
 Security Profile for PARMY INC. / NANJING LANG YI HANDCRAFTS CO LTD

1: Factory Overview

1.1		Rite Aid Vendor Number:
1.2		Rite Aid Vendor Name
1.3		Factory name
1.4		Address Line 1:
1.5		Address Line 2:
1.6		City:
1.7		State/Province:
1.8		Country:
1.9		Postal Code:
1.10		Year Established:
1.11		No. of Building Blocks:
1.12		No. of Production Floors:
1.13		Total Areas Occupied:
1.14		Total No. of Employees:
1.15		Type of Ownership:
1.16		Company Capital Investment:
1.17		Company Turnover:
1.18		Parent Company:
1.19		Product Liability Insurance:

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1: Factory Overview

1.20		Product Recall Insurance:
1.21	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Does factory subcontract any work?
1.22		If yes, specify what is subcontracted.

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2: Accredited Quality Management System In Place

2.1	(Select all that apply) <input type="radio"/> ISO 9001:2000 <input type="radio"/> ISO 14000 <input type="radio"/> BRC Standard - Consumer Products <input type="radio"/> Others	Accrediation (if yes, please provide copies of certificates):
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3: Key Factory Personnel

3.1		General Manager (GM) Name:
3.2		GM Telephone Number:
3.3		GM Fax:
3.4		GM E-mail:
3.5		Quality / Technical Manager (QTM) Name:
3.6		QTM Telephone Number:
3.7		QTM Fax:
3.8		QTM E-mail:
3.9		Production Manager (PM) Name:
3.10		PM Telephone Number:
3.11		PM Fax:
3.12		PM E-mail:
3.13		R & D Manager (RDM) Name:
3.14		RDM Telephone Number:
3.15		RDM Fax:
3.16		RDM E-mail:
3.17		Health & Safety Officer (HSO) Name:
3.18		HSO Telephone Number:
3.19		HSO Fax:

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3: Key Factory Personnel

3.20		HSO E-mail:
3.21		Other (O) Name:
3.22		O Telephone Number:
3.23		O Fax:
3.24		O E-mail:

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4: Factory Contact Information

4.1		First Name:
4.2		Last Name:
4.3		Telephone No.:
4.4		Fax No.:
4.5		E-mail Address:
4.6		Date Completed:

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5: Rite Aid - Personnel Security

5.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company conducts employment screening and interviewing of prospective employees including applications verifications, background checks, prior employment, education, and references.
5.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Employees are informed and aware of a written company's code of conduct or policy that addresses security practices and violations (interview at least 3 employees).
5.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Where local law prohibits criminal background checks, the company utilizes and documents methods to verify employees' backgrounds to include employment history, references, and education.
5.4	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Personnel termination procedures in writing are established to ensure termination procedures are strictly followed.
5.5	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	All access is prohibited for terminated employee and that all company security property is retrieved (e.g. ID badge, keys, access cards, entrance codes or computer access). A final check shall not be issued to the employee until all security property is returned.

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6: Rite Aid - Physical Security

6.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The main manufacturing and final storage buildings are of a solid structure to prevent unlawful access.
6.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Cargo/packed product stored outside the exterior yard area is enclosed with fencing and/or is secured otherwise, to prevent unlawful access. Fencing encloses the cargo handling and/or storage areas.
6.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Major access and security points are well lit including shipping, receiving, and parking areas.
6.4	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Segregation and marking of international, domestic, high-value, and dangerous goods cargo within the facility by a safe, caged or otherwise fenced-in area.
6.5	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Parking for private vehicles separate from the shipping, load dock, and cargo areas.

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6: Rite Aid - Physical Security

<p>6.6</p>	<p>(Select all that apply)</p> <ul style="list-style-type: none"> <input type="radio"/> Alarm system / motion sensors <input type="radio"/> Surveillance cameras/closed circuit television (CCTV) <input type="radio"/> Cameras monitored by local personnel and/or outside security company <input type="radio"/> Alarms monitored by outside security company <input type="radio"/> Security guards on duty after business hours <input type="radio"/> Security guards on duty at all times (24 hours per day, 7 days per week) <input type="radio"/> Security dogs/Canine units <input type="radio"/> Security gate or gate house monitored by employee or security guard <input type="radio"/> Area patrolled by local law enforcement <input type="radio"/> Other security systems are in place <p>(Please specify in audit finding)</p>	<p>The facility is well protected by security systems and/or security personnel at all times. The following systems or combination of security systems are used:</p>
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6: Rite Aid - Physical Security

6.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has security systems that cover all critical areas (all external exit doors, loading docks, production areas, etc.)
6.8	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Incoming trucks/trailers/containers are subject to inspection.
6.9		If yes, describe who conducts inspections and what is inspected.
6.10	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Outgoing trucks/trailers/containers are subject to inspection. Specify seals inspected and inspection documentation.
6.11		If yes, Specify seals inspected and inspection documented.
6.12	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Electronic systems are serviced and tested periodically.
6.13	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	CCTV System, monitors, and records are maintained for 30 days and are located in a secure area with restricted access.

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7: Rite Aid - Physical Access Controls

7.1	(Select all that apply) <input type="checkbox"/> Photo identification badges for employees <input type="checkbox"/> Electronic proximity/Swipe card keys with code acces <input type="checkbox"/> Electronic buzzer/Release doors <input type="checkbox"/> Security guard checkpoints	Appropriate access controls are in place to prevent unauthorized access:
7.2	(Select 1) <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	If applicable, electronic employee swipe access system recorded transactions are reviewed periodically and maintained.
7.3	(Select 1) <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	If company has a card access system, the system is serviced and tested periodically.
7.4	(Select 1) <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	The employee identification cards are reviewed annually.
7.5	(Select 1) <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> N/A	During extended absences, employee's access to facility and computer systems are temporarily suspended until his/her return.

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7: Rite Aid - Physical Access Controls

7.6	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Employees' entry and exit times are restricted according to their position. Attempts to access work areas outside normal hours are recorded and investigated.
7.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Employees have limited access to finished products and storage areas.
7.8	(Select all that apply) <input type="radio"/> Keys <input type="radio"/> Entrance alarm codes <input type="radio"/> Lock combinations <input type="radio"/> Electronic card keys <input type="radio"/> Other access devices (Please specify in audit finding)	Issuing and recording of physical access devices is controlled and monitored.
7.9	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Visitors/Vendors shall present photo identification upon arrival at facility.
7.10	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Logbooks are kept showing visitor/vendor name, company they are representing, and date/time in and out of the facility.

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7: Rite Aid - Physical Access Controls

7.11	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Visitors/Vendors shall wear a badge or similar temporary identification.
7.12	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Visitors/Vendors are escorted by security personnel or company representative at all times.
7.13	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	All drivers must present photo ID prior to receiving/release of cargo.
7.14	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Procedures are established to screen incoming packages and mail before distribution.
7.15	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Random searches of all persons and packages entering the facility.
7.16		If yes, specify who performs searches.

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7: Rite Aid - Physical Access Controls

7.17	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Workers are provided with lockers separate from the factory's production and warehouse areas. Personal bags are not allowed inside of the factory.
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8: Rite Aid - Procedural Security

8.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes a documented Security Policy (System, Procedure, or Manual). (Note: This may be a stand alone document or part of a Quality Manual or Procedures Manual).
8.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Procedures for identifying, challenging, and addressing unauthorized persons attempting to enter facilities are in place.
8.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has a designated person responsible for implementation of security policy and procedures.
8.4		If yes, specify title.
8.5	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes adequate procedures to protect against unmanifested or unapproved parts, components or raw materials being introduced into production.
8.6	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes adequate procedures for monitoring and documenting the movement of incoming and outgoing products.

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8: Rite Aid - Procedural Security

8.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes adequate procedures to protect against unmanifested or unapproved finished products being switched with or placed with acceptable products before shipment from the facility.
8.8	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes adequate procedures for verifying and securing seals on incoming and outgoing shipping containers, trailers, railcars and trucks.
8.9	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes adequate procedures for comparing cargo against manifest documents (proper marking, weighing, counting, etc).
8.10	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	A unique shipping mark is generated for each purchase order that gives the consignee the ability to verify that each shipment is legitimate. The same shipping mark is never used twice.
8.11	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Foreign customers are notified of any change in type and quantity of goods actually shipped.
8.12	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Foreign customers are supplied with revised commercial documentation in the event of changes to the actual type and quantity of shipped goods.

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8: Rite Aid - Procedural Security

8.13	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Commercial documentation is provided to the foreign freight consolidator or carrier prior to actual exportation from the port of loading.
8.14	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The quantity of product being shipped against purchase orders is verified at point of loading.
8.15	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Procedure for tracking the timely movement of containers is in place from factory to port (record truck#, container#, seal #).
8.16	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company establishes procedures for notifying local law enforcement and other authorities (i.e. Customs) in cases where anomalies or illegal activities are detected, or suspected.
8.17	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Procedures restricting access to facilities, equipment, and/or cargo/packed products are established and a minimum of annual review is required.
8.18	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Documented procedures are established for reporting and addressing unauthorized entry to containers or container storage areas.

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8: Rite Aid - Procedural Security

8.19	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	In the case of authorized subcontracting, the company provides adequate supervision of subcontractors to ensure compliance with security issues.
8.20	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company conducts random, documented security assessments on a regular basis.
8.21	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company stationery and logo (stamps, tape, carton bearing the company's logo) are controlled and their use is monitored.
8.22	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Security business documents, including purchase orders, invoices, manifests, customer information and archived records are restricted and secure?
8.23	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	An updated file of Corrective Action procedures for security issues is maintained and up to date.

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9: Rite Aid - Information Technology Security - Computer Systems

9.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Written computer security policies/procedures are established.
9.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Individual accounts and passwords are created for users to access the system.
9.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Passwords are changed periodically.
9.4		If yes, specify how often.
9.5	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Access to computer systems is monitored and reviewed periodically.
9.6		If yes, specify who.
9.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Firewalls/anti-virus/tampering prevention software are installed.

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9: Rite Aid - Information Technology Security - Computer Systems

9.8	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Hardware security is controlled and monitored (e.g. controlling work station, security server, password protected screen servers).
9.9	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has a contingency plan to protect its IT systems, which include a full IT disaster recovery plan to prepare for any unforeseen incidents.
9.10	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company conducts system back-ups daily that are stored in a safe and secure place. Additional back-ups are stored off-site.
9.11	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company regularly holds meeting that are attended by senior management to address information technology issues, including system security.

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10: Rite Aid - Security Training & Threat Awareness

10.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has integrated security training into its new employee orientation and periodic refresher training is provided to existing employees.
10.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses security procedures.
10.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses facility security.
10.4	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses internal conspiracies.
10.5	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses cargo/packed product security.
10.6	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses container security.

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10: Rite Aid - Security Training & Threat Awareness

10.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses unauthorized access.
10.8	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses security incident reporting.
10.9	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The security awareness program addresses theft prevention.
10.10	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Employees are trained in information system security principles and data integrity.
10.11	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Employees must complete a mandatory training course that focuses on their area of specialty.
10.12	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Specific training is provided to shipping/receiving.

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10: Rite Aid - Security Training & Threat Awareness

10.13	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has procedures for reporting of potential security issues observed by employees.
10.14	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company has procedures for increasing security awareness by employees (recognition of internal conspiracies, maintaining product integrity, determining unauthorized access, etc.).
10.15	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The company conducts periodic employee meetings where security issues can be discussed and security issues addressed.

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11: Rite Aid - Container Security - Shipment to the USA only

11.1	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Ocean containers are brought to the factory for final loading by factory personnel for shipment to the U.S.A. (If no, then section 11 is "Not Applicable: N/A", if yes continue with 11.2).
11.2	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Written procedures are established for inspection of empty ocean containers to detect false walls, hatches, damages, or other security issues (Multi-point inspection) prior to loading.
11.3	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Container inspections are performed prior to loading cargo and affixing the seal.
11.4	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Documented records are on file and up-to-date to validate that container locks have been inspected as per documented procedures.

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11: Rite Aid - Container Security - Shipment to the USA only

11.5	(Select all that apply) <input type="radio"/> Show who affixed seal on documented inspection checklist <input type="radio"/> By the trucker picking up the container at the facility <input type="radio"/> Directly from the ocean carrier <input type="radio"/> Stock or inventory of seals at the facility <input type="radio"/> Seals are affixed by the carrier or consolidator at their facilities <input type="radio"/> Other sources (please specify in the audit finding)	Seals to be affixed to ocean containers are obtained in the following manner:
11.6	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	Seals are kept in a safe and secure place such as a locked file cabinet or safe.
11.7	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	A designated person is responsible for maintaining and distributing the seals.

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11: Rite Aid - Container Security - Shipment to the USA only

11.8	(Select all that apply) <input type="radio"/> Padlocks are used to lock containers <input type="radio"/> Ultra-High security seals, such as "J-Bar" locks are used to lock containers <input type="radio"/> Other locking devices are used to lock containers (specify such devices in the audit finding) <input type="radio"/> Such as a building wall or concrete dock <input type="radio"/> Containers are secured, fenced-in yard with guards and closed-circuit television	Ocean containers (loaded/empty) stored overnight are effectively secured to prevent unauthorized access. (Please select by what means).
11.9	(Select 1) <input type="radio"/> Yes <input type="radio"/> Partial <input type="radio"/> No <input type="radio"/> N/A	The facility selects the trucking company to transport containers from factory and maintains records regarding the trucking company.
11.10		If yes, name of the trucking company.
11.11		Number of years doing business with trucking company.