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

YC/T 536-2015

**Specification of level management in leaf tobacco
manufacturers
(English Translation)**

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Foreword

This standard is drafted in accordance with the rules given in GB/T 1.1-2009.

This standard is proposed by the State Tobacco Monopoly Bureau.

This standard is under the jurisdiction of the National Subcommittee on Technical Subcommittee of the National Tobacco Standardization Technical Committee (SAC/TC144/SC4).

The drafting unit of this standard. China Tobacco Company, China Tobacco Standardization Research Center, Yunnan Tobacco Leaf Co., Ltd., Guizhou tobacco Re-bake limited liability company, Hubei tobacco leaf leaf re-bake limited liability company, Huacheng International Tobacco Co., Ltd., Tianchang International Tobacco Co., Ltd.

Introduction

At present, the task of reorganizing and reorganizing the enterprises has been completed. After the reorganization and integration, the management efficiency of the enterprises is increased, Large, faced with the organizational structure design, division of responsibilities, process optimization and integration of new issues, the lack of business management in the standard reference, need to the unity level in the industry, based on the management of the characteristics of the management of the business and the management of the actual needs of enterprises, specification. Through the development of norms, a clear positioning of the company headquarters and the basic functions of the re-baking plant, a clear company unified management and re-tasting the basic level of management Content and management requirements, standardize the management behavior of enterprises, to play the advantages of scale management and resource integration, improve the management of enterprises Learning.

Standard Practice for Layered Management of Enterprise

1 Scope

This standard stipulates the hierarchical management mode, general requirements and comprehensive management requirements, processing business management requirements, resource protection Management requirements.

This standard applies to the production of multi-point re-bake business, single-point production of leaf-re-baked enterprises can also refer to the implementation.

2 Normative reference documents

The following documents are indispensable for the application of this document. For dated references, only the dated edition applies to this article Pieces. For undated references, the latest edition (including all modifications) applies to this document.

Method for storage and storage of tobacco leaves GB/T 23220-2008 GB/T 24001
Environmental Management System Requirements and Use Guide GB/T 28001
Occupational Health and Safety Management System Requirements Specification for YC/T

146 Flue - cured Tobacco Quality inspection of leaves of YC/T 147 Requirements and Evaluation of Standardization Work of Yibu - bao Enterprise YC/T 384.1-2011 Code of standardization for safe production of tobacco enterprises - Part 1. Basic management practices YC/T 384.2-2011 Code of standardization for safe production of tobacco enterprises - Part 2. Safety technology and field regulations YC/T 384.3-2011 Code of standardization for safe production of tobacco enterprises Part 3. Assessment criteria and methods for assessment Code for service of YC/T 481

3 Hierarchical management model

The company has implemented a business management model, which includes two levels of the company and the re-baking plant.

Layer management. The company is the management and control, planning and resource supply to the main, re-baking plant is the main production and processing. Playing leaves re-baked enterprises should be in accordance with the fine Simple and efficient, consistent rights and responsibilities, control the principle of strong, based on functional positioning and management of the rate, the scientific organization of the organization, functional structure see attached Record A.

4 General requirements

4.1

According to the characteristics of production and management of the enterprises, the management activities are divided into three categories. integrated management, processing business management and resource management.

Functional stratification management is described in Appendix B.

4.2

Integrated management The use of top-down approach to promote management activities to ensure that laws and regulations and other requirements to be implemented. Mainly including head Management, security management, internal monopoly management supervision, audit management, innovation management, standardized management. Company headquarters is responsible for the development of long-term hair Planning, a clear stage or annual objectives and tasks, should be developed audit, security, innovation, standardization and other management systems, and implement the industry monopoly law Regulations; re-baking plant should be decomposed work tasks and objectives, the development of implementation plans, the organization of the factory production and management activities.

4.3

Processing business management should play a two-pronged role in the company and re-baking plants to ensure that quality, cost, efficiency and customer needs are maximized Now. Including processing plan management, tobacco storage and logistics management, production management and customer service management. The company should develop production and processing,