

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Gate Pass</b>	<i>CODE:</i> 05.06.004 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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## PURPOSE 目的

As managers, we are the custodians of our owner's properties and henceforth must take the necessary precautions to protect them from being lost or damaged. We must therefore ensure that any properties removed out of the hotel premises for whatever reasons, e.g. for repairs, disposal, etc. be properly documented to ensure proper control over them.

作为经理,我们是业主财产的保管人,将来我们必须采取保护措施以避免财产丢失或损坏。因此我们必须确保从酒店出去的无论是用于维修、报废等目的的财产都必须有适当的文件来确保合理的管控。

Any items being taken out of the hotel must have a gate pass for security inspection.

任何从酒店拿出去的物品都必须有通行证以供安全检查。

## POLICY 程序

Any individual (staff, contractors or any assigned person) who wishes to take an item(s) out of the hotel must complete the gate pass and must be approved by the responsible department head.

任何个人(员工、承包商或者委派人员)从酒店拿出物品都必须填写通行证并由责任部门负责人签字。

- When the individual leaves the hotel premises, he/she must present the gate pass and the item(s) for security inspection. Please note that the only exit permissible is at the staff Security Check-point. Any individuals leaving the hotel premises with items and gate pass at other exits are deemed to be smuggling the items out of the hotel. Stern disciplinary actions may be taken against such individuals as per the employee handbook.  
当物品携带人离开酒店时,他/她必须出示通行证以供安全检查。请注意保安检查站是唯一许可的出口。任何人携带物品及通行证从其他出口出去的行为视为从酒店走私物品行为。此人将根据员工手册接受严厉的纪律处分。
- After inspection and if everything is cleared, the Security Personnel will retain the gate pass for record purposes.  
通过检查后如果所有物品都是安全的,保安人员将保留通行证以作登记用。
- Should the item(s) be for the purpose of repairs or services and is to be returned, it must be clearly stated in the gate pass and the tentative return date.  
用于维修或保养并须返还的物品,必须在通行证中清楚地注明并注明预期归还日期
- In such instances, the Security Department must keep a separate file to monitor these gate passes. On the other hand, item(s) taken out of the hotel for good, the gate pass must be filed for future references by the Security Department.  
此类情况,保安部必须将此类通行证分类存档。另外一方面,从酒店永久性拿出去的物品,该类通行证必须存档以作保安部将来的查阅。
- Any outstanding gate passes, i.e. items still not returned after the tentative return dates must be highlighted to the department heads concerned to follow up.  
任何异常的通行证,例如:在预期归还日期内没归还的物品必须标注出来给有关部门负责人跟进。
- Should any of items be outstanding for more than a month, they must be highlighted to the General Manager and Director of Finance and Controlling for their attention and further action.  
任何超过一个月未解决的物品必须标注出来给总经理,同时通知财务总监引起重视并采取进一步措施。

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- Items returned back must be inspected by the Security personnel to verify the authenticity of the items received. Receiving clerks receiving any such items at the receiving bay are henceforth required, to re-channel them to the staff Security Check-point.

归还的物品必须经过保安人员检查以证明物品的真实性。收货员需要在收货处接收物品，如果更改收货渠道应有保安人员在场检查。

Regardless if department head is aware or otherwise, any items taken out without a gate pass, the onus of responsibility is on the department head concerned. Kindly therefore disseminate this policy & procedures to all your staff.

不管部门负责人是否知悉，任何没有通行证而携带外出的物品，责任由有关部门负责人承担。请把此政策及操作程序传达给你们的每一位员工。

#### **GATE PASS SAMPLE** 示范样板

<b>GATE PASS</b> <b>出门证</b>	<p>THE BEARER 携带者 _____ (ID No. 身份证号 _____ )        _____ (部门) DEPARTMENT IS ALLOWED TO LEAVE THE HOTEL        PREMISES WITH THE FOLLOWING ARTICLES. 请允许上述部门员工携带下列物品离开酒店 -        _____        _____        _____</p> <p>SPECIAL INSTRUCTIONS 特别指出        _____        _____</p> <p>RETURN/NOT TO BE RETURNED (CROSS OUT, WHICHEVER IS NOT APPLICABLE)        反回/不必返回 (不选的划去)        _____</p> <p>DEPT. HEAD SIGNATURE 部门经理签名        DATE/TIME 日期/时间 _____</p>
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