

**MONITORING ID: 25-0333723**

Monitored Party <b>XIAMEN KIAACE PAPER PRODUCTS CO., LTD</b>	amfori ID <b>156-056027-000</b>	Address <b>No. 401, 4th floor, (Factory Building 3), No.175 Ji'an Road, Tong'an Industrial zone, Xiamen, Fujian Sheng, China</b>
Monitoring Activity <b>amfori Social Audit - Manufacturing</b>	Monitoring Type <b>Full Monitoring</b>	Monitoring Partner <b>SGS</b>
Monitoring Start Date <b>23/07/2025</b>	Closing Meeting Finished Date <b>23/07/2025</b>	Submission Date <b>29/07/2025</b>
Expiration Date <b>29/07/2026</b>	Announcement Type <b>Semi Announced</b>	
Site <b>XIAMEN KIAACE PAPER PRODUCTS CO., LTD</b>	Site amfori ID <b>156-056027-001</b>	

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## OVERALL RATING



## SECTION RATING

PA1: Social Management System	<b>C</b>	
PA 2: Workers Involvement and Protection	<b>B</b>	
PA 3: The Rights of Freedom of Association and Collective Bargaining	<b>A</b>	
PA 4: No Discrimination, Violence or Harassment	<b>A</b>	
PA 5: Fair Remuneration	<b>B</b>	

PA 6: Decent Working Hours	<b>D</b>	
PA 7: Occupational Health and Safety	<b>A</b>	
PA 8: No Child Labour	<b>A</b>	
PA 9: Special Protection for Young Workers	<b>A</b>	
PA 10: No Precarious Employment	<b>A</b>	
PA 11: No Bonded, Forced Labour or Human Trafficking	<b>A</b>	
PA 12: Protection of the Environment	<b>A</b>	
PA 13: Ethical Business Behaviour	<b>A</b>	

## GENERAL DESCRIPTION

### [Audit Information]

Name of lead auditor: Willie Liu; APSCA membership number (CSCA 21701768)

Name of team auditor (if applicable): Nil

Name of observers, translators, trainees, advisors/consultants (if applicable): Nil

Monitoring partner name: SGS (Monitoring firm APSCA #: 11600006 )

Audit schedule details: The audit is planned for 1 auditor x 1 day. The full audit (semi-announced) was conducted on Jul 23, 2025.

[Business partner information] XIAMEN KIAACE PAPER PRODUCTS CO., LTD (厦门市启亚星纸制品有限公司) was located at No. 401, 4th floor, (Factory Building 3), No.175 Ji'an Road, Tong'an Industrial zone, Xiamen, Fujian, China (中国福建省厦门市同安区工业集安路175号(3号厂房)四楼401). The business license registered address was No. 401, 4th floor, (Factory Building 3), No.175 Ji'an Road, Tong'an District, Xiamen, it was the same place with the address on BSCI platform. The factory used the address on BSCI platform as contact address. The Unified social credit code number was 913502066852819830, established on Jun 11, 2009, effective from Jun 11, 2009 to Jun 10, 2059. The factory specialized in the manufacturing of Paper Products (Journals, Notebook, Watercolor Notebook, Box, Paper Bag, etc.). The main production activities in the factory were cutting, paper rolling, locking string, edge banding, assembly and packing. The production capacity was 1500000 pcs per year.

[Audited location information] The factory rented part of fourth floor of one 5-storey production building for production, warehouse and office. The factory provided rental contract and business license for review during the audit. The area rented by the audited factory was 1600 square meters. Per on site observation, first floor was used by Xiamen Liqi Packing Co.,Ltd and Xiamen Junzhixin industry and trade Co.,Ltd, second floor was used by Xiamen Junzhixin industry and trade Co.,Ltd, third floor was used by Xiamen Hongyan Garment manufacturing Co.,Ltd, other part of fourth floor was used by Xiamen Shi Chenfeng Qihang Co.,Ltd., fifth floor was used by Xiamen Kunmei Bags Co.,Ltd. The auditee and another factories in the same building had separated business licenses and management systems. Per employee interview, no worker exchange was noted during this audit. No dormitory or kitchen was available in the factory.

[Operating shifts and hours] The factory established working hour procedure and provided relevant training to workers. Working hour system was 8 hours per day, 5 days per week. There was one shift for production workers: 8:00-12:00, 13:00-17:00. Working hours were recorded by face recognition attendance recorder. The normal working hours, daily overtime working hours and one day off per seven days were in compliance with legal requirement. Sampling attendance records of 5 workers in August 2024, December 2024 and June 2025 revealed the max daily overtime were 2 hours, the max monthly overtime were 78 hours, the max weekly working hours were 58 hours. 5 sampled workers' monthly overtime hours exceeded legal requirement. Weekly working hours information as below:

1st sampled month (Aug 2024) – standard hours (40 hours) + maximum weekly OT (18 hours)

2nd sampled month (Dec 2024) – standard hours (40 hours) + maximum weekly OT (18 hours)

3rd sampled month (Jun 2025) – standard hours (40 hours) + maximum weekly OT (18 hours)

[Salary payment details] The factory established salary and benefit policy according to amfori BSCI Code and local law. Payroll records from Jul 2024 to Jun 2025 were provided for review. Based on sampled payroll and attendance records, the lowest basic wage among samples matched the local minimum wage and the auditee paid 150%, 200% and 300% of regular wage rate for overtime hours on weekdays, rest days and statutory holidays to workers. The wage was calculated by hourly rate, paid by cash on 15th of the following month, pay slip was provided to workers each month. The factory assessed the local decent living stand. No monetary fines or other illegal deductions were detected in payroll records. Benefits such as paid annual leave, sick leave were legally provided.

### [Worker number information]

Total 46 workers in the factory, production: 41 (male 20, female 21), non-production: 5.

Workers from other provinces: 29 (male 15, female 14).

No child workers, young workers, disabled workers, breastfeeding employees, pregnant women, interns, apprentices, contractor workers in the factory.

[Good practices] Nil.

[Worker organization details] No trade union in the factory. Two worker representatives were freely elected and could communicate workplace issues with the management regularly.

[Circumstances] The production was in normal operation and the factory representative was cooperative during the audit. No special circumstance during the audit.

[The special circumstances can be classified as followed] Based on checking Credit China website, no special

circumstance.

[Summary of findings]

PA1: 1.1 Social Management System not implemented adequately, 1.4 workers' monthly overtime hours exceeded legal requirement.

PA2: 2.2 interviewed workers did not know the long term goals, 2.4 some workers were not aware of the amfori BSCI Code.

PA5: 5.4 workers' normal remuneration (not including overtime wage) were less than the local decent living wage, 5.5 the factory didn't provide social insurances to some employees.

PA6: 6.2 monthly overtime hours exceeded legal requirement.

PA7: 7.1 the enforcement of health and safety regulations was insufficient, 7.2 some employees were not provided work-related injury insurance or commercial injury insurance, 7.7 no safety labels were available for some glue containers, 7.11 some goods were stored against the wall and columns.

[Living wage calculation] The living wage data is provided by the auditing company because there is no data on GLWC website in the city where the factory is located.

The living costs estimated by auditing company involves developing a model diet for workers using the method developed in Anker Methodology. Second, the housing cost is estimated by evaluating the cost of various rental units, utility costs, other housing costs, and routine repairs/maintenance costs which are basic for a family. Third, auditing company estimates non-food-non-housing(NFNH) cost for a living wage. Fourth, auditing company estimates the number of full-time equivalent workers per family providing support in order to estimate a net living wage for workers based on information from government websites and published papers. Finally, payroll taxes and deductions are taken into consideration to estimate the gross living wage for workers.

Reference:

1) China Statistical Yearbook 2022: <http://www.stats.gov.cn/sj/ndsj/2022/indexch.htm>

2) Interpretation of the Social Insurance Law of the People's Republic of China (11): [http://www.mohrss.gov.cn/fgs/syshehuibaoxianfa/201208/t20120806\\_28572.html](http://www.mohrss.gov.cn/fgs/syshehuibaoxianfa/201208/t20120806_28572.html)

3) Housing provident fund management regulations: <https://flk.npc.gov.cn/detail2.html?ZmY4MDgwODE2ZjNjYmIzYzAxNmY0MGZjN2I2ODBmZjI>

4) National city rent reference: <https://m.toutiao.com/is/iR5uwMmp/>

[Personal Information protection law] The Personal Information Protection Law of the People's Republic of China was promulgated on August 20, 2021, the producer ensured that relevant personal data and information provided to SGS auditor(s) has been obtained the individual's consent during the audit.

[Attachments] There was no contractor and no agency used by the auditee, no government waiver issued to the auditee, no collective bargaining agreement in the auditee, which made related documents not applicable.

## SITE DETAILS

Site  
**XIAMEN KIAACE PAPER  
PRODUCTS CO., LTD**

Site amfori ID  
**156-056027-001**

### GICS Classification

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Sector  
**Materials**

Industry Group  
**Materials**

Industry  
**Paper & Forest Products**

Sub Industry  
**Paper Products**

### amfori Process Classifications

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N.A.

### GS1 Classifications

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N.A.

### NACE Classification

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N.A.

### Water Stress Situation

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This site is not located in a water stressed region

# METRICS

## Key Metrics

Total workforce	46	Workers
Legal minimum wage in local currency	2,265	Monthly
Lowest wage paid for regular work at the site	3,150	Monthly
Calculated living wage in local currency	3,410	Monthly
Total sample	5	Workers

## Other Metrics

Male workers	22	Workers
Female workers	24	Workers
Non-binary workers	0	Workers
Permanent workers - Male	22	Workers
Permanent workers - Female	24	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	1	Workers
Management - Female	1	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	15	Workers
Domestic migrant workers - Female	14	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	22	Workers
Workers hired directly - Female	24	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	0	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	3	Workers
Sample - Female	2	Workers
Sample - Non-binary	0	Workers

# FINDINGS



## PA1: Social Management System

Site: XIAMEN KIAACE PAPER PRODUCTS CO., LTD | Site amfori ID: 156-056027-001

**Question:** 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>1.1 Finding: The main auditee partially respects this principle because based on onsite observation, document review, worker interview and management interview, the factory had established amfori BSCI management system and relevant procedures according to amfori BSCI Code, but there were still gaps between the current situation and the amfori BSCI Code, such as some health and safety issues were identified. The reason explained by the factory was that the internal supervision of the BSCI system operation was insufficient. The factory would strengthen internal supervision in the future and gradually improve existing problems. Reference: the requirement of question 1.1 in amfori BSCI system manual.</p>	<p>被审核方部分遵循该原则，原因是根据现场查看、文件查看、员工访谈和管理层访谈，工厂已经根据 amfori BSCI 行为准则建立了社会责任管理体系和相应的程序文件。但是工厂的当前情况与 amfori BSCI 的行为准则仍然存在一些差距，例如健康安全存在部分问题。工厂解释原因是工厂对 BSCI 体系运行的内部监督不足，工厂后续将加强内部监督，逐步改善存在的问题。 参考标准：amfori BSCI 管理手册中问题 1.1 的要求。</p>

**Question:** 1.4 Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>1.4 Finding: The main auditee partially respects this principle because based on document review, worker interview and management interview, the management was aware of the workforce planning and cost accounting, and the workforce planning and cost accounting procedure was established. The factory evaluated its workforce capacity and established production plan regularly to meet the expectations of deliver order. But workers' monthly overtime hours exceeded the legal requirement. The factory explained that the reason was in order to meet the order arrangement, overtime was arranged on the premise that workers voluntarily worked overtime.</p>	<p>被审核方部分遵循该原则，原因是根据文件查看、员工访谈和管理层访谈，管理层有了解产能规划和成本核算，且工厂建立了产能规划和成本核算程序，评估了其生产能力并且定期制定生产计划以满足生产订单需求，但是员工的月加班时间超过法规要求。工厂解释原因是工厂为满足订单安排，在员工自愿加班的前提下安排了加班。 参考标准：amfori BSCI 管理手册中问题 1.4 的要求。</p>

Finding	
Reference: the requirement of question 1.4 in amfori BSCI system manual.	

## PA 2: Workers Involvement and Protection

Site: XIAMEN KIAACE PAPER PRODUCTS CO., LTD | Site amfori ID: 156-056027-001

**Question:** 2.2 Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>2.2</p> <p>Finding: The main auditee partially respects this principle because based on document review, worker interview and management interview, the factory defined long term goals for protecting workers, but the interviewed workers did not know the long term goals. The factory explained that they would improve it gradually.</p> <p>Reference: the requirement of question 2.2 in amfori BSCI system manual.</p>	<p>被审核方部分遵守该原则，原因是根据文件查看、员工访谈和管理层访谈，工厂已定义保护员工的长期目标，但访谈的员工不了解长期目标。工厂解释他们将逐步改善。</p> <p>参考标准：amfori BSCI管理手册中问题2.2的要求。</p>

**Question:** 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>2.4</p> <p>Finding: The main auditee partially respects this principle because based on onsite observation, document review, worker interview and management interview, 4 out of 5 interviewed workers were not aware of the amfori BSCI Code. The reason explained by the factory was that the factory had conducted training of amfori BSCI Code to all employees and posted the amfori BSCI code onsite, but the factory did not check the effect of the training.</p> <p>Reference: the requirement of question 2.4 in amfori BSCI system manual.</p>	<p>被审核方部分遵守该原则，原因是根据现场查看、文件查看、员工访谈和管理层访谈，5名访谈员工中的4人不了解amfori BSCI的内容。工厂解释原因是工厂有对amfori BSCI进行培训并且张贴了amfori BSCI行为准则，但是未验证培训的效果。</p> <p>参考标准：amfori BSCI管理手册中问题2.4的要求。</p>

## PA 5: Fair Remuneration

Site: XIAMEN KIAACE PAPER PRODUCTS CO., LTD | Site amfori ID: 156-056027-001

**Question:** 5.4 Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>5.4 Finding: The main auditee partially respects this principle because based on document review, worker interview and management interview, the wages provided by the factory to workers were higher than the local minimum wage, the factory had established calculation method for decent living wage, evaluated and calculated living wages, but workers' normal remuneration (not including overtime wage) were less than the local decent living wage (RMB 3410 per month) which calculated by the auditing company. The factory explained that it was gradually improving. Reference: the requirement of question 5.4 in amfori BSCI system manual.</p>	<p>被审核方部分遵守该原则，原因是根据文件查看、员工访谈和管理层访谈，工厂给员工提供的工资高于当地最低工资，工厂有建立体面的生活工资的计算方式，评估和计算了生活工资，但员工的正常薪酬(不含加班工资)低于审核公司计算的当地体面的生活工资(3410元/月)。工厂解释说正在逐步改善中。 参考标准：amfori BSCI管理手册中问题5.4的要求。</p>

**Question:** 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>5.5 Finding: The main auditee partially respects this principle because based on document review, worker interview and management interview, the factory didn't provide social insurances to part of employees. During the audit, there were total 46 employees. The factory provided retirement, unemployment, injury, medical and maternity insurances to 44 employees. The factory explained that workers had attended New Rural Cooperative Medical System in their hometown and they did not want to buy social insurance in the factory. But the factory didn't verify it. Reference: Labor Law of the People's Republic of China (2018 Amendment) Article 72 &amp; Article 73.</p>	<p>被审核方部分遵守该原则，原因是根据文件查看、员工访谈和管理层访谈，工厂未给部分员工缴纳社保。审核期间，厂内共有46名员工，工厂给44名员工缴纳养老、失业、工伤、医疗和生育保险。工厂解释员工已在老家购买了新农合保险，不愿意在工厂再买社保。但工厂未对员工购买新农合保险进行核实。 参考法规：中华人民共和国劳动法（2018修正）第七十二条和第七十三条。</p>

## PA 6: Decent Working Hours

Site: XIAMEN KIAACE PAPER PRODUCTS CO., LTD | Site amfori ID: 156-056027-001

**Question:** 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>6.2 Finding: The main auditee does not respect this principle because based on document review, worker interview and management interview, the monthly overtime hours exceeded legal requirement. During the audit, the factory provided the attendance records from Jul 1, 2024 to Jul 23, 2025 for review. Sampling attendance records of 5 workers in August 2024, December 2024 and June 2025 revealed the max daily overtime were 2 hours, the max monthly overtime were 78 hours, the max weekly working hours were 58 hours. 5 sampled workers' monthly overtime hours exceeded legal requirement. 1st sampled month (Aug 2024) – standard hours (176 hours) + maximum monthly OT (78 hours) 2nd sampled month (Dec 2024) – standard hours (176 hours) + maximum monthly OT (70 hours) 3rd sampled month (Jun 2025) – standard hours (160 hours) + maximum monthly OT (68 hours) The factory explained that in order to meet the order arrangement, overtime was arranged on the premise that workers voluntarily worked overtime. Reference: Labor Law of the People's Republic of China (2018 Amendment), Article 41.</p>	<p>被审核方未遵守该原则，原因是根据文件查看、员工访谈和管理层访谈，员工月加班超过法规要求。审核期间，工厂提供了员工从2024年7月1日至2025年7月23日的考勤记录。抽样5名员工在2024年8月、2024年12月和2025年6月的考勤记录发现，员工最大日加班为2小时，最大月加班为78小时，最大周工时为58小时。5名抽样员工的月加班超过法规要求。 第一个抽样月（2024年8月）-标准工时（176小时）-最大月加班（78小时） 第二个抽样月（2024年12月）-标准工时（176小时）-最大月加班（70小时） 第三个抽样月（2025年6月）-标准工时（160小时）-最大月加班（68小时） 工厂解释为满足订单安排，在员工自愿加班的前提下安排了加班。 参考法规：中华人民共和国劳动法（2018修正）第四十一条。</p>

## PA 7: Occupational Health and Safety

Site: XIAMEN KIAACE PAPER PRODUCTS CO., LTD | Site amfori ID: 156-056027-001

**Question:** 7.1 Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>7.1 Finding: The main auditee partially respects this principle because based on onsite observation, document review, worker interview and management interview, the factory had established management system on health and safety, included the identify and awareness of related legal regulation, health and safety check, training and</p>	<p>被审核方部分遵守该原则，原因是根据现场查看、文件查看、员工访谈和管理层访谈，工厂已建立健康安全管理体系，包括相关法规的识别与了解，健康安全巡查，培训等，但是健康安全的法规执行不足，仍有问题存在。工厂解释是由于相关负责人安全意识不够。 参考标准：amfori BSCI管理手册中问题7.1的要求。</p>

Finding	
etc. But the enforcement of health and safety regulations was insufficient, and there were still problems that exist. The factory explained that due to insufficient safety awareness among the responsible personnel. Reference: the requirement of question 7.1 in amfori BSCI system manual.	

**Question:** 7.2 Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?

ENGLISH	LOCAL LANGUAGE
Finding	
7.2 Finding: The main auditee partially respects this principle because based on document review, worker interview and management interview, there were total 46 employees in the factory, the factory provided work-related injury insurance to 44 employees. Two employees were not provided work-related injury insurance or commercial injury insurance. The factory explained that it was under improving. Reference: the requirement of question 7.2 in amfori BSCI system manual.	被审核方部分遵守该原则，原因是根据文件查看、员工访谈和管理层访谈，工厂共46名员工，工厂给44名员工提供了工伤险，有2名员工没有工伤险或者商业意外险。工厂解释说正在改善中。 参考标准：amfori BSCI管理手册中问题7.2的要求。

**Question:** 7.7 Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?

ENGLISH	LOCAL LANGUAGE
Finding	
7.7 Finding: The main auditee partially respects this principle because based on onsite observation, document review, worker interview and management interview, the factory had established chemical management procedure and provided relevant training to workers, but no safety labels were available for 3 out of 15 glue containers. The factory explained that they will improve it step by step. Reference: Regulations on Safety Use of Chemicals in Workplaces (1996) Article 12.	被审核方部分遵守该原则，原因是根据现场查看、文件查看、员工访谈和管理层访谈，工厂虽建立了化学品管理规定，给员工提供了相关的培训，但是15桶胶水中的3桶未配备安全标签。工厂解释说将逐步改善。 参考法规：工作场所安全使用化学品规定（1996）第十二条。

**Question:** 7.11 Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?

**ENGLISH**

**LOCAL LANGUAGE**

**Finding**

7.11

Finding: The main auditee partially respects this principle because based on onsite observation, document review, worker interview and management interview, about 10% of goods were stored against the wall and columns in the warehouse. The factory explained that they will improve it step by step.

Reference: General Rules for Fire Safety Management of Storage Occupancies (XF 1131-2014), Article 6.8.

被审核方部分遵守该原则，原因是根据现场查看、文件查看、员工访谈和管理层访谈，仓库约10%的货物靠墙靠柱存放。工厂解释说将逐步改善。参考法规：仓储场所消防安全管理通则（XF 1131-2014）6.8。