phone	Email
		doni.andra@cosmo-ic.co.id

Location	PT. COSMO TECHNOLOGY
Primary Location	Yes
Critical Location	No
Assigned Auditor	UL
Schedule Date	Aug 21, 2024

Audit Summary

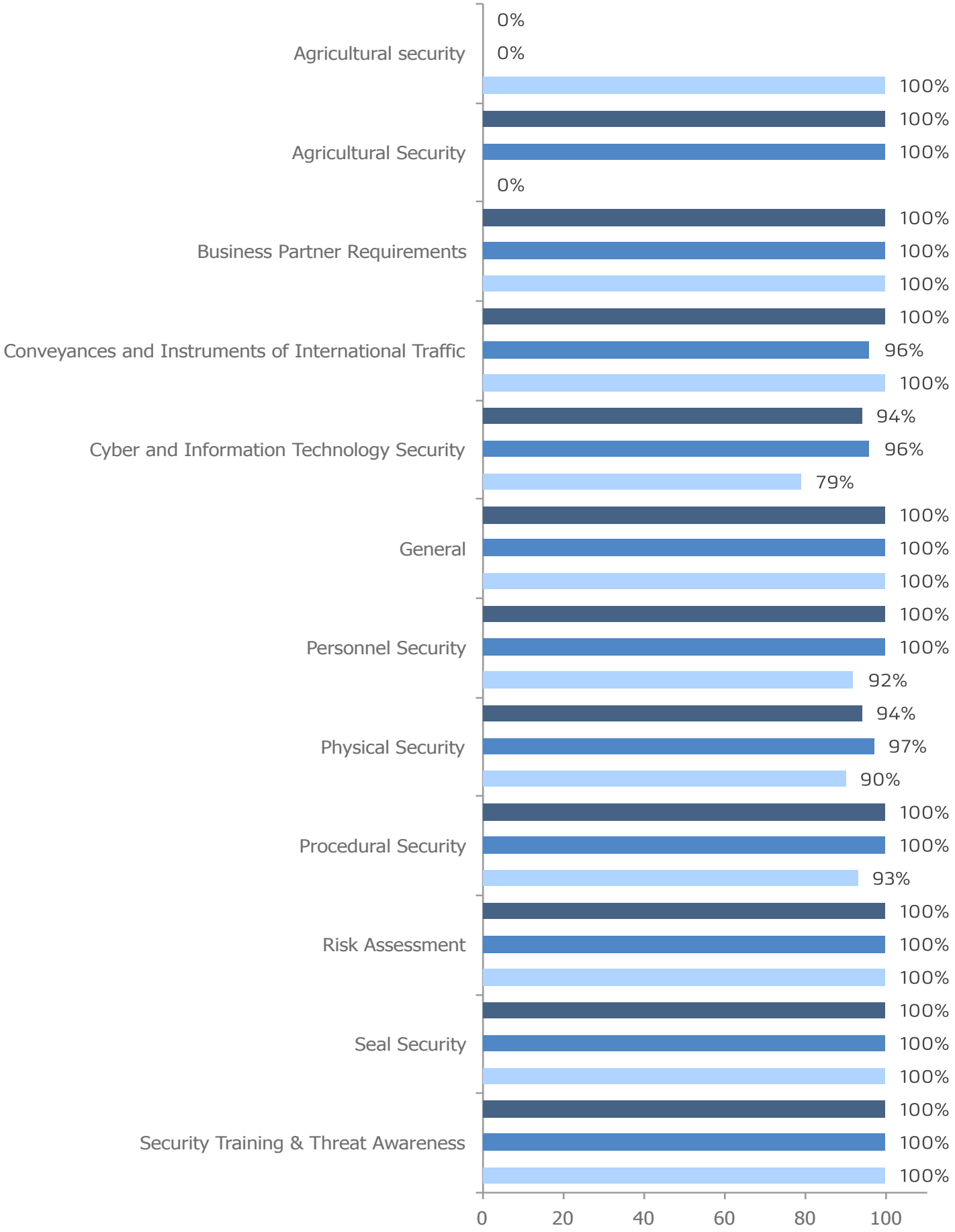
Pre-CAPA

Audit Submitted
Aug 29, 2024

Compliance Score Pre-CAPA
98%

Compliance by Category

Compliance by Category - Last 3 Audits


Agricultural security
0%
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Agricultural Security
100%
100%
Business Partner Requirements
0%
100%
100%
100%
Conveyances and Instruments of International Traffic
100%
96%
100%
Cyber and Information Technology Security
94%
96%
79%
General
100%
100%
100%
Personnel Security
100%
100%
92%
Physical Security
94%
97%
90%
Procedural Security
100%
100%
93%
Risk Assessment
100%
100%
100%
Seal Security
100%
100%
100%
Security Training & Threat Awareness
100%
100%
100%
0
20
40
60
80
100

98% (Aug-2024)
98% (Sep-2023)
94% (Sep-2022)

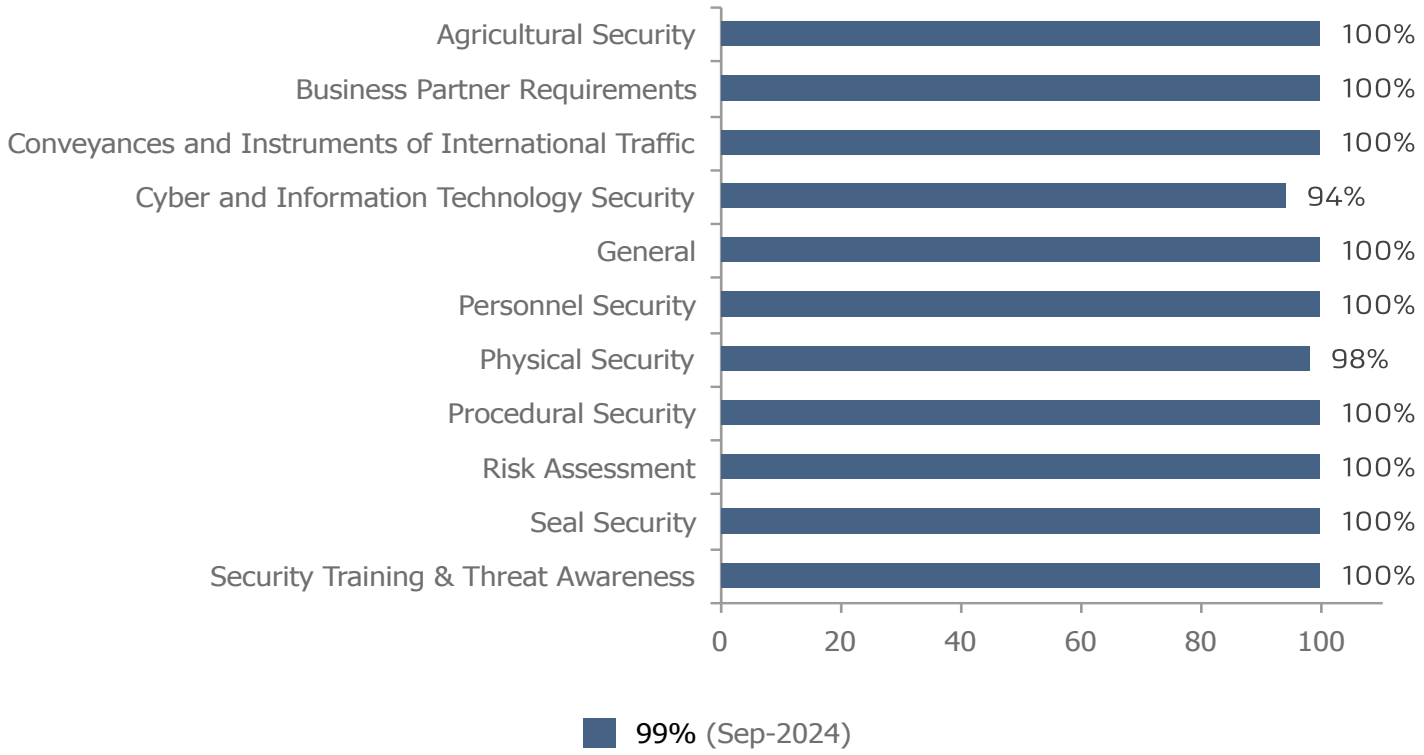
Audit Summary

Post-CAPA

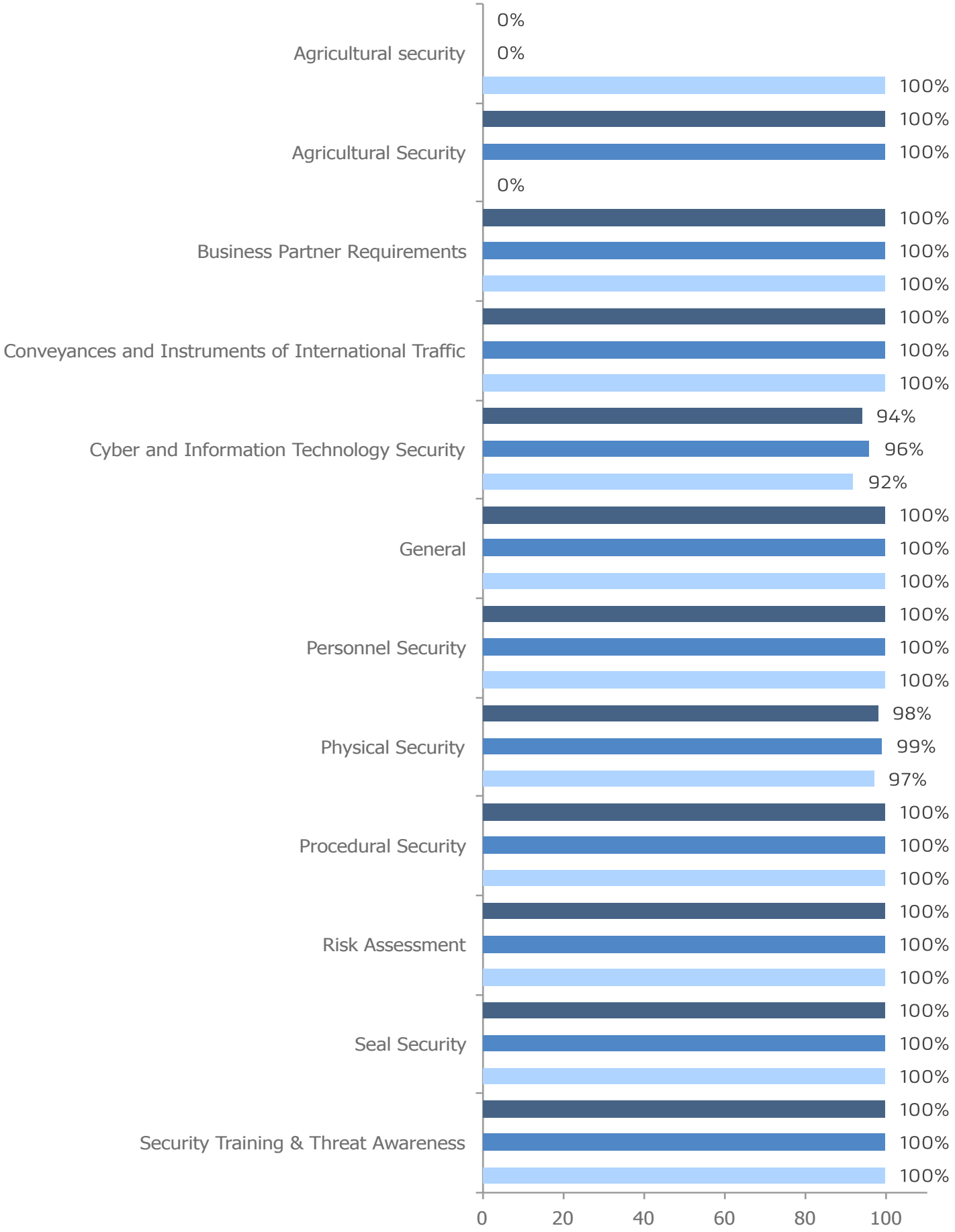
CAPA Submitted Date (Last)
Sep 09, 2024

Compliance Score Post-CAPA
99%

Compliance by Category



Compliance by Category - Last 3 Audits


Agricultural security
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Business Partner Requirements
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Conveyances and Instruments of International Traffic
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Cyber and Information Technology Security
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General
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Personnel Security
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Physical Security
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Procedural Security
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Risk Assessment
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Seal Security
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Security Training & Threat Awareness
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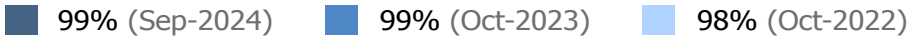

99% (Sep-2024)
99% (Oct-2023)
98% (Oct-2022)

Business Profile Information

Does the facility participate in any government, local customs, or World Customs Organization (WCO) accredited facility security program?	No
Does the facility hold a Government Supply Chain Security Certification?	No
Has the facility been reviewed or audited by this program?	Yes
Primary Industry of Operations	Electronics
Product Type / Commodity	LED Decoration Lamp
Year Established	2007
Grounds Size (Square Meters)	79665
Number of Buildings	5
Facility Size (Square Meters)	52620
Number of access points? (i.e. gates, exterior doors)	2
Hours of Operation	6 workdays with 1 shift: Production Monday – Friday: 7:30 a.m. – 3:30 p.m. with lunch break from 11:30 a.m. - 12:30 p.m. Saturday: 7:30 a.m. – 12:40 p.m. with break from 10:00 a.m. - 10:10 a.m. Office Staff: Monday – Friday: 7:30 a.m. – 4:00 p.m. with lunch break from 11:30 a.m. - 1:00 p.m. Saturday: 7:20 a.m. – 12:30 p.m. with break from 10:00 a.m. - 10:10 a.m.
Number of Employees	greater than 500
Number of Contract Employees	0
Number of Inhouse Security Guards	15
Number of Contract Security Guards	0
Number of Migrant Workers	0
Annual Revenue	10 - 50 Million
Does the facility outsource any manufacturing services?	No
If yes to outsourcing any manufacturing services, please describe services outsourced and country location.	N/A
What countries does this facility export to?	USA, Canada
Does this facility have affiliate locations where any work is conducted or product stored?	No

Does the facility outsource any transportation services?	Yes

Company Name	Contact Email	Contact Email	Percentage of time
PT Pilarindo Jaya Samudera	Dadang Kuswandi	general@pilarindo.com	100

Does this facility partner with any sales agent or vendor representatives?	No
Enter location address as it appears on the business license for this location.	JL RAYA SEGOG KM 14 DESA BATUNUNGGAL RT 001 RW 001 Desa/Kelurahan Batununggal, Kec. Cibadak, Kab. Sukabumi, Provinsi Jawa Barat
Name of Auditor Completing this Audit (First and Last Name)	Fiscal Makalew
Auditor Certification #	259703-212660
Name of onsite Factory Representative (First and Last Name)	Oktavina Susanti Kanday - General Manager; Doni Andra - HSE Manager
Factory Representative Email Address	vina@cosmo-ic.co.id; doni.andra@cosmo-ic.co.id

Audit Responses

Audit Assigned	Due Date	Overall Compliance Score
Jul 31, 2024	**Sep 14, 2024**	**99%**

General 100%

1 None Does the business license match the current location name and address as listed on the audit sheet? Please attach photo of business license.

- (●) Yes
- ( ) No

Business License.pdf

Comments: *No comments were provided*

2 Must Is there a primary point of contact (POC) identified regarding security matters?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

3 None Did the auditor review previous SCAN audit CAPAs in preparation of this audit?

Only select NA if there was not an audit previously conducted with CAPAs assigned.

- (●) Yes
- ( ) No
- ( ) NA

Comments: *No comments were provided*

4 None During the current audit, were all previous CAPAs found to have been appropriately addressed/ mitigated as per the CAPA instructions provided?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

5 Critical Has the audited location recently (within the last 60 days) participated in the free SCAN Factory and Supplier Training provided in advance of this Audit?

- (●) Yes (please attach photo of training certificate)
- ( ) No

Certificate of Completion

SCAN certificate.jpg

Comments: Ms. Oktavina Kanday / General Manager participated in the free SCAN Factory and Supplier Training Course on August 2, 2024.

6 Material Has there been a Social Compliance or Responsible Sourcing Audit in the last 24 months that addresses the facility's employment practices?

- (●) Yes -- please provide audit date, audit firm who conducted audit, and audit score
- ( ) No -- Audit Report on file is older than 24 months
- ( ) Never/no record

Comments: May 2, 2024, by UL Solutions, Acceptable score

Risk Assessment 100%

7 Must Does the facility have a risk assessment that identifies vulnerabilities in the business plan?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

8 Must Is the facility risk assessment shared with business partners and contractors?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

9 Material Does the facility risk assessment include vulnerabilities specific to contracted service providers such as contractors, seasonal employees etc.?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

10 Must Is the facility risk assessment updated periodically?

- (●) Last update within the past 12 months
- ( ) Last update between 12 months and 18 months
- ( ) Last update between 18 months and 24 months
- ( ) No updates noted or last update greater than 24 months ago

Comments: *No comments were provided*

11 Material Define the facility's cargo movement management process. (Select all that apply)

Only select NA if the cargo movement is not managed or facilitated by the facility.

- [x] A written cargo process map is available

- [x] The cargo process map includes transit times from origin to final container yard
- [x] The cargo process map includes locations where freight may be at rest
- [ ] No written cargo process map is available
- [ ] NA

Comments: *No comments were provided*

12 Material Define the facility's crisis plan. (Select all that apply)

- [x] Documented crisis plan available
- [x] Crisis plan includes reporting crisis-related issues to business partners as necessary
- [x] Crisis plan includes alternative locations if facility is rendered unusable
- [ ] No documented crisis plan available

Comments: *No comments were provided*

Business Partner Requirements 100%

13 None Does the facility contract services such as security, transportation or manufacturing labor?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

14 Must Does the facility review and provide copies of security criteria to business partners, particularly those that support international supply chain activities?

- (●) Yes - Security criteria reviewed and provided in local language
- ( ) Yes - Security criteria reviewed and provided in English only
- ( ) Yes - Security criteria is reviewed but not provided to business partners
- ( ) No - Security criteria is not reviewed with all business partners

Comments: *No comments were provided*

15 Must Does the facility have written procedures used in the selection of business partners including: material suppliers, manufacturers, and logistics service providers? (Select all that apply)

- [x] Documented screening process is available
- [x] Screening process is done on an annual basis
- [x] Screening process includes looking for evidence of money laundering and terrorism funding
- [x] Screening process includes monitoring for financial stability
- [ ] No screening process takes place

Comments: *No comments were provided*

16 Must Are the facility's contracted business partners required to conduct an annual security risk assessment of their operation?

- (●) Yes - Annually
- ( ) Yes - every 2 years
- ( ) Yes - At time of contract initiation only
- ( ) No

Comments: *No comments were provided*

17 Must Does the facility require business partners to provide a statement of compliance or complete a questionnaire highlighting CTPAT Minimum Security Requirements that are in place? Is the statement or questionnaire renewed annually? (Select all that apply)

- [x] Compliance Statement and/or Security Questionnaire required
- [x] Renewed annually
- [ ] No

Comments: *No comments were provided*

18 Must If there are areas of non compliance found on the questionnaire, does the facility require corrective action plans from the business partner with evidence of implementation?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

Cyber and Information Technology Security 94%

19 None Does this facility have internet and computer network systems?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

20 Must Does the facility have a comprehensive written cyber security policy to protect information technology systems? Is the policy reviewed and updated annually?

- (●) Policy is written and was updated within the past 12 months
- ( ) Policy is written and was updated within the past 12-18 months
- ( ) Policy is written but last update was greater than 18 months ago
- ( ) No written policy is available

Comments: *No comments were provided*

21 Must Does the facility have firewall and anti-malware software installed to identify, protect, detect, respond and recover their network? (Select all that apply)

- [x] Firewall deployed
- [x] Anti-malware software installed

- [ ] No firewall or anti-malware software deployed

Comments: *No comments were provided*

22 Must How frequently are updates performed on firewall and malware software?

- (●) Software updates are automatically deployed from the software providers
- ( ) Manual updates installed by on site IT services as needed
- ( ) No updating is performed

Comments: *No comments were provided*

23 Must Are test scenarios conducted to identify open ports and IP addresses that create vulnerable access to the internal network?

- (●) Vulnerability tests are conducted by IT personnel
- ( ) No vulnerability tests are conducted

Comments: *No comments were provided*

24 None What actions are taken when problems are identified while testing firewall, malware, and other network vulnerabilities?

No options available

Comments: The facility ensure all data has been backed-up and checking if updated for anti-virus, and firewall, and scanned and blocked the domain if any malware and virus detected.

25 Material To whom does the facility report cybersecurity threats and attempts at unapproved access to network systems? (Select all that apply)

- [x] Senior management
- [x] Internal business partners
- [x] External business partners
- [x] Customers / suppliers
- [x] Government agencies
- [ ] No reporting process and procedure in place

Comments: *No comments were provided*

26 Must Are automated systems in place to monitor and prevent attempts of unauthorized access and tampering with systems and/or electronic data?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

27 Must Does management regularly review the employees with network access in order to restrict access to only those applications required to perform current job requirements?

- ( ) Management reviews monthly

- ○ Management reviews quarterly
- ◉ Management reviews annually
- ○ No management review conducted

Comments: Management reviews annually

28 Must Is there a written procedure to remove network access for employees who are terminated or on leave longer than vacation?

- ◉ Yes, written process includes long term leave and terminated employee's access removal
- ○ Yes, written process is available, but it does not include long term leave, only terminated employees access removal
- ○ No written process was available for removing network access for terminated employees at the time of audit

Comments: *No comments were provided*

29 Must How is computer access managed at the factory? (Select all that apply)

- ☑ Passwords are required
- ☑ Passwords must be complex
- ☑ Passwords are changed periodically.
- ☐ No passwords are required

Comments: *No comments were provided*

30 Must If employees and/or contractors are permitted to access information technology (IT) systems remotely, is a virtual private network (VPN) or similar software used to control access?

- ○ Remote access is permitted and VPN or similar software is used
- ○ Remote access is permitted but no VPN or similar software is used to control access
- ◉ Remote access is not permitted

Comments: Remote access is not permitted

31 Must Do all security policies apply to personal devices that connect to the network?

- ◉ All security policies apply and the facility does not permit personal devices to connect to the network without using a VPN or similar software
- ○ All security policies apply to personal devices
- ○ Security policies do not apply to personal devices

Comments: *No comments were provided*

32 Material Does IT security limit and monitor the downloading of software and access to external websites?

- ◉ Yes
- ○ No

Comments: *No comments were provided*

33 Material How frequently is data backed up for this facility?

- ○ Data is backed up daily
- ○ Data is backed up weekly
- ◉ Data is backed up monthly
- ○ No data back ups are performed

Comments: Data is backed up monthly

34 Material Is the data backup stored offsite and encrypted? (Select all that apply)

- ☑ Data backup is stored offsite
- ☑ Data backup is encrypted
- ☐ Data is not stored offsite nor encrypted

Comments: Currently, automatic data backup conducted on monthly basis, encrypted and stored offsite.

35 Must Is there a written procedure to address returning equipment slated for disposal back to IT?

- ◉ Yes
- ○ No

Comments: *No comments were provided*

Conveyances and Instruments of International Traffic 100%

36 None Does the facility load trailers/containers or Instruments of International Traffic (IIT)?

- ◉ Yes
- ○ No

Comments: *No comments were provided*

37 Critical While in the facility's control are containers stored in a secured manner whether on-site or off-site? (Select all that apply) Please attach photo of each applicable area.

- ☑ Container/trailer storage area is free from personal vehicle parking and any other storage
- ☑ Container/trailer storage area is secured and/or monitored (please describe)
- ☑ Stored, loaded containers/trailers are secured with a seal
- ☐ Container/trailer storage does not meet minimum security requirements

ZIP

Loading area fence.zip

Comments: Currently, the loading area is monitored by CCTV cameras, has sufficient lighting, free from personal vehicles, and security is stationed there, And the loaded containers/trailers are secured with a seal. Moveable iron fence is now provided to secure the loading/unloading area since September 2023. The fences are equipped with intrussion alarm.

38 None Were you able to observe a container inspection in process or a previously completed container inspection via CCTV recordings?

- [x] Yes
- [ ] No

Comments: *No comments were provided*

39 Critical Is there a written procedure in place to inspect the security integrity of a container or trailer prior to loading?

- [x] Yes
- [ ] No

Comments: *No comments were provided*

40 Critical Is there a documented, comprehensive inspection of a trailer/container conducted prior to loading of the container? (Select all that apply)

- [x] Checklist is utilized (please attach photo of checklist)
- [x] Size of container notated
- [x] Container number notated
- [x] Name of person performing the inspections included on checklist
- [x] Date and time of inspection notated
- [x] Floor and roof of container intact no holes or leaks notated
- [x] Outside walls free of damage notated
- [x] Undercarriage checked for damage
- [x] Inspection for invasive species (eggs nests, dirt seeds) included
- [ ] No inspections completed or documented

Container inspectio... jpg

Comments: *No comments were provided*

41 Material Are photos and/or CCTV videos taken during the container/trailer loading process? (Select all that apply)

- [x] Photos are captured
- [x] Video is captured
- [ ] No visual documentation is recorded

Comments: *No comments were provided*

42 Critical Does the shipping area use equipment to conduct a 7-point container inspection? (Select all that apply) Please attach photo of all equipment used to conduct this container inspection.

- [x] Measurement tool
- [x] Mirrors for undercarriage
- [x] Tap test tool
- [x] Container Interior cleaning tool
- [ ] No tools available/tools do not meet requirements

Container inspectio... jpg

Comments: *No comments were provided*

43 Material Are container inspections conducted in a secure area and in view of CCTV cameras? (Select all that apply)

- [x] Trailer inspection area is visible on CCTV
- [x] Inside of trailer/container is visible from tail to nose on CCTV
- [x] Inspections are conducted in a secured area
- [ ] Inspections are not captured on CCTV nor in a secured area

Comments: *No comments were provided*

44 Must Does the facility maintain training records indicating which employees are trained to perform a 7-point container/trailer inspection?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

45 Material Is there a procedure where management or supervision conducts follow up inspections?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

46 Material Are container/trailer inspections supervised?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

47 None Does the facility directly contract transportation service providers for any of their customers or business partners?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

48 Material Does the facility have a written procedure to require confirmation of arrival at destination (container yard or freight forwarder's location) for items shipped?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

49 Material What tracking technologies does the facility require to be used by the contracted

transportation company to confirm cargo arrival?

- (●) GPS carrier controlled
- ( ) GPS shipper controlled
- ( ) Cell phone check by carrier dispatch
- ( ) Cell phone confirmation by driver
- ( ) Other
- ( ) No tracking technologies used

Comments: *No comments were provided*

50 Material Where possible, are transit routes from the facility to the port or next destination location randomly changed to minimize predictability?

- (●) Yes
- ( ) No
- ( ) Only one route is available

Comments: *No comments were provided*

51 Material Does the facility provide written instructions to transportation service drivers detailing that only required stops are permitted? (i.e. inspections by governmental agencies, refueling etc.)

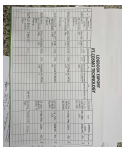
Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- (●) Yes
- ( ) No
- ( ) NA

Comments: *No comments were provided*

52 Critical Does the facility document driver information for arriving and departing material movements? (Select all that apply)

- [x] Driver log is maintained (please attach photo of driver log in use)
- [x] Tractor number listed
- [x] Container/trailer number listed
- [x] Photo ID required of drivers
- [x] Carrier name
- [x] Date
- [x] Arrival Time
- [x] Departure Time
- [x] Seal verification information for container/trailer departure
- [ ] No driver log available



Export log book.jpg

Comments: Currently, the facility documented the driver information for arriving and departing cargo movement with details Tractor number, Container/trailer number, Photo ID is required for driver, Date and Time of arrival and departure of container, Seal number and carrier name.

53 None Does the facility ship less than container load (LCL)?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

54 Critical Does the written LCL security procedure exist that requires a LCL container or trailer to be sealed after each stop with either a tamper evident seal, a padlock or a high security seal?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

LCL procedure.jpg

Comments: *No comments were provided*

55 None Does the facility make air shipments?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

56 Critical Does the facility have a written procedure outlining all steps in the management of air shipments? (Select all that apply)

- [x] Written procedure is in place for air shipments (please attach photo of applicable section of procedure)
- [x] Procedure includes obtaining a signed receipt from freight forwarder or airline
- [x] Procedure includes some type of seal to be applied to conveyance upon departure from facility
- [ ] No written procedure

Air shipment proced...jpg

Comments: *No comments were provided*

57 None Does the facility make any shipments in open top, open sided, ventilated (livestock), soft sided containers?

- ( ) Yes
- (●) No

Comments: the facility did not make any shipments in open top, open sided, ventilated (livestock), soft sided containers

59 Critical Are international shipments sealed with an ISO 17712:2013 compliant high-security seal

immediately after a container or trailer is loaded?

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- (●) Yes (please attach photo of ISO approved seal utilized)
- ( ) No
- ( ) NA

Seal certificate.jpg

Comments: *No comments were provided*

60 Critical Does the facility have written and verifiable procedures to ensure that security seals are controlled? (Select all that apply)

Only select NA if the seals are provided by a 3rd party such as a consolidator or carrier.

- [ ] Policy is written (please attach photo of applicable section of procedure)
- [ ] Seals are secured in storage
- [ ] Specific employees are listed who have access to seal storage
- [ ] No written policy is available
- [x] NA

Comments: Seals are provided by the forwarder.

Agricultural Security 100%

61 Material Does the facility remove dirt and other debris from containers' exterior prior to loading?

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- (●) Yes
- ( ) No
- ( ) Dirty or damaged containers are refused
- ( ) NA

Comments: *No comments were provided*

62 Material Does the facility have a procedure to inspect and review evidence of pest access such as baited traps, periodic extermination, and removal of debris from shipping and storage facilities?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

63 Must Is wood packaging material heat treated or fumigated to kill pests and limit the potential for introduction of pests at the container stuffing location? (Select all that apply)

Only select NA if the facility is not using wood packing material.

- [ ] Only heat treated or otherwise treated packaging material is utilized at this location
- [ ] Origins of all wood used in the manufacturing process is documented and provided to the receiver
- [ ] Factory cannot detail how wood packaging material is treated prior to utilization
- [x] NA

Comments: The facility is not using wood packaging material.

64 Must Are wood products or materials utilized in the manufacturing or packaging process identified by source and species?

Only select NA if the facility is not using wood products or packing material.

- ( ) Yes
- ( ) No
- (•) NA

Comments: The facility is not using wood product or wood packaging material.

65 Must Are wood pallets used in the shipping process heat treated or fumigated to kill pests and limit the possible introduction of pests at the loading facility? Are pallets stored inside the facility to limit the exposure to seeds, dirt and other forms of contamination? (Select all that apply)

Only select NA if the facility is not using wood pallets.

- [ ] Pallets are heat treated or fumigated
- [ ] Pallets are marked with a heat treated stamp or a Phytosanitary inspection certificate is issued with each pallet delivery
- [ ] Pallets are stored inside the building
- [ ] Pallets are observed stored outside and on the ground
- [ ] Pallets are not heat treated nor fumigated
- [x] NA

Comments: The facility is not wood pallets.

Seal Security 100%

66 Critical Are security seals stored in a secured location?

Only select NA if the seals are provided by a 3rd party such as consolidator carriers.

- (•) Yes (please attach photo of seal storage location)
- ( ) No
- ( ) NA

Seal storage.jpg

Comments: *No comments were provided*

67 Critical Does the facility have documented test reports or statements from the seal vendor to validate that the seals utilized meet the most recent ISO 17712 criteria?

Only select NA if the seals are provided by a 3rd party such as consolidator carriers.

- (●) Yes (please attach photo of test report)
- ( ) No
- ( ) NA

Seal test report.jpg

Comments: *No comments were provided*

68 Must Is there a procedure in place requiring management level personnel to conduct periodic audits of the seal inventory, seal log, and shipping documents and conveyances to validate that the seal controls are being followed. All steps must be documented. (Select all that apply)

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- [x] A written procedure is available
- [x] Audits are conducted
- [x] Audits are documented
- [ ] No written procedure or practices are in place
- [ ] NA

Comments: *No comments were provided*

69 Critical Describe the facility's seal application process. (Select all that apply)

Only select NA if this facility is strictly leveraging only small packages via consolidator carriers.

- [x] VVTT process included in seal application procedure
- [x] Secondary testing and validation is checked by supervisors or security guard at time of exit from the facility
- [x] Seal numbers are written on shipping documents
- [x] Testing procedure recorded on CCTV footage
- [x] Seal numbers are communicated or otherwise transmitted to the consignee
- [x] Facility is advised when seal numbers are changed prior to departure from port of origin
- [ ] NA

Comments: *No comments were provided*

Procedural Security 100%

70 Critical Is the area adjacent to the shipping and receiving areas enclosed or otherwise monitored?

- (●) Yes (please attach photo showing enclosure and/or monitoring method)
- ( ) No

Area adjacent to shi… zip

Comments: The receiving and shipping areas are in same area, CCTV cameras are installed in both areas and security guards are stationed there. Authorized employee list with name and photo are available.

71 Critical Is a written procedure in place to report unauthorized access to a container or a trailer, and/or product storage areas within the facility including whom to notify?

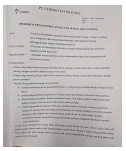
- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Unauthorized acces… jpg

Comments: *No comments were provided*

72 Critical Is a written procedure in place to monitor and limit access to critical operational areas of the facility, such as warehouse picking, final packing or packaging, shipping and receiving?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No



Restricted area proc…jpg

Comments: *No comments were provided*

73 Critical Is a written procedure in place that requires all information used in the shipping documents for merchandise/cargo to be legible, complete, and accurate?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Shipping document …jpg

Comments: *No comments were provided*

74 Critical Is a written procedure in place to resolve a carton count shortage, overage, or any documentation issue found during container or trailer loading; or after the shipment has departed the facility?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Shortage and overa… jpg

Comments: *No comments were provided*

75 Critical Are international shipments marked, counted, weighed, and properly reported on

shipping documents?

- (●) Yes (please attach photo of applicable documentation)
- ( ) No

Shipping document.zip

Comments: *No comments were provided*

76 Critical Is a written procedure in place that restricts access to shipping and receiving documentation?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Shipping document ...jpg

Comments: *No comments were provided*

77 Material Are pre-printed paper documents/forms used to prepare commercial documents and properly secured?

- (●) Pre-printed documents are secured
- ( ) Pre-printed documents are not secured
- ( ) Pre-printed paper documents are not utilized

Comments: *No comments were provided*

78 Material Are shared network printers password protected when used to prepare export documents?

Only select NA if there are no shared network printers being utilized.

- (●) Yes
- ( ) No
- ( ) NA

Comments: *No comments were provided*

79 Critical Are commercial document packets sent with the shipment at departure? Please explain process.

- (●) Yes
- ( ) No

Comments: The shipping documents sent to the consignee via email when shipment was made.

80 Critical Is a written procedure in place to notify local law enforcement and the customer when illegal shipping activity or any abnormality is suspected or detected?

- (●) Yes (please attach photo of applicable section of procedure)

No

Illegal shipping acti... jpg

Comments: *No comments were provided*

81 Critical Are access control procedures and devices used to ensure that only authorized employees have access to the facility?

- (●) Yes (please attach photo of applicable documentation section and device)
- ( ) No

Facility access contr...jpg

Comments: *No comments were provided*

82 Critical Is there a procedure in place to notify Business Partners of security issues such as attempted theft, fraud or internal conspiracies?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Business partner no... jpg

Comments: *No comments were provided*

83 Material Does the shipping department validate the freight being loaded against the Purchase Order prior to departure?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

84 Critical Is a written procedure in place to control the issue, removal, and changing of access devices such as ID badge, door and lock keys, access cards, and security alarm codes?

- (●) Yes (please attach photo of applicable section of procedure)
- ( ) No

Access issuance an... jpg

Comments: *No comments were provided*

85 None Do you have dedicated security staff/guards on site?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

86 Must Are written job descriptions in place outlining the roles and responsibilities of security staff or staff performing dual roles that include security functions?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

87 Must Does the facility require the security staff or contractors to "patrol" the facility during off business hours and "patrols" are documented either with CCTV surveillance, electronic recordings or with paper check lists?

- (●) Patrols are required; documented electronically or via CCTV
- ( ) Patrols are required; documented via paper only
- ( ) Patrols are required; no documentation available
- ( ) Patrols are not required nor documented

Comments: *No comments were provided*

88 Must Does management verify compliance with security company work instructions and policies?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

Physical Security 98%

89 Critical Is there a designated employee and visitor vehicle parking area separate from the shipping and receiving area?

- (●) Yes (please attach photo of applicable area)
- ( ) No

Employee and visito... zip

Comments: *No comments were provided*

90 Material Are appropriate controls in place to segregate domestic goods from goods intended for international shipment?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

91 Material Is a preventative maintenance procedure in place that requires a regular inspection of perimeter fencing or other barriers, buildings, and structures? (Select all that apply)

- [x] Procedure is written
- [x] Regular inspections are documented
- [x] Preventative maintenance logs kept
- [ ] Nothing in place

Comments: *No comments were provided*

92 Critical Are there any barriers to limit the ingress and egress to the facility by vehicles and personnel? Please attach photos of applicable areas.

- (●) Physical barriers
- ( ) Environmental barriers
- ( ) Combination of Physical and Environmental barriers
- ( ) No barriers

Facility barrier.jpg

Comments: The facility is surrounded by 4 meters brick fence.

93 Critical Are gates locked or otherwise secured when not in use?

Only select NA if gates are not present at the facility.

- (●) Yes (please attach photo of applicable areas)
- ( ) No
- ( ) NA

Lock on doors.jpg

Comments: *No comments were provided*

94 Must Does the facility have sufficient lighting at entrances, exits, cargo handling and storage areas, along fence lines, and in parking areas to detect movement during periods of darkness?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

95 Must Which of the following security technologies does the facility incorporate as part of its systems and controls? (Select all that apply)

- [x] CCTV
- [x] Access Control
- [x] Security Alarm
- [ ] Other Technologies Used
- [ ] None

Comments: *No comments were provided*

CAPA Assigned **2024/09/02** | Due Date **2024/11/01**

CAPA: Establish a written procedure that requires security technology is installed including the types of technology.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.

- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.

CAPA Guidance: SCAN's expectation is to install CCTV, security alarms and access controls such as gates, security staff, etc. at the facility.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

- (●) Already implemented
- ( ) Will implement
- ( ) Will not implement/ will not comply with corrective action request

Document for CAPA... pdf

Comments: Since 2008, our factory has installed CCTV, security alarms and others as well as implemented access control. There are procedures that regulate this, then to ensure everything runs smoothly, regular controls are carried out by the relevant parties so that if problems arise they can be handled immediately, including backing up daily and monthly data on the company's computer system.

Acceptance Comments: Accepted based on factory currently have sufficient technologies to secure the factory and nothing else is needed.

96 Must Do you have written procedures governing the use of the security technology?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

97 Material Was security equipment installed by a licensed/certified contractor?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

98 Material Do you have maintenance contracts in place for your security systems?

- (●) Yes, current contracts are in place
- ( ) No current contracts in place

Comments: *No comments were provided*

99 Must Are Critical Security Infrastructure locations secured and authorized access limited to only those whose jobs require access?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

100 Material In the event of a power outage, does the facility have an alternate electrical power system to ensure uninterrupted operation of electronic security systems?

Only select NA if there are no electronic security systems.

- (●) Yes
- ( ) No
- ( ) NA

Comments: *No comments were provided*

101 Critical Is a CCTV system used to monitor the facility and premises' including entrances, exits, cargo storage, shipping, packing and other loading/unloading areas? (Select all that apply)

- [x] All entrance(s) / exits
- [x] Cargo storage / shipping
- [x] Loading / unloading area(s)
- [x] Packing area
- [x] Perimeter
- [x] CCTV coverage in additional areas. (Please describe in comments)
- [ ] No CCTV

CCTVs.zip

Comments: Additional cctvs are installed in canteen, office, server room and production buildings.

102 Material Does your CCTV system have a failure alarm that indicates when the system is off line or no recording is underway?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

103 Critical Does the CCTV system run 24 hours per day 7 days per week?

- (●) Yes (please attach photo of applicable area)
- ( ) No

CCTV monitor.jpg

Comments: *No comments were provided*

104 Must Is the facility's CCTV system recording at the highest quality picture setting available?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

105 Must Does the facility's management team conduct random and documented reviews of CCTV footage periodically to ensure security procedures are being followed?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

106 Critical How many days are CCTV recordings kept?

- ( ) 90 or more days
- (●) 45 - 89 days
- ( ) 30 - 44 days
- ( ) Less than 30 days
- ( ) Recordings not retained

Comments: CCTV recordings kept for 45 days.

107 Must Do employees display their ID badge at all times while at the facility?

- (●) Yes
- ( ) IDs carried but not displayed
- ( ) No

Comments: *No comments were provided*

108 Critical Is a written procedure in place to require visitors to present photo identification upon arrival and have security or other authorized employee record their information in a log? (Select all that apply)

- [x] Written procedure is available
- [x] Photo ID are checked
- [x] Visitor Log is utilized
- [ ] No written process is in place

Comments: *No comments were provided*

109 Must Is a written procedure in place to inspect a visitor's bag before entering and leaving the manufacturing, production or shipping area of the facility?

- ( ) Yes
- (●) No

Comments: Visitor's bag is not checked upon entering the facility.

CAPA Assigned **2024/09/02** | Due Date **2024/11/01** Included in scoring

CAPA: Include in your physical security procedure to inspect all bags and packages of all visitors entering and exiting your facility.

- If you have already implemented, please describe in the comment section when and how you completed the corrective action or implemented the process. Please attach a photo of the process with the title and description of document.

- If you will implement, please provide your corrective action plan and the timeline (future date) for completion and implementation of the process in the comment section.
CAPA Guidance: All visitors' bags must be inspected upon arrival and exit.

Comments section must include actions completed or to be taken. If attaching a document, please explain which page will be the start of your process.

CAUTION: Selecting option "Will not implement/ will not comply with corrective action request" is indicating that you acknowledge that your final score for this question will lose points and may be negatively viewed by SCAN Members.

- (●) Already implemented
- ( ) Will implement
- ( ) Will not implement/ will not comply with corrective action request

Document for CAPA... pdf

Comments: Inspect a visitor's bag before entering and leaving procedures already exist and have been implemented for a long time (since December 18th, 2008). But there is a bit of confusion from the security forces regarding the application of inspection procedures to auditor guests, where the security forces considered that no need to inspect the auditor's bag. Therefore, to overcome this confusion, the management routinely provides information and education regarding the implementation of inspection procedures for all visiting guests (including auditor's bag) through routine monthly meetings and annual routine training.

(December 18th, 2008)
Acceptance Comments: Accepted

- (●) Already implemented
- ( ) Will implement
- ( ) Will not implement/ will not comply with corrective action request

Document for CAPA... pdf

Comments: Inspect a visitor's bag before entering and leaving procedures already exist and have been implemented for a long time (since 2008). But there is a bit of confusion from the security forces regarding the application of inspection procedures to auditor guests, where the security forces considered that no need to inspect the auditor's bag. Therefore, to overcome this confusion, the management routinely provides information and education regarding the implementation of inspection procedures for all visiting guests (including auditor's bag) through routine monthly meetings and annual routine training.
Reopen Comments: To support your selection, please add a past date to your current comments in the comments box to confirm the corrective actions have been implemented.

110 Critical Is a visitor issued a numbered visitor badge which is displayed or carried while at the facility?

- (●) Yes (please attach photo of applicable item)
- ( ) No

Visitor badge.jpg

Comments: *No comments were provided*

111 Critical Is a visitor escorted at all times while at the facility?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

112 Material Is a written procedure in place to inspect packages prior to distribution?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

113 Material Are hazardous materials or high value goods segregated when stored at the facility?

Only select NA if there are no high value or hazardous material items at the facility.

- ( ) Yes
- ( ) No
- (●) NA

Comments: No high value or hazardous material items at the facility.

Personnel Security 100%

114 Must Does the facility have a written procedure in place to validate information provided on an employment application, such as an address, previous employment history, education, personal or professional references, and a certification? (Select all that apply)

- [x] Policy is written
- [x] Education check
- [x] Reference check
- [x] Previous employment check
- [ ] Nothing in place

Comments: *No comments were provided*

115 Must Are permanent and temporary job applicant(s) required to submit a written application for employment and provide proof of their identity? (Select all that apply)

- [x] Written application required
- [x] Government issued ID required

Comments: *No comments were provided*

116 Must If allowed by local law, is a written procedure in place to perform a background check on an applicant and employee who works in a sensitive area of the facility, such as personnel, shipping, computer systems, or contract employees?

Only select NA if not allowed by local law.

- (●) Yes, written procedure is in place
- ( ) No procedure is in place
- ( ) NA

Comments: *No comments were provided*

117 Must Which type of check is conducted? (Select all that apply)

- [x] Criminal Check
- [x] Credit Check
- [ ] Other

Comments: *No comments were provided*

Security Training & Threat Awareness 100%

118 Must Is a security threat awareness training provided to all new employees and an annual refresher course for current employees? (Select all that apply)

- [x] Training program in place
- [x] Training logs are kept to insure required personnel attend the training
- [x] Management personnel randomly reviews documentation
- [x] Training provided annually for all employees
- [x] Training provided for new employees
- [ ] There is no Threat Awareness training in place

Comments: *No comments were provided*

119 Must Does security threat awareness training cover security-related issues?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

120 Material Is there an evaluation of understanding included at the end of a training session? (Select all that apply)

- [x] Evaluations are conducted
- [x] Retraining is required if a successful score is not achieved
- [ ] No evaluations are conducted

Comments: *No comments were provided*

121 Must Does the facility provide training to employees who conduct security and agricultural inspections? (Select all that apply)

- [x] Training material lists specific requirements
- [x] Training logs list employees working in this area
- [x] Training provided annually for existing employees with this job function
- [x] Training provided for new employees with this job function
- [ ] No training logs for this specific criteria
- [ ] No training material for this specific criteria

Comments: *No comments were provided*

122 Must Does training include security criteria for restricted areas of the facility such as final packing, shipping and receiving? (Select all that apply)

- [x] Training material lists specific requirements
- [x] Training logs list employees working in this area
- [x] Training provided annually for existing employees with this job function
- [x] Training provided for new employees with this job function
- [ ] No training logs for this specific criteria
- [ ] No training material for this specific criteria

Comments: *No comments were provided*

123 Must Does Threat Awareness training inform employees of procedures to report suspicious activity or a security incident?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

124 Must Does Threat Awareness training provide additional instruction to shipping and receiving employees regarding access controls, container and trailer inspection, and security seal control procedures? (Select all that apply)

- [x] Training includes shipping & receiving controls
- [x] Training includes how to conduct container/trailer inspections
- [x] Training includes container/trailer sealing practices
- [x] Training includes how to control seals
- [ ] No specific additional training is in place for shipping & receiving personnel

Comments: *No comments were provided*

125 Must Does the training program include Threat Awareness, Contraband, Human Smuggling and Terrorism?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

126 Material Does the facility have a program to recognize an employee when reporting a security incident or recommending improvements?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

127 Must Does training include identifying pest contamination?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

128 Must Is there a documented training outlining the risks of Cybersecurity?

- (●) Yes
- ( ) No

Comments: *No comments were provided*

Misc

NA

129 None Describe the front of the factory building including any signage. Please attach a picture.

No options available

Front of the facility.jpg

Comments: The company's sign "PT. COSMO TECHNOLOGY" was located at the main gate in JL RAYA SEGOG KM 14 DESA BATUNUNGGAL RT 001 RW 001 Desa/Kelurahan Batununggal, Kec. Cibadak, Kab. Sukabumi, Provinsi Jawa Barat

130 None Describe the guard station and facility access gates. Please attach a picture.

No options available

Guard station.jpg

Comments: There are 2 gates at the facility. First large gate is for the visitors, vehicles and trucks entrance/exit. Second gate is for employees and employees vehicles (motorcycle). All gates are manned by security guards and monitored by a CCTV camera.

131 None Describe the buildings and structures for this location. Please attach a picture.

No options available

Facility outlook.zip

Comments: The facility consists of 5 main buildings. However, the facility only used 4 buildings. The first building is used for office and production. The second and third building is used for raw material warehouses. The fourth building is used as a supporting production. The remaining 1 building is empty building. There is no other joined facilities in the factory building.

132 None Describe the shipping and receiving areas. Please attach a picture.

No options available

Shipping and receivi... zip

Comments: The receiving and shipping areas are in same area, CCTV cameras are installed in both areas and security guards are stationed there. Authorized employee list with name and photo are available.

133 None Describe how the perimeter of the facility is protected from unauthorized access? Please attach pictures

No options available

Facility perimeter.jpg

Comments: The perimeter of the facility is protected by 4 meters fence and walls.

134 None Describe the final packaging area. Please attach a picture.

No options available

Final packaging area.jpg

Comments: The final packaging area was segregated by metal fencing CCTV cameras and security guards are installed there.

135 None Describe any container storage and vehicle parking areas and please attach picture.

No options available

Container and vehicl... zip

Comments: The container storage area was segregated from the vehicle parking area. There are CCTV provided there. The facility provided segregated employee and visitor parking area.

136 None Did the Factory Representative and the Auditor sign the Opening Meeting Letter? Please

attach the signed copy.

- (●) Yes
- ( ) No

Opening meeting let...zip

Comments: Ms. Oktavina Susanti Kanday - General Manager signed the opening meeting letter.

Attached Documentation - Photos

General - Question # 5

Certificate of Completion

This document certifies that:

Oktavina Susanti Kanday

Has completed:

SCAN Factory and Supplier Training Course

For and on behalf of BSI:

Omar Perez, Training Director, BSI Group America, Inc.

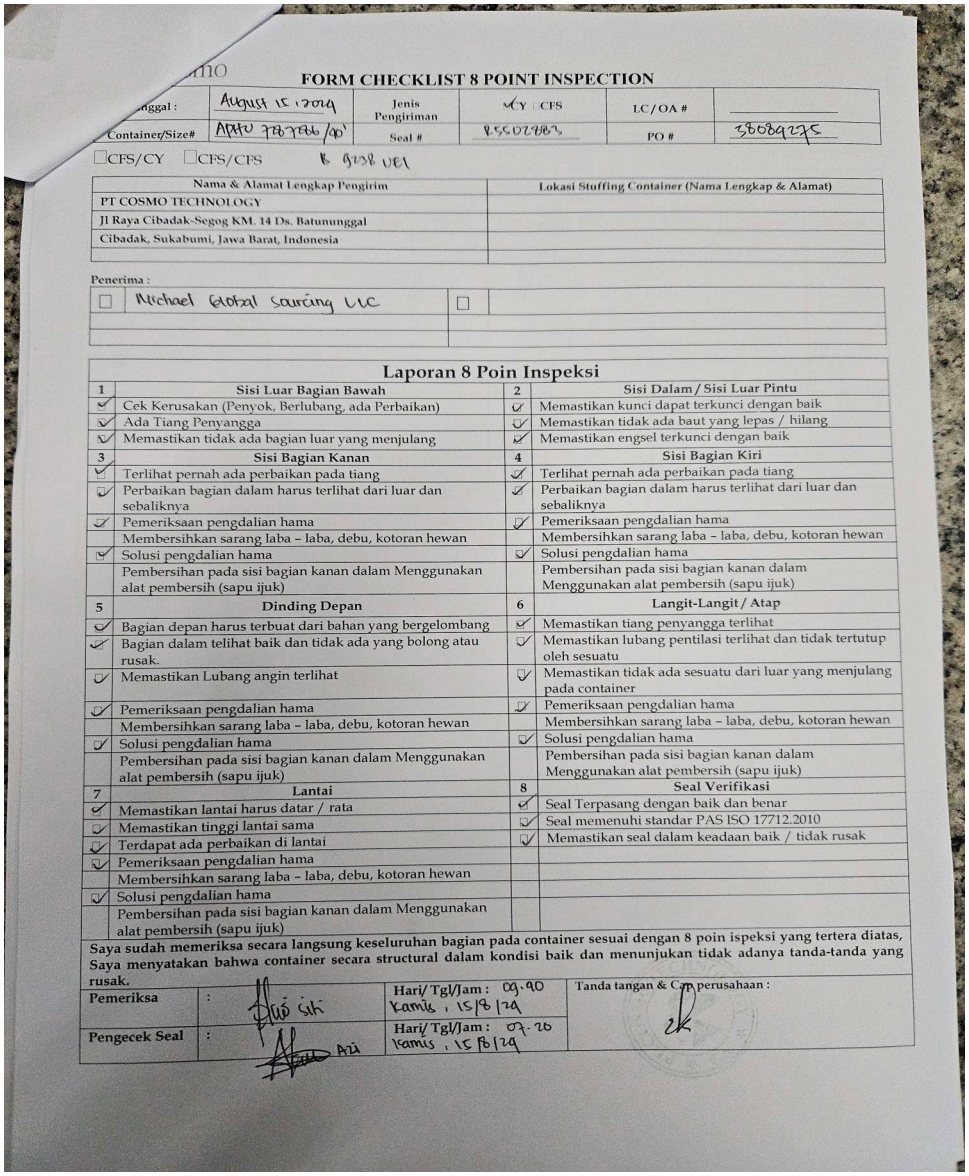
Score:		Certificate number:	267243-266442
Completed date:	8/2/2024	CEUs awarded:	0.4

This certificate remains the property of BSI and is bound by the conditions of contract.

The British Standards Institution is incorporated by Royal Charter.
BSI Group America Inc., 12950 Worldgate Drive, Suite 800, Herndon, VA 20170, USA

SCAN certificate.jpg

Conveyances and Instruments of International Traffic - Question # 40



...mo

FORM CHECKLIST 8 POINT INSPECTION

...nggal :	August 15, 2024	Jenis Pengiriman	☑CY ☐CFS	LC/OA #	
Container/Size#	APHU 7287286/40'	Seal #	R5502883	PO #	38089275

☐CFS/CY ☐CFS/CFS B 9238 UEI

Nama & Alamat Lengkap Pengirim	Lokasi Stuffing Container (Nama Lengkap & Alamat)
PT COSMO TECHNOLOGY	
Jl Raya Cibadak-Segog KM. 14 Ds. Batununggal	
Cibadak, Sukabumi, Jawa Barat, Indonesia	

Penerima :

☐	Michael Global Sourcing LLC	☐	

Laporan 8 Poin Inspeksi

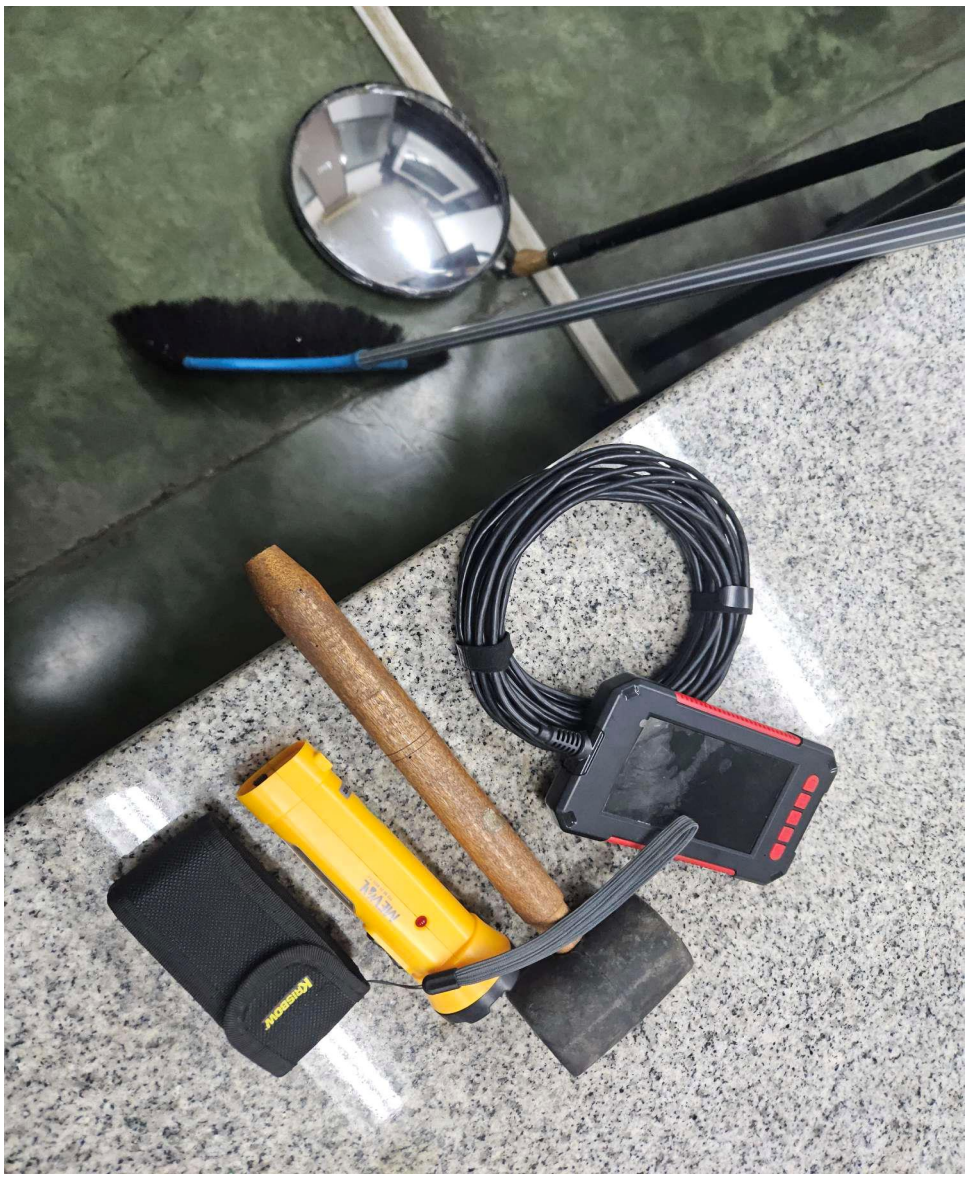
1	**Sisi Luar Bagian Bawah**	2	**Sisi Dalam / Sisi Luar Pintu**
☑	Cek Kerusakan (Penyok, Berlubang, ada Perbaikan)	☑	Memastikan kunci dapat terkunci dengan baik
☑	Ada Tiang Penyangga	☑	Memastikan tidak ada baut yang lepas / hilang
☑	Memastikan tidak ada bagian luar yang menjulang	☑	Memastikan engsel terkunci dengan baik
3	**Sisi Bagian Kanan**	4	**Sisi Bagian Kiri**
☑	Terlihat pernah ada perbaikan pada tiang	☑	Terlihat pernah ada perbaikan pada tiang
☑	Perbaikan bagian dalam harus terlihat dari luar dan sebaliknya	☑	Perbaikan bagian dalam harus terlihat dari luar dan sebaliknya
☑	Pemeriksaan pengdalian hama	☑	Pemeriksaan pengdalian hama
	Membersihkan sarang laba – laba, debu, kotoran hewan		Membersihkan sarang laba – laba, debu, kotoran hewan
☑	Solusi pengdalian hama	☑	Solusi pengdalian hama
	Pembersihan pada sisi bagian kanan dalam Menggunakan alat pembersih (sapu ijuk)		Pembersihan pada sisi bagian kanan dalam Menggunakan alat pembersih (sapu ijuk)
5	**Dinding Depan**	6	**Langit-Langit / Atap**
☑	Bagian depan harus terbuat dari bahan yang bergelombang	☑	Memastikan tiang penyangga terlihat
☑	Bagian dalam telihat baik dan tidak ada yang bolong atau rusak.	☑	Memastikan lubang pentilasi terlihat dan tidak tertutup oleh sesuatu
☑	Memastikan Lubang angin terlihat	☑	Memastikan tidak ada sesuatu dari luar yang menjulang pada container
☑	Pemeriksaan pengdalian hama	☑	Pemeriksaan pengdalian hama
	Membersihkan sarang laba – laba, debu, kotoran hewan		Membersihkan sarang laba – laba, debu, kotoran hewan
☑	Solusi pengdalian hama	☑	Solusi pengdalian hama
	Pembersihan pada sisi bagian kanan dalam Menggunakan alat pembersih (sapu ijuk)		Pembersihan pada sisi bagian kanan dalam Menggunakan alat pembersih (sapu ijuk)
7	**Lantai**	8	**Seal Verifikasi**
☑	Memastikan lantai harus datar / rata	☑	Seal Terpasang dengan baik dan benar
☑	Memastikan tinggi lantai sama	☑	Seal memenuhi standar PAS ISO 17712.2010
☑	Terdapat ada perbaikan di lantai	☑	Memastikan seal dalam keadaan baik / tidak rusak
☑	Pemeriksaan pengdalian hama		
	Membersihkan sarang laba – laba, debu, kotoran hewan		
☑	Solusi pengdalian hama		
	Pembersihan pada sisi bagian kanan dalam Menggunakan alat pembersih (sapu ijuk)		

Saya sudah memeriksa secara langsung keseluruhan bagian pada container sesuai dengan 8 poin ispeksi yang tertera diatas, Saya menyatakan bahwa container secara structural dalam kondisi baik dan menunjukan tidak adanya tanda-tanda yang rusak.

Pemeriksa	: [signature] Siti	**Hari/ Tgl/Jam :** 09.40 Kamis, 15/8/24	**Tanda tangan & Cap perusahaan :** [signature]
Pengecek Seal	: [signature] Azi	**Hari/ Tgl/Jam :** 07.20 Kamis, 15/8/24	

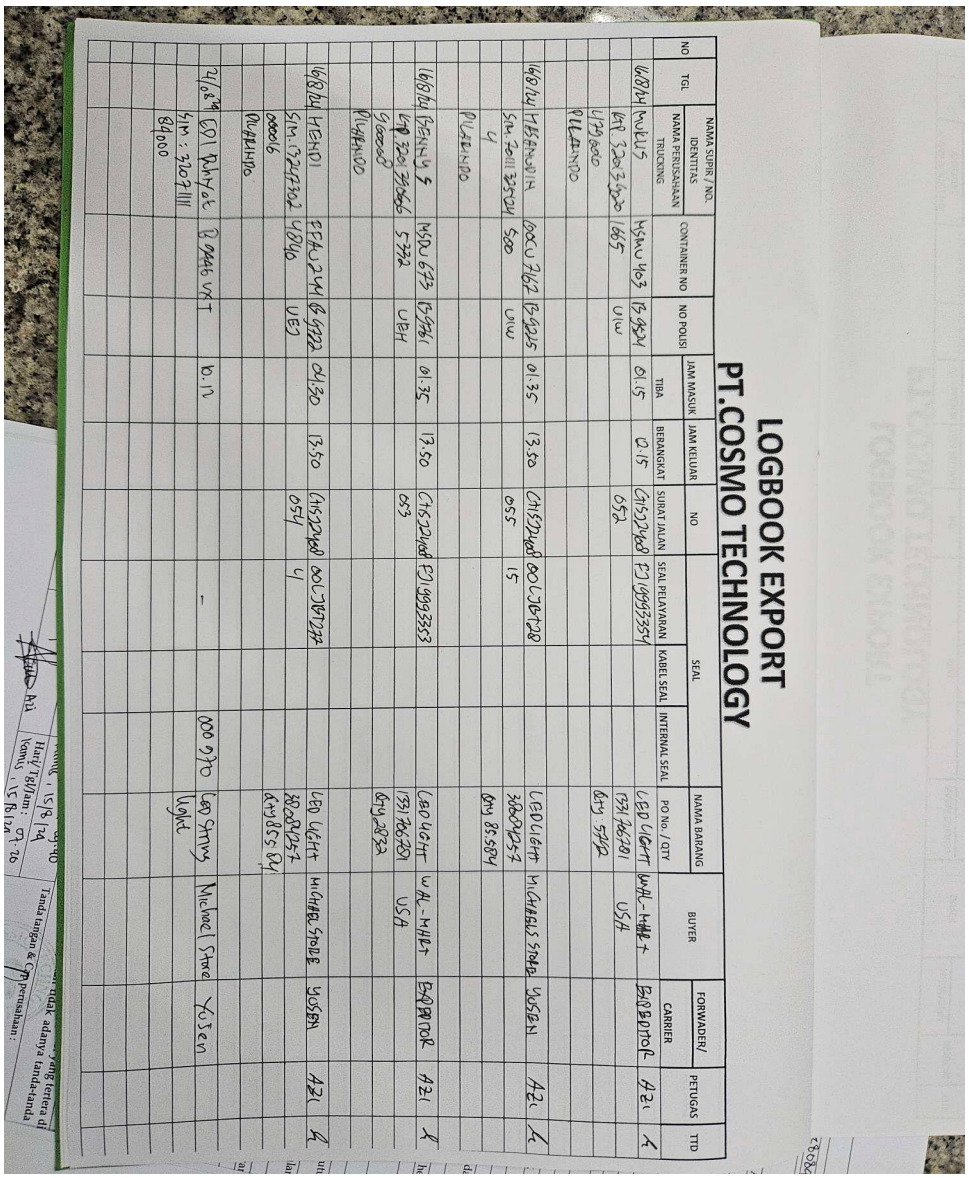
Container inspection record.jpg

Conveyances and Instruments of International Traffic - Question # 42



Container inspection tools.jpg

Conveyances and Instruments of International Traffic - Question # 52



LOGBOOK EXPORT
PT.COSMO TECHNOLOGY

NO	TGL	NAMA SUPIR / NO. IDENTITAS / NAMA PERUSAHAAN TRUCKING	CONTAINER NO	NO POLISI	JAM MASUK	JAM KELUAR	SEAL		NAMA BARANG	BUYER	FORWADER/ CARRIER	PETUGAS	TTD
					TIBA	BERANGKAT	NO SURAT JALAN	SEAL PELAYARAN	KABEL SEAL	INTERNAL SEAL	PO No. / QTY				
1	16/8/24	HUSNUL PT. SINAR SAKTI UJUNG PANDO	HSMU 403 1865	B 9834 UIW	01.15	12.15	CMSJ2408 052	PJ 1999333541			LED LIGHT 1931 PCS QTY 5592	WAL-MART USA	BIRDTOR	A2L	
2	16/8/24	PRIYANTO SIM: 3207 6000	DOCU 7602 B 9225 UIW		01.35	13.50	CMSJ2408 055	PJ 1999333541 15			LED LIGHT 3800 PCS QTY 85.584	MICHAELS STORE	YOSEN	A2L	
3	16/8/24	[illegible] SIM: 3207 5732	MSKU 6773 B 9796 UBH		01.35	13.50	CMSJ2408 053	PJ 1999333543			LED LIGHT 1931 PCS QTY 2832	WAL-MART USA	BIRDTOR	A2L	
4	16/8/24	HENDI SIM: 3207 0006	EFAU 2141 B 9922 UE3		01.30	13.50	CMSJ2408 054	PJ 1999333541 4			LED LIGHT 1931 PCS QTY 5592	MICHAELS STORE	YOSEN	A2L	
5	24/8/24	EDI RUNTAK SIM: 3207 84000	B 9946 VKT	10.17	-					000 970	LED STRIP LIGHT	Michael Store	Yosen		

Export log book.jpg

Conveyances and Instruments of International Traffic - Question # 54

8.3.9. Melakukan pengecekan pada saat container datang (kondisi container, seal dan surat jalan dari pihak shipping line).

8.3.10. Meminta ijin stuffing kehanggar bea cukai perusahaan.

8.3.11. Pengawasaan stuffing.

8.3.12. Pemeriksaan dokumen BC 3.0 beserta kelengkapannya untuk mendapatkan persetujuan dari petugas Bea Cukai dihanggar perusahaan.

8.3.13. Pemasangan segel Bea Cukai dan Seal Pelayaran setelah selesai stuffing.

8.3.14. Untuk trucking box (pengiriman LCL/by Air) setelah selesai stuffing, trucking digembok oleh supir dari pihak trucking dan segel tambahan dari gudang, kemudian ditempelkan segel Bea Cukai sebagai pengamanan sampai gudang/pelabuhan tujuan.

8.3.15. Flowchart Proses Standar Ekspor

PROSES	BAGIAN	FORM	REMARK
Container Masuk	Security	Container Keluar/Masuk	Mencatat identitas container/kendaraan lain yang berkaitan dengan ekspor-impor
Area Loadingan	Shipping, Ekspor		Container/Kendaraan lain yang masuk langsung menuju ke area loading yang telah ditandai.
Stuffing	Staff Pabrik	Ekspor	- Mencatat mulai dari stuffing hingga selesai - Pengawasan selama stuffing berjalan
Segel Pelayaran dan Bea Cukai	Bea Cukai	Segel	Pemasangan segel setelah proses stuffing selesai
Container Keluar	Supir	Ekspor	Supir keluar membawa dokumen PEB, Packing List + Invoice, Surat Jalan

LCL procedure.jpg

Conveyances and Instruments of International Traffic - Question # 56

C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

8.3.9. Melakukan pengecekan pada saat container datang (kondisi container, seal dan surat jalan dari pihak shipping line).

8.3.10. Meminta ijin stuffing kehanggar bea cukai perusahaan.

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Stuffing	Staff Pabrik	Ekspor	- Mencatat mulai dari stuffing hingga selesai - Pengawasan selama stuffing berjalan
Segel Pelayaran dan Bea Cukai	Bea Cukai	Segel	Pemasangan segel setelah proses stuffing selesai
Container Keluar	Supir	Ekspor	Supir keluar membawa dokumen PEB, Packing List + Invoice, Surat Jalan

Air shipment procedure.jpg

Conveyances and Instruments of International Traffic - Question # 59

DAYTON T. BROWN, INC.
Founded 1950

1175 CHURCH STREET • BOHEMIA, LONG ISLAND, NEW YORK 11716
AREA CODE 631 589-6800

ACCREDITED

5 October 2015
413832-26-04-C15-0753

Certificate of Conformance for Freight Container Mechanical Seal Testing

Seal Classification: High Security

Customer: Mega Fortris (M) Sdn Bhd
No. 29, Jalan Anggerik Mokara 31/47
Kota Kemuning, Seksyen 31
Shah Alam
Selangor, 40460, Malaysia

Attention: Jillien Wong

Purchase Order No.: MFM_PO-003900-2
Sample Type: Bolt Seal
Seal Name: Klicker 2K (as provided by customer)
Model No.: KLC
Serial Nos.: 000001 through 000026
Specification No.: ISO 17712:2013(E) Clauses: 4.1.3 and 5
Date Received: 4 September 2015
Test Dates: 15 September and 2 October 2015

A total of 30 samples were received. Dayton T. Brown, Inc. certifies that 26 samples, 5 for each test and 1 for measurements, of the Seals referenced above were subjected to the following tests.

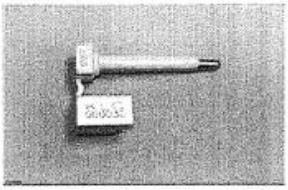
Test Name	Paragraph No.	Classification Rating
Bolt Seal Diameter Qualification	4.1.3	Meets Requirements
Tensile Test	5.2	High Security
Shear Test	5.3	High Security
Bending Test	5.4	High Security
Impact Test at Room Temp	5.5	High Security
Impact Test at Reduced Temp	5.5	High Security

Results: The above listed tests were completed with no discrepancies noted. Refer to Test Report No. 413832-26-04-R15-0754 for complete details.

The test results contained herein pertain only to the specimens listed in this report. This report shall not be reproduced, except in full, without the written approval of Dayton T. Brown, Inc.

Prepared by:		J. Benincasa
Engineer:		T. Zimoulis

James Benincasa



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Pg 1 of 1

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Seal certificate.jpg

Seal Security - Question # 66

Seal storage.jpg

Seal Security - Question # 67

DAYTON T. BROWN, INC.
Founded 1950

1175 CHURCH STREET • BOHEMIA, LONG ISLAND, NEW YORK 11716
AREA CODE 631 589-6200

ACCREDITED

6 April 2016
414995-01-04-C16-0298

Certificate of Conformance for Freight Container Mechanical Seal Testing

Seal Classification: High Security

Customer: Cathay Seal PTE Ltd
Blk 167 Jalan Bukit Merah,
#05-12 (SR11) Tower 4,
Singapore 150167
Attention: Ms. Sylvia Tan

Purchase Order No.: 2016/03/0151
Sample Type: Bolt Seal
Seal Name: CS Bolt III (as provided by customer)
Serial Nos.: 160001 through 160026
Specification No.: ISO 17712:2013(E) Clauses: 4.1.3 and 5
Date Received: 11 March 2016
Test Dates: 14 through 21 March 2016

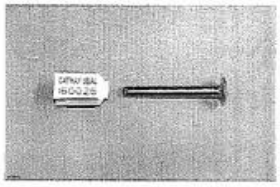
A total of 30 samples were received. Dayton T. Brown, Inc. certifies that 26 samples, 5 for each test and 1 for measurements, of the Seals referenced above were subjected to the following tests.

Test Name	Paragraph No.	Classification Rating
Bolt Seal Diameter Qualification	4.1.3	Meets Requirements
Tensile Test	5.2	High Security
Shear Test	5.3	High Security
Bending Test	5.4	High Security
Impact Test at Room Temp	5.5	High Security
Impact Test at Reduced Temp	5.5	High Security

Results: The above listed tests were completed with no discrepancies noted. Refer to Test Report No. 414995-01-04-R16-0299 for complete details.

The test results contained herein pertain only to the specimens listed in this report. This report shall not be reproduced, except in full, without the written approval of Dayton T. Brown, Inc.

Prepared by:		J. Benincasa
Engineer:		T. Zimoulis



James Benincasa

INFORMATION CONTAINED HEREIN MAY BE SUBJECT TO EXPORT CONTROL LAWS. REFER TO INTERNATIONAL TRAFFIC IN ARMS REGULATION (ITAR) OR THE EXPORT ADMINISTRATION REGULATION (EAR) OF 1979

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Seal test report..jpg

Procedural Security - Question # 71

6.1.8. Prosedur Penanganan Orang yang tidak di kenal dan ancaman teroris serta konspirasi dari dalam

6.1.8.1. Setiap orang di dalam pabrik diberitahu siapa saja yang tidak memperlihatkan (memakai) tanda pengenal, harus segera di identifikasi oleh petugas security dan meminta untuk memperlihatkan kartu identitas.

6.1.8.2. Setiap orang yang tidak jelas identitasnya, tidak diperbolehkan untuk berada di lingkungan pabrik, petugas security berhak untuk mengambil tindakan untuk mengevakuasi orang tersebut keluar area pabrik.

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C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

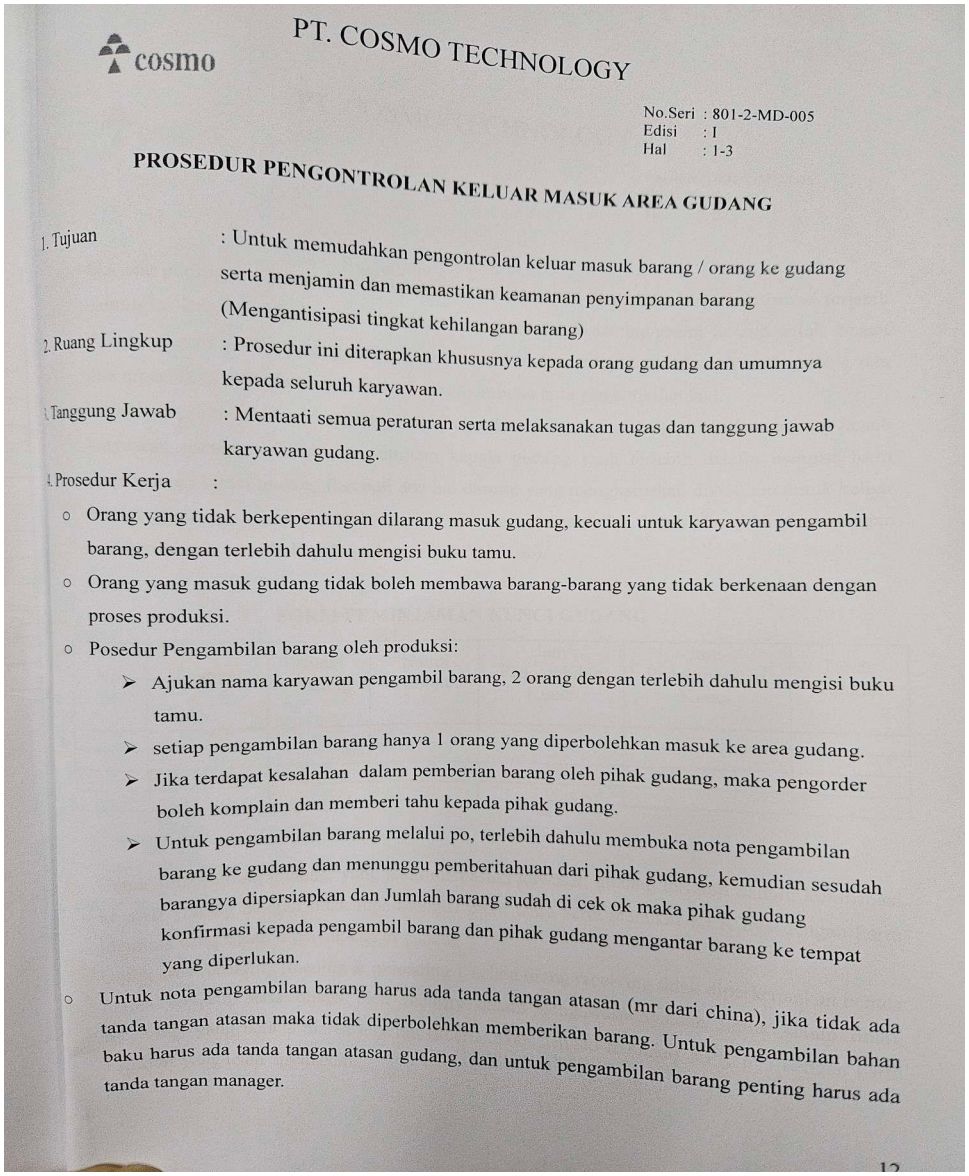
6.1.8.3. Security harus tanggap terhadap setiap gerakan/perilaku yang mencurigakan.

6.1.8.4. Koordinator akan melakukan koordinasi dengan pihak Internal dan/atau Eksternal (Business Partner, Kepolisian/Bea Cukai, Klien, dan Top Management) apabila terjadi insiden yang mengancam keamanan perusahaan dalam bentuk Pencurian; Penipuan; Internal Konspirasi; Penumpang Gelap; Perusakan Kontainer/Trailer/Karton, Penemuan Kompartemen selama pemeriksaan, Masuk secara tidak sah ke dalam Kontainer/Trailer/Factory, Pemerasan, Suap, Pengancaman, dan tindak pidana lainnya.

6.1.8.5. Security pusat selalu koordinasi dengan security pabrik apabila timbul isu-isu yang dapat mengganggu stabilitas Perusahaan.

Unauthorized access procedure.jpg

Procedural Security - Question # 72



cosmo

PT. COSMO TECHNOLOGY

No.Seri : 801-2-MD-005
Edisi : I
Hal : 1-3

PROSEDUR PENGONTROLAN KELUAR MASUK AREA GUDANG

1. Tujuan : Untuk memudahkan pengontrolan keluar masuk barang / orang ke gudang serta menjamin dan memastikan keamanan penyimpanan barang (Mengantisipasi tingkat kehilangan barang)

2. Ruang Lingkup : Prosedur ini diterapkan khususnya kepada orang gudang dan umumnya kepada seluruh karyawan.

3. Tanggung Jawab : Mentaati semua peraturan serta melaksanakan tugas dan tanggung jawab karyawan gudang.

4. Prosedur Kerja :

- Orang yang tidak berkepentingan dilarang masuk gudang, kecuali untuk karyawan pengambil barang, dengan terlebih dahulu mengisi buku tamu.
- Orang yang masuk gudang tidak boleh membawa barang-barang yang tidak berkenaan dengan proses produksi.
- Posedur Pengambilan barang oleh produksi:
  - Ajukan nama karyawan pengambil barang, 2 orang dengan terlebih dahulu mengisi buku tamu.
  - setiap pengambilan barang hanya 1 orang yang diperbolehkan masuk ke area gudang.
  - Jika terdapat kesalahan dalam pemberian barang oleh pihak gudang, maka pengorder boleh komplain dan memberi tahu kepada pihak gudang.
  - Untuk pengambilan barang melalui po, terlebih dahulu membuka nota pengambilan barang ke gudang dan menunggu pemberitahuan dari pihak gudang, kemudian sesudah barangya dipersiapkan dan Jumlah barang sudah di cek ok maka pihak gudang konfirmasi kepada pengambil barang dan pihak gudang mengantar barang ke tempat yang diperlukan.
- Untuk nota pengambilan barang harus ada tanda tangan atasan (mr dari china), jika tidak ada tanda tangan atasan maka tidak diperbolehkan memberikan barang. Untuk pengambilan bahan baku harus ada tanda tangan atasan gudang, dan untuk pengambilan barang penting harus ada tanda tangan manager.

12

Restricted area procedure.jpg

Procedural Security - Question # 73

C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

8. PROSEDUR EX-IM

8.1 Prosedur Pendokumentasian

8.1.1. Ekspor

8.1.1.1. Mencatat dan/atau identitas setiap container/kendaraan lain yang berhubungan dengan kegiatan ekspor

8.1.1.2. Memfiling semua dokumen ekspor.

8.1.1.3. Mencatat setiap proses ekspor mulai dari container/kendaraan lain yang digunakan untuk ekspor masuk ke factory sampai selesai stuffing dan container/kendaraan lainnya keluar dari factory.

8.1.1.4. Dalam pencatatan setiap kegiatan ekspor terutama (form kedatangan container/keberangkatan container) dimana setiap kolom yang tertera harus diisi dengan benar dan teliti sesuai dengan actual fisik yang ada dilapangan.

8.1.1.5. Pendokumentasian Dokumen Ekspor harus disimpan atau difiling kurang lebih selama satu tahun untuk memudahkan pencarian dokumen.

8.1.1.6. Seluruh kegiatan Ekspor mulai dari pembuatan dokumen hingga barang itu keluar sampai ke pelabuhan bongkar dilakukan dalam waktu 24 jam atau selesai pada saat hari itu juga.

8.1.1.7. Untuk seluruh dokumen eksport yang sudah ditandatangani dan telah selesai proses dokumentasi, maka sebelum berangkat atau keluar dan dibawa oleh trucking, dokumen tersebut disimpan terlebih dahulu dalam laci atau lemari dalam keadaan terkunci.

Shipping document procedure.jpg

Procedural Security - Question # 74

8.6.6. Apabila barang sudah sampai kepelabuhan bongkar tanjung priok dengan selamat, ada pemberitahuan dari pihak EMKL bahwa barang telah tiba dalam kondisi baik. Dan untuk barang yang masuk ke gudang yang kemudian mengalami proses bongkar untuk disimpan digudang (LCL) sampai kapal berangkat, jika setelah dibongkar ternyata terdapat kekurangan atau kelebihan dan barang yang rusak biasanya dari pihak EMKL atau gudang (forwading) memberitahu kepada pihak Exim melalui email atau telepon bahwa ada barang yang kurang atau lebih dan rusak yang harus diperbaiki.

8.6.7. Dan jika terdapat ketidaksesuain dengan dokumen seperti jumlah barang (NW. GW Nama Kapal) maka pihak EMKL akan memberitahukan via telepon atau email untuk segera dinotul (perbaikan dokumen), dan kemudian kita akan memperbaiki dokumen dengan notul setelah mendapat respon notul (nota penerimaan) dari bea cukai akan dikirim kembali via email\kepihak Forwading/EMKL agar segera diproses kepabeanan.

8.6.8. Untuk selanjutnya pihak Exim melakukan pengecekan untuk memastikan jika barang yang telah dikeluarkan tidak terdapat kekurangan atau kelebihan, mulai dari awal loadingan hingga barang itu sampai kegudang. Kemudian jika memang benar terdapat kekurangan atau kelebihan kita akan segera menindaklanjuti dengan mengirim tambahan barang untuk kekurangan juga yang mengalami kerusakan dan mengambil kegudang untuk barang yang kelebihan. Form untuk pengecekan barang selama ekspor dan impor terlampir.

Shortage and overage procedure.jpg

Procedural Security - Question # 76

C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

8. PROSEDUR EX-IM

8.1 Prosedur Pendokumentasian

8.1.1. Ekspor

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8.1.1.2. Memfiling semua dokumen ekspor.

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Shipping document access procedure.jpg

Procedural Security - Question # 80

10.3.1.6. Koordinasi antara PPC dan bagian EX-IM untuk mereview jadwal pengiriman supaya dalam kondisi krisis tetap dapat memenuhi jadwal pengiriman tepat pada waktunya, namun.

10.3.1.7. Jika terjadi keterlambatan pengiriman barang oleh karena terjadinya bencana agar segera di informasikan kepada *Vendor/Buyer* melalui Kontak Telepon atau *e-mail*.dan memastikan bahwa *e-mail* tersebut diterima dan direspon oleh *vendor* atau *buyer*.

10.3.1.8. Menghubungi pihak asuransi (*Industrial all risk*) untuk datang melakukan *review* dan pendataan. Dan memastikan proses claim berjalan dengan lancar.

10.3.1.9. Memindahkan *row material*, *finish good* dan mesin-mesin ke gedung yang tidak terdampak bencana. Namun jika tidak memungkinkan maka.

10.3.1.10. Sementara operasional dipindahkan ke gedung yang di sewa oleh perusahaan dan memastikan perpindahan barang- barang tersebut harus sepengetahuan Bea dan Cukai serta mematuhi standar perpindahan barang yang aman guna meminimalisir resiko terjadinya kehilangan atau kerusakan barang.

Illegal shipping activity procedure.jpg

Procedural Security - Question # 81

C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

6.1.2.1. Semua karyawan yang memasuki pabrik di identifikasi, metal detector digunakan untuk mengecek kendaraan untuk menjamin tidak ada bahan peledak atau senjata yang dibawa ke dalam pabrik didalam kendaraan.

6.1.2.2. Semua karyawan yang keluar lingkungan pabrik akan di cek oleh petugas security untuk menghindari pencurian barang-barang milik Perusahaan.

6.1.2.3. Semua karyawan harus memakai tanda pengenal. Tanda pengenal ini harus diperlihatkan kepada petugas security saat memasuki pintu gerbang perusahaan (catatan karyawan pabrik yang datang untuk bekerja tanpa tanda pengenal mereka, tidak diperbolehkan memasuki pabrik).

6.1.2.4. Semua karyawan harus ada surat ijin jika mereka akan meninggalkan pabrik selama jam kerja untuk alasan tertentu dan di periksa oleh Security.

6.1.2.5. Semua karyawan harus menyimpan/menitipkan tas mereka di tempat yang sudah disediakan (locker) ketika memasuki pabrik.

6.1.2.6. Petugas Security akan ditempatkan di pos-pos yang sudah ditentukan.

6.1.2.7. Semua kendaraan roda empat karyawan yang keluar/masuk pabrik akan diperiksa dengan kaca dan detector baja oleh petugas security. Semua kendaraan yang masuk akan diberikan kartu parkir (Supplier/Visitor) dan apabila kendaraan akan meninggalkan pabrik harus menukarkan kembali kartu parkir tersebut.

Facility access control procedure.jpg

Procedural Security - Question # 82

C-TPAT PT COSMO TECHNOLOGY	SISTEM MANAJEMEN PENANGANAN KEAMANAN **PROSEDUR C-TPAT**	Kode Dok : 800/C-TPAT/03 Edisi : 12 Revisi : 27 Tgl Efektif : 02 Jan 2024

6.1.8.3. Security harus tanggap terhadap setiap gerakan/perilaku yang mencurigakan.

6.1.8.4. Koordinator akan melakukan koordinasi dengan pihak Internal dan/atau Eksternal (Business Partner, Kepolisian/Bea Cukai, Klien, dan Top Management) apabila terjadi insiden yang mengancam keamanan perusahaan dalam bentuk Pencurian; Penipuan; Internal Konspirasi; Penumpang Gelap; Perusakan Kontainer/Trailer/Karton, Penemuan Kompartemen selama pemeriksaan, Masuk secara tidak sah ke dalam Kontainer/Trailer/Factory, Pemerasan, Suap, Pengancaman, dan tindak pidana lainnya.

6.1.8.5. Security pusat selalu koordinasi dengan security pabrik apabila timbul isu-isu yang dapat mengganggu stabilitas Perusahaan.

6.1.8.6. Anggota security akan melaporkan setiap kejadian yang terjadi kepada Danru/Wadanru, kemudian Danru/Wadanru melaporkan kepada Koordinator Security.

6.1.8.7. Apabila menemukan barang tidak dikenal yang bukan pada tempatnya segera melapor kepada perusahaan/security.

Business partner notification procedure.jpg

Procedural Security - Question # 84

6.1.5. Prosedur Karyawan Keluar/Mengundurkan Diri/PHK/Habis Kontrak

6.1.5.1. Meminta form pengunduran diri kepada bagian HRD dan prosedur dan cara mengisinya.

6.1.5.2. Untuk bagian produksi/operator yang akan mengundurkan diri diajukan 1 (satu) minggu sebelumnya.

6.1.5.3. Untuk bagian staff/adm dan pemegang jabatan diajukan selambat-lambatnya 1 (satu) bulan sebelumnya.

6.1.5.4. HRD akan membuat laporan pengunduran diri karyawan kebagian Payroll.

6.1.5.5. Serah terima KPK dan mengembalikan barang inventaris perusahaan disertai bukti (jika ada).

6.1.5.6. Untuk karyawan yang mengundurkan diri dan memiliki fasilitas komputer HRD akan menghubungi bagian MIS untuk menghapus alamat e-mail dan akses file server beserta password.

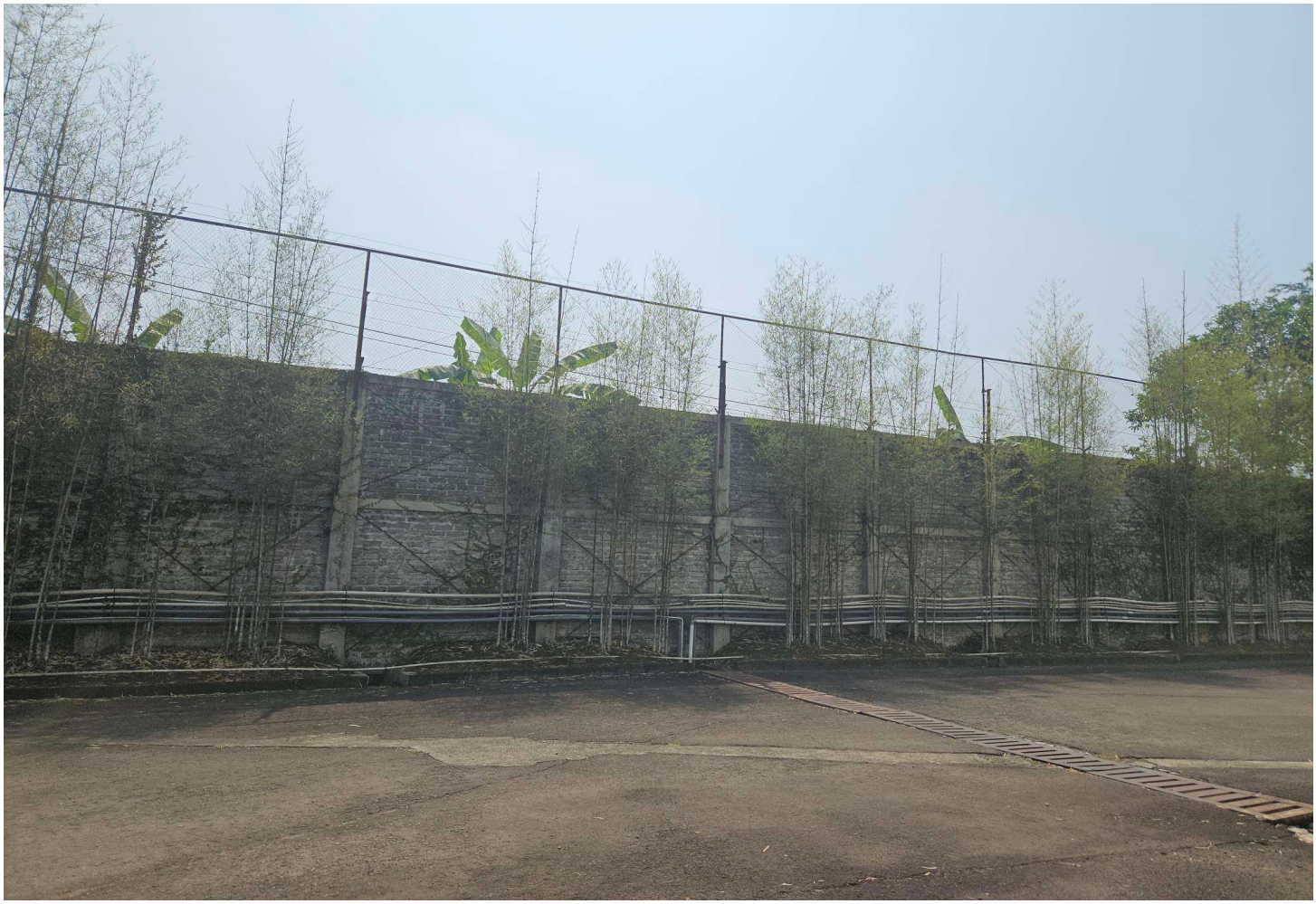
6.1.5.7. HRD menginformasikan ke bagian Security bahwa karyawan yang sudah mengundurkan diri dilarang masuk ke area pabrik, jika ada keperluan untuk mengambil sisa gaji harus menunggu di kantin.

6.1.5.8. Pengambilan sisa gaji (uang gantungan) sudah ditentukan pengambilannya setiap tanggal, 15 dan 25 untuk setiap bulannya.

6.1.5.9. Karyawan yang di PHK karena kesalahan berat uang gaji beserta hak-haknya akan diberikan pada hari itu juga.

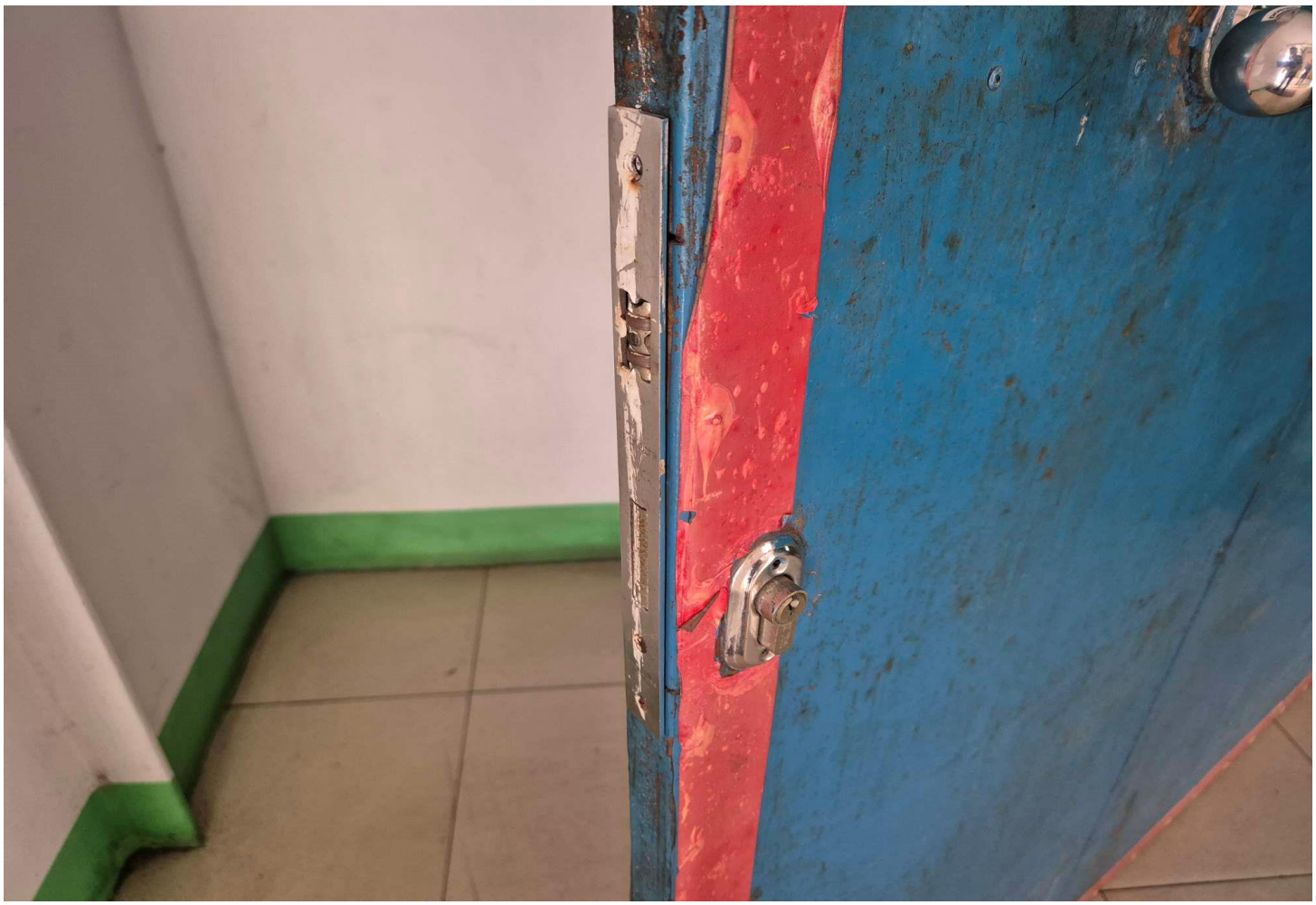
Access issuance and removal procedure.jpg

Physical Security - Question # 92



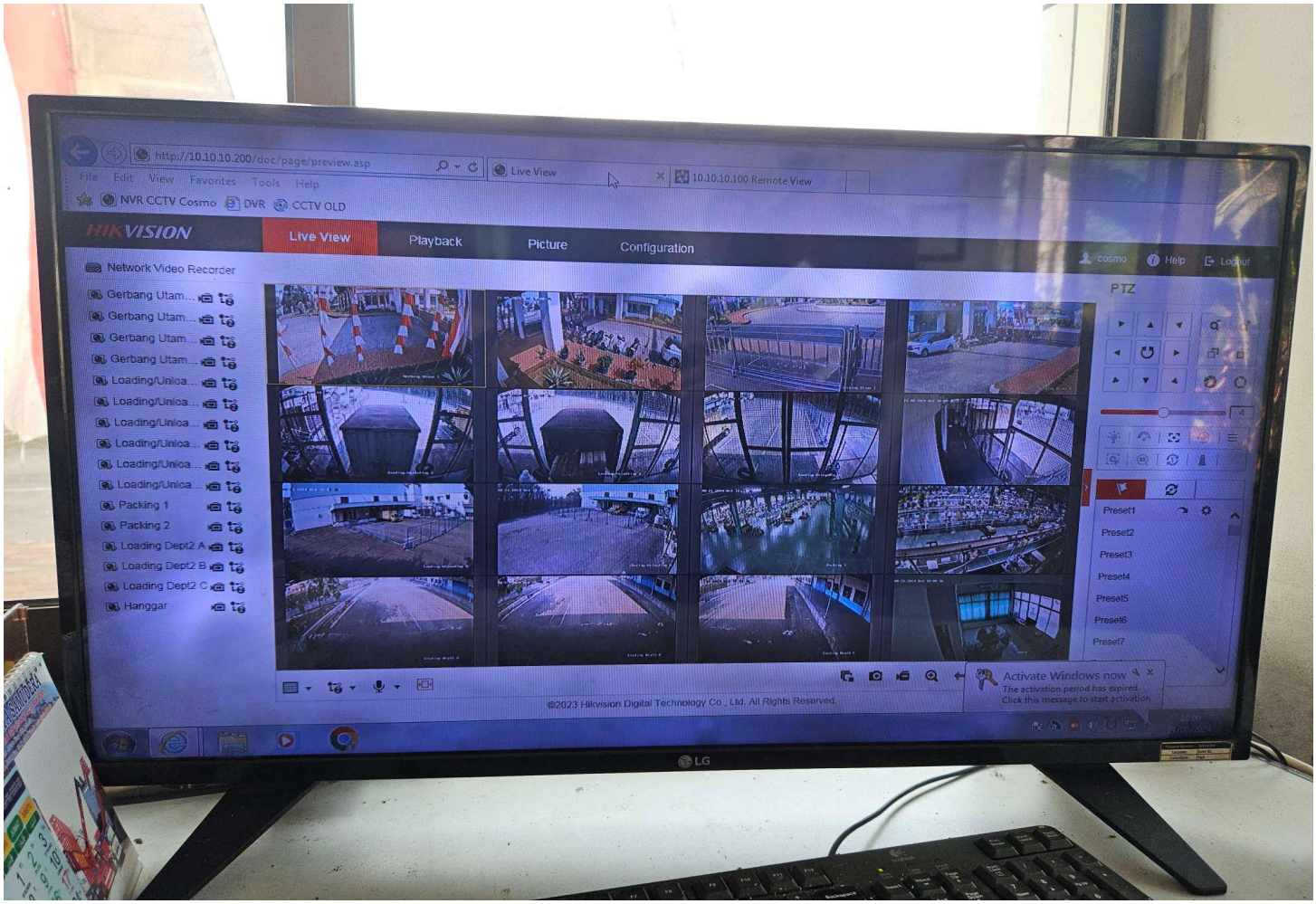
Facility_barrier.jpg

Physical Security - Question # 93



Lock on doors.jpg

Physical Security - Question # 103



CCTV monitor.jpg

Physical Security - Question # 110

Visitor badge.jpg

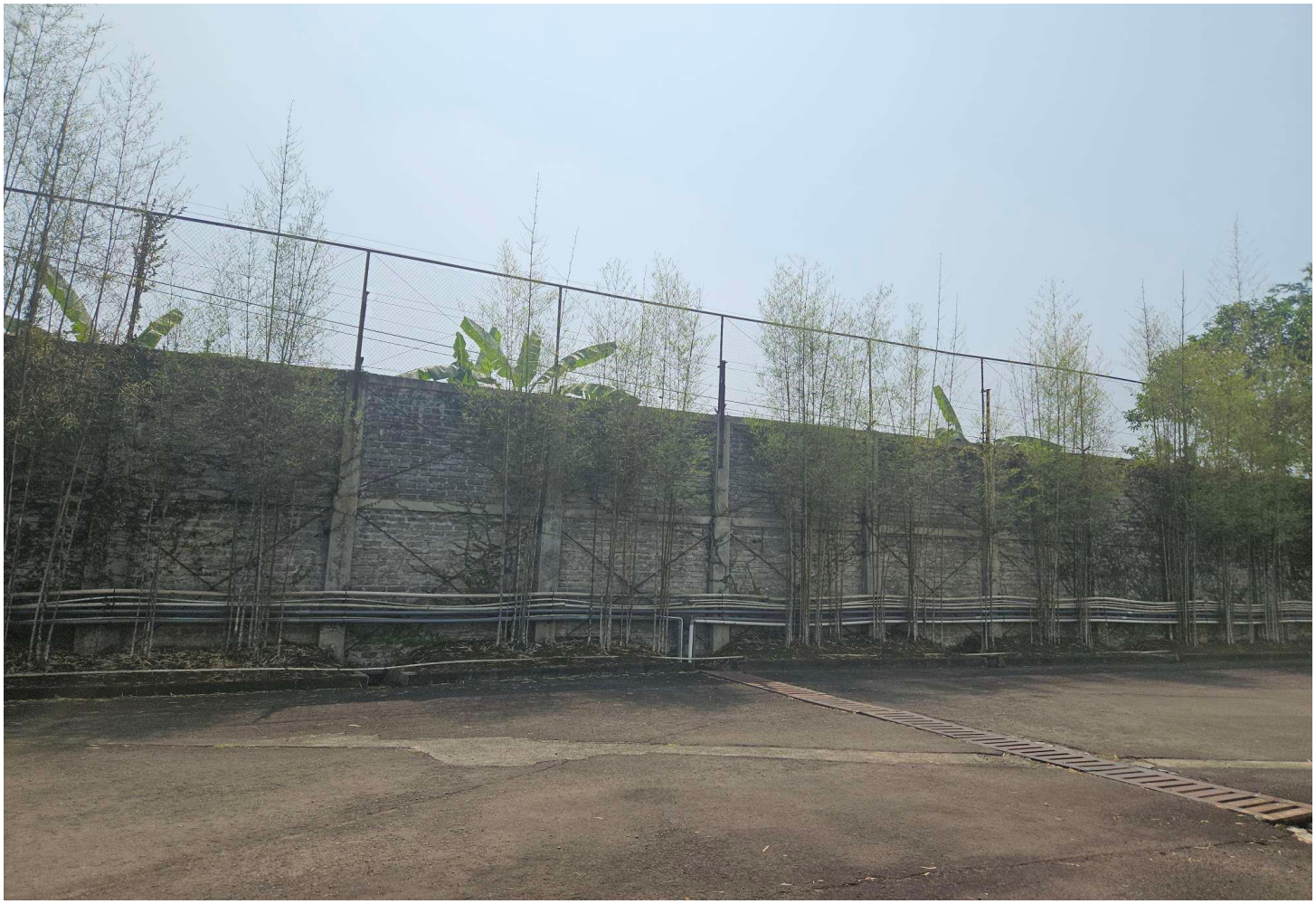
Misc - Question # 129

Front of the facility.jpg

Misc - Question # 130

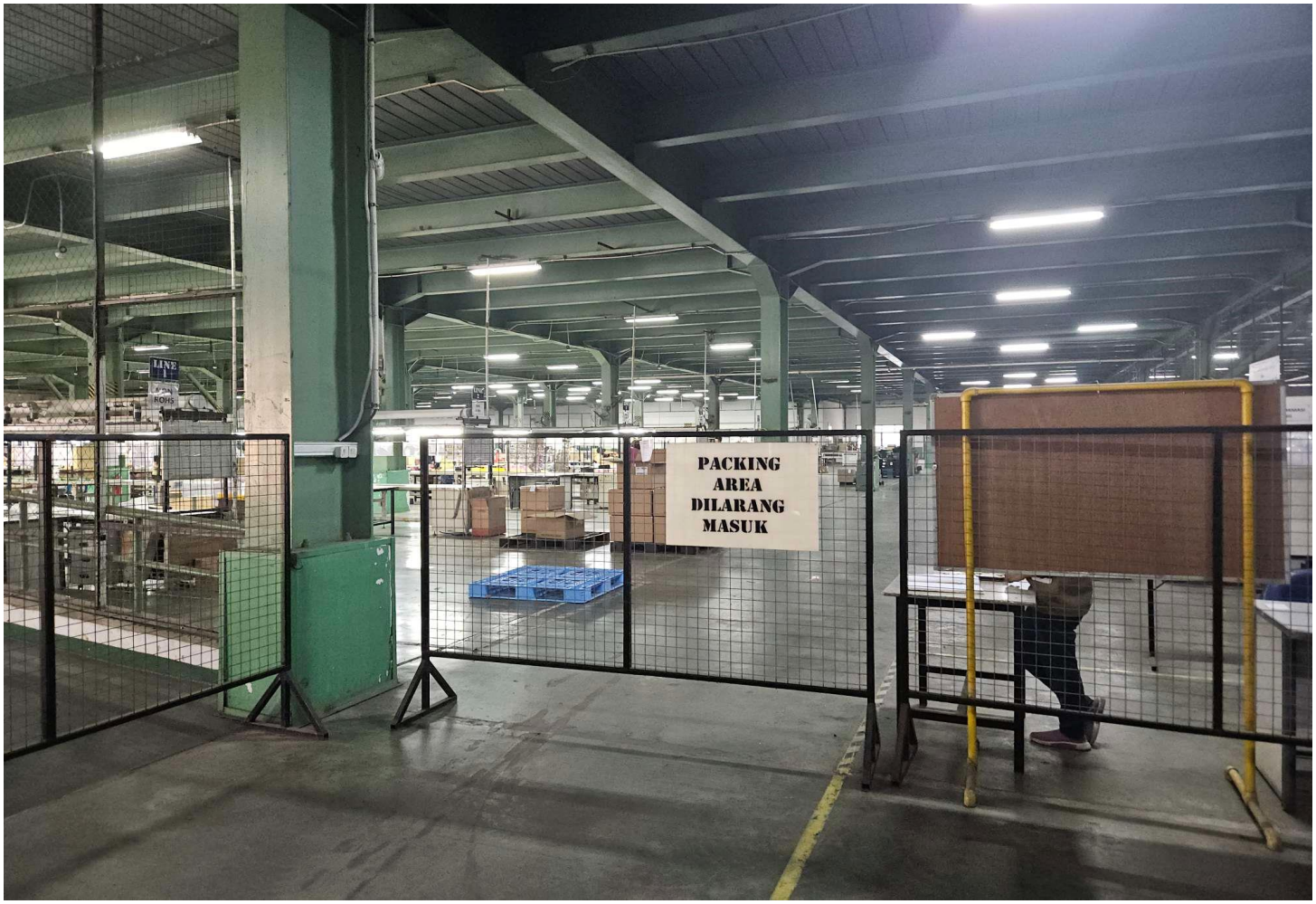
Guard station.jpg

Misc - Question # 133



Facility_perimeter.jpg

Misc - Question # 134



Final packaging area.jpg