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**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

YC/T 398-2024

**Specification of logistics for tobacco commercial enterprises
field management
(English Translation)**

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document replaces YC/T 398-2011 "Site Management Specifications for Cigarette Logistics Distribution Centers of Tobacco Commercial Enterprises" and is compatible with YC/T 398-Compared with 2011, in addition to structural adjustments and editorial changes, the main technical changes are as follows.

- a) Added a chapter on "Facilitating Factors" (see Chapter 4);
- b) Deleted "Site management policies and basic requirements" (see 4.1 of the 2011 edition);
- c) Change "on-site management requirements, procedures and methods" to "implementation process" (see Chapter 5, Chapter 5 of the 2011 edition), and add the model Block management and information management, deleted some contents of 10S management, and incorporated the relevant contents of the 2011 edition into the (See 5.2 and 5.4, 5.2 and 6.2 of the 2011 edition);
- d) Change "on-site management implementation procedures and requirements" to "inspection and evaluation" (see Chapter 6, Chapter 6 of the 2011 edition);
- e) Added the inspection type, inspection content and inspection process of "on-site management inspection" (see 6.1);
- f) The "on-site management evaluation" was changed, and the evaluation results and evaluation report were added, and the relevant contents of the 2011 edition were modified and incorporated (see 6.2, 6.3 of the 2011 edition);
- g) Added star-level model areas and special working methods for on-site management results (see 6.3);

h) Change "requirements, procedures and methods for continuous improvement of site management" to "continuous improvement" (see Chapter 7, 2011 edition, Chapter 7).

chapter);

i) Deleted "requirements for continuous improvement, methods for continuous improvement" (see 7.1 and 7.3 of the 2011 edition);

j) Added "Types of continual improvement" (see 7.2).

Introduction

On-site management is an important place for tobacco commercial enterprises to provide products and services, and it is also a solid foundation for ensuring service capacity and stabilizing service supply.

Traditional on-site management mainly involves planning, organizing, coordinating and controlling on-site elements such as personnel, equipment, materials, procedures, environment and information.

and testing to ensure high-quality, efficient, safe, low-consumption, balanced and smooth on-site production management.

The concepts, models and processes have undergone profound changes. Modern logistics information technology and means are used to manage on-site elements intelligently.

Field management has become more standardized, orderly, controllable in real time, efficient and convenient.

This document uses the ideas and methods of total quality management to promote the integration of traditional logistics sites and new generation information technology through the PDCA cycle.

The deep integration of the logistics industry creates a "modular, full-staff, and information-based" logistics site management model, and builds a "reasonable overall layout, clear regional functions, the on-site environment is characterized by smooth flow of people and goods, and clear management information.

---Modularization is the basic condition for the zoning control of logistics sites. Divide management modules according to "who is in charge, who is responsible" and the responsibility areas are divided according to the "who is responsible" principle, and differentiated management and control measures are implemented according to local conditions based on the modular division results.

---Full-staffing is an inherent requirement for normal maintenance of logistics sites. Establish a site management target system, implement the site management responsibility system, and the site management work is implemented to specific positions and

individuals, and everyone is responsible for on-site management to achieve efficient operation of the logistics site.

---Informatization is an important support for digital empowerment of logistics sites. Introducing informatization in on-site operations, process optimization, inspection and evaluation, etc.

Means, to display the process and effect of logistics site management in real time, and promote informatization to empower site management.

The overall framework of this document is shown in Figure 1.

Figure 1 Framework diagram of logistics site management standards for tobacco commercial enterprises

Standards for on-site logistics management of tobacco commercial enterprises

1 Scope

This document specifies the driving factors, implementation process, inspection and evaluation, and continuous improvement of logistics site management in tobacco commercial enterprises.

This document is applicable to tobacco commercial enterprises' cigarette logistics distribution centers, tobacco commercial enterprises' regional logistics distribution centers, transfer stations, and docking points.

etc. for reference.

2 Normative references

The contents of the following documents constitute essential clauses of this document through normative references in this document.

For referenced documents without a date, only the version corresponding to that date applies to this document; for referenced documents without a date, the latest version (including all amendments) applies to this document.

GB/T 29590 Enterprise Site Management Guidelines YC/T 298 6S Management Specification for Tobacco Industrial Enterprises YC/T 384.1 Standardization of production safety in tobacco enterprises Part 1: Basic management specifications

3 Terms and definitions

The terms and definitions defined in GB/T 29590, YC/T 298 and the following apply to this document.

Field management

Activities to plan, organize, direct, coordinate, control and improve the site.

10S management 10S management all elements on site are managed by methods such as sorting, reorganizing, cleaning, sanitation, safety, saving, efficiency, service, learning and literacy.

PDCA cycle plan-do-check-action cycle A quality management method that continuously cycles through the four stages of planning, implementation, inspection, and disposal.

Modular management

Taking the logistics site as the object, the site area is divided into several management modules and responsibility areas, and each management module and responsibility area is clearly defined.

The requirements, procedures and methods of on-site management, and the management model in which management responsibilities are implemented to on-site personnel.

Use digital technology and information technology to intelligently manage personnel, equipment, materials, procedures, environment, information and other elements on site.
manage.

Red card operations

A reminder sheet of site management issues is made of red cardboard, indicating warning, danger or non-conformity. It is discovered and A management approach to problem solving.