

Safety Management Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on the Entry and Exit of Personnel, Vehicles, and Items

I. Purpose

To ensure the safety of public and personal property at SIAT and to manage the entry and exit of personnel, vehicles, and articles in an orderly manner, these Regulations are hereby established.

II. Management Principles and Procedures

1. Management of Personnel Entry and Exit

1.1 These Regulations apply to all types of employees, students, on-campus business personnel, and visitors at SIAT.

1.2 SIAT has set up access control systems at all four entrances to the campus. Employees and students must use their Employee ID Cards of the Institute to access all areas. Procedures for obtaining and reissuing Employee ID Cards can be found in the *Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Employee ID Card Processing*. Employees or students who fail to carry their Employee ID Cards must register at the Security Office and may only enter after their identities have been verified. Individuals without their "access cards" who refuse to register will be denied entry to office areas by personnel.

1.3 Employees and students enter and exit the campus through the East 1 Gate, North Gate, or West Gate, while visitors must use the East 1 Gate or North Gate.

1.4 Visitors must register through the system before entering the campus. If not registered in advance, they must present valid identification at the East 1 Gate or North Gate security checkpoint for registration. The security will then contact the person being visited at the Institute for confirmation, or the person being visited can handle the relevant registration at the entrance before entry is permitted.

1.5 Construction units entering the premises must register and obtain construction permits from the Property Engineering Department before entry, with credentials required.

2. Management of Vehicle Entry and Exit

2.1 The East 2 Gate, North Gate, and West Gate of the campus are all equipped with automatic vehicle recognition systems, allowing registered vehicles to enter the campus. All vehicles entering the campus must strictly follow the designated gates as per the regulations of SIAT. Vehicles must travel in the designated direction on internal roads and obey the instructions of property security personnel when parking.

2.2 To rationalize the use of parking spaces, the "one person, one vehicle" management principle is implemented. Official employees of SIAT must fill out the *SIAT Vehicle Pass Application Form*, which, after verification and approval by the Department of Human Resources, allows them to register their vehicles for automatic recognition at the Center for Property Management by presenting their Employee ID Cards, driver's licenses, and vehicle registration. External units or company vehicles working within the campus area must obtain approval from the Public Finance Department of the Institute. They can then register their vehicles for automatic recognition at the Center for Property Management by presenting their Employee ID Cards, driver's licenses, and vehicle registration. In principle, official employees working in the East Campus of SIAT are granted vehicle recognition privileges for the East Campus, and resident companies are granted a certain number of vehicle privileges based on specific circumstances.

2.3 Visiting vehicles must enter the campus through the East 1 Gate or North Gate. Important visiting individuals or groups must have their vehicle information registered in advance by the department responsible for reception, and the Center for Property Management will assist in releasing the relevant vehicles. Daily visiting vehicles must contact the person being visited in advance and be registered through the system by the person being visited before they can be released by the Center for Property Management. Temporary visiting vehicles must present valid identification at the East 1 Gate or North Gate security checkpoint for registration. The security will then contact the person being visited at the Institute for confirmation, or the person being visited can handle the relevant registration at the entrance before entry is permitted.

2.4 Parking spaces at the Institute are for the daily use of institute personnel to park their vehicles for work. It is prohibited to use institute parking spaces as fixed parking spots during holidays or leave periods, which would obstruct others from normal use. In cases of such occurrences, the Property Management Division reserves the right to notify vehicle owners to remove their vehicles.

3. Management of Items Entry and Exit

3.1 To safeguard public and personal property, the entry and exit of large items (such as sofas, tables, chairs), appliances (such as water dispensers, printers, scanners), research equipment and materials, scientific research reagents, labor protection supplies, materials, and engineering tools must be applied for and approved through the system. The applicant must be the owner of the assets and approval must be obtained from departmental asset administrators, institute fixed asset administrators, and department leaders. Persons responsible for moving must present approved release slips to property management personnel, who will carefully verify and fill in the release date, time, and signature before allowing entry and exit.

3.2 For the entry and exit of large items requiring special moving tools or equipment, advance notification must be made to the Department of Public Affairs and Finance and Assets and the Property Management Unit, which will supervise entry and exit from designated locations and routes. Protection measures shall be taken for floors, walls, elevators, etc., when necessary.

3.3 Large items shall be handled by professional personnel and transported in designated elevators. When items are too high, long, or heavy, they shall be transported via stairs.

3.4 Goods or transport carts are not allowed to park outside designated areas or block roads, fire exits, or elevator entrances.