**流通进口企业**

**进口物品“物防”台帐手册**

单位名称：

负责人：

永嘉县商务局 制

 2022年

#### 说 明

为进一步加强常态化疫情防控工作，落实“人物并防”各项措施，切实阻断新冠病毒传播链，有效防范新冠肺炎疫情通过入境物品及相关工作人员输入风险，特制订本工作手册。

工作手册分为四部分，人员防控、物品防控、环境记录与票证粘贴。

人员防控 ：1、进口物品接触人员健康管理记录表

2、外来人员登记表

物品防控： 1、进口企业进口物品入库查验台账

2、进口企业进口物品出库台账

环境记录： 1、进口物品存放场所环境清洁消杀记录表

票证粘贴： 1、核酸检测记录及票据粘贴（按月、周）

 2、进口凭证粘贴表

进口物品接触人员健康管理记录表

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| --- | --- | --- | --- | --- | --- |
| 日期 | 人员姓名 | 体温 | 是否发烧、咳嗽、流涕等 | 健康码颜色 | 备注 |
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单位名称：

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| 日期 | 人员姓名 | 体温 | 是否发烧、咳嗽、流涕等 | 健康码颜色 | 备注 |
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进口物品配送人员以及外来接触人员登记表

单位名称：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期 | 人员姓名 | 身份证号码 | 体温 | 是否发烧、咳嗽、流涕等 | 健康码颜色 | 进入时间 | 离开时间 | 签字 | 备注 |
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| 3 |  |  |  |  |  |  |  |  |  |  |
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| 11 |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |

进口物品入库查验台账

单位名称：

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| 序号 | 入库时间 | 物品品种 | 规格 | 批次/生产日期 | 原产地 | 出口商（供货者）名称 | 联系方式 | 入库数量（件/kg） | 是否有入境货物检验检疫证明 | 是否有核酸检测证明 | 是否有消毒证明 | 验收人 |
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| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
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进口物品出库台账

单位名称：

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| 序号 | 出库时间 | 原产地 | 规格 | 批次/生产日期 | 下游供货商（购货者）名称 | 联系方式 | 出库数量（件/kg） | 库存数量（件/kg） | 是否有消毒证明 | 出库人 |
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进口物品存放场所环境清洁消杀记录表

单位名称：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期 | 部位（物品外包装表面、物品内部、外部存放场所等） | 方式（擦洗、喷洒等） | 消毒剂 | 操作人员 | 是否专库单独存放 |
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进口物品接触人员核酸检测记录

单位名称：

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 身份证号码 | 检测时间 | 检测结果 | 本人签字 | 备注 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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填表说明：直接接触人员核酸2天1次，其他人员核酸1周1次

进口凭证粘贴表

单位名称：

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| --- | --- |
| 物品名称： 数量： | 物品名称： 数量： |
|  |  |