

CCIC 检验员行为告知书

尊敬的客户：

CCIC 倡导诚信、公正、廉明，CCIC 希望您能够对检验员的检验行为有更为深刻的认知，欢迎您对检验员的行为进行监督，对不正当的行为进行投诉。

1、检验员应遵守属地法律法规和 CCIC 《进口旧机电、废物原料检验员工作行为规范（试行）》。客观公正，细致耐心、文明有礼，禁止任何有损客户正当利益的行为。

2、检验员禁止接受任何形式的商业贿赂，譬如不可接受客户所提供的可能影响公正检验的宴请、旅游、健身、娱乐等活动，不可接受客户各种形式的馈赠、招待、回扣等不正当利益（包括但不限于礼品、礼金、有价证券、支付凭证）。不得在贵企业报销任何应由检验员个人承担的费用。

3、检验员应根据技术规范的限制性要求和标准进行检验，应保证原始记录完整、检验数据准确，检验证稿规范，对数据、测试结果和其他事实作真实的报告，不得伪造篡改检验结果和违规使用检验单证、印章、标识。

4、检验员不得利用自己的工作便利或者因工作便利所形成的有利条件，默认、放任或纵容其亲属从事进口旧机电、废物原料相关工作。检验员的亲属如有从事进口旧机电、废物原料相关工作的，该检验员应主动向所在单位、部门说明情况，检验员本人不得再从事进口旧机电、废物原料检验工作。检验员不得从事与检验职责有利益冲突的行为，凡发现有利益冲突的，检验员应主动申请回避，检验员所在单位、部门也应责成其回避。

5、检验员在未得到客户书面授权的情况下，不得将客户提供的贸易合同、信用证等有关商业文件、技术资料和信息向第三方透露，不得利用客户的样品和技术资料进行技术开发、成果转让或咨询活动。

6、被检企业不应向检验员提供各种形式的馈赠、招待、回扣等不正当利益（包括但不限于礼品、礼金、有价证券、支付凭证），不应安排检验员游玩、涉足娱乐场所以及发生其他有违反商业贿赂规定的行为。

7、被检企业如遇有检验员主动索要任何不正当利益，或向贵企业提出其他任何不合理要求的，请贵企业通过录音、录像等方式保存证据并通过以下途径向我们投诉。对违反本告知书规定的检验员和客户，CCIC保留通过法律途径追究责任的权利。

CCIC 北美公司： 投诉电话： 909-989-8802

投诉邮箱： feedback@ccicna.com

CCIC 总部： 投诉电话： 86-10-84603635

投诉邮箱： jianchashi@ccic.com

本告知书一式两份，一份交与企业知悉，一份由企业签字后交检验员带回本公司存档。同一检验员赴同一家客户检验，只需在首次检验时出示一份告知书。首次之后，如贵企业主动要求出具，检验员应按要求出具。请确认 CCIC 检验员已向您出示本告知书，您已仔细阅知。

感谢您的支持与配合。

中国检验认证集团北美有限公司

企业名称：

检验员（签字）：

企业代表（签字）：

年 月 日

年 月 日

LETTER REGARDING INSPECTOR WORK BEHAVIOR

Dear Valued Customer:

CCIC advocates honesty, impartiality and integrity. We hope you can have a profound acknowledgment towards the behavior of our inspectors; hence we welcome you to monitor on their working behavior and complain to us for any improper behavior.

1. Inspector should obey the laws and regulations of his/her territory, and CCIC “Work Behavior Standards for Inspector in Used Equipment & Machinery, and Recycling Raw Material Inspection (tentative)”. He/she should be objective, fair, careful, patient, civilized and polite. Any behavior that will harm the proper interest of the customer is prohibited.
2. Inspector is prohibited from accepting any form of commercial bribe. For instance he/she cannot accept offers from customer such as banquet invitation, travel, sports activity, entertainment etc. that might influence the impartial decision of the inspection. He/she cannot accept any form of gifts, hospitality, commission or other improper advantage (including but not limited to gifts, cash, cash vouchers, expenses invoices) from the customers. He/she cannot claim any reimbursement of expenses from the customer that are supposed to be borne by him/herself.
3. Inspector should conduct inspection based on the mandatory requirements of technical specifications and standards. He/she should make sure the original record is complete, inspection data is accurate and inspection draft is standardized. He/she should report the true facts for all data and testing results. He/she should not falsify or tamper with inspection, appraisal and testing results; nor illegal uses of inspection documents, stamps and identifications.
4. Inspector should not abuse his/her power at work to acquiesce, allow or abet his/her relatives to engage in any business practices related to the importation of used equipment & machinery and recycling scrap materials. If the relatives of the inspector are engaged in such businesses, the inspector should take the initiation to explain the situation to his/her entity or department. The inspector him/herself should not engage in the business practices of importation of used equipment & machinery and recycling scrap materials. Inspector should not engage in any practice that has conflict of interest with responsibility of his/her inspection job. If there is any conflict of interest, the inspector should take the initiation to request for avoidance. The entity or department where the inspector works for should also demand for his/her avoidance.
5. Without written authorization from the customer, inspector should not disclose information in commercial documents such as contract, letter of credit etc., technical data and information provided by the customer to a third party. The inspector should not use sample and technical data from the customer to carry out technical development, transfer of achievements or

