

# 03

## 环境与安全责任

ENVIRONMENT AND SAFTY  
RESPONSIBILITY





## ◎ 安全生产管理

### Safety Production Management

中国航材集团不断强化安全保密管理，层层签订了安全保密责任书，坚决遏制重特大事故的发生。积极开展“全国安全生产月”活动，注重加强安全保密教育培训，增强全员安全保密意识。建立健全车间、机房等重点场所的日常安全巡查制度，细化安全应急方案，切实落实安全生产责任制，建立快速、有效的应急响应机制，确保安全生产。加强安全保密制度落实情况检查，跟踪安全保密检查整改。

CAS continued to strengthen security and confidentiality management, signed letters of responsibility for the security and confidentiality, and resolutely curb serious accidents. CAS actively carry out the "National Safety Production Month" activities, focus on strengthening education and training on security and confidentiality, and enhance staff awareness of security and confidentiality. CAS establish and improve daily safety inspection system at workshop, equipment room and other key places, detailed safety emergency plan, and effectively implement the safety production responsibility system, establish a rapid and effective emergency response mechanism to ensure safe production. CAS strengthened the checks on implementation of security and confidentiality system, and tracked rectification on security clearance.

2012年6月12日进行了消防器材实际操作演练，提高了职工消防安全意识、消防法制意识、防患意识和应急、自救、逃生的能力，为实现生命安全提供了强有力的保障。中航材（北京）物流有限公司将安全生产视为生命线，专门成立了安全生产管理办公室；中航材西南有限公司成立了综合治理领导小组，从根本问题入手，从制度上层层落实，形成了安全环境工作齐抓共管的良好局面。中航材西北有限公司领导注重强调培养员工树立安全意识，注重环境保护；中航材上海公司完善了《上海公司消防安全实施细则》，并组织专题学习和演练。

On June 12, 2012, CAS organized a fire extinguisher practice drills to improve employee's awareness on fire safety, fire legal, fire prevention and emergency, self-help, escape ability, which provides a strong guarantee for the realization of safety of life. China Aviation Supplies (Beijing) Logistics Co., Ltd. regards safety production as enterprise lifeline, and established a special office for safety production management; China Aviation Supplies Southwest Company established a comprehensive management leadership team, and formed a secure a good situation with both secure and environment management starting from the fundamental problem and implementing by system at every levels. China Aviation Supplies Northwest Company emphasizes on training employee to establish safety awareness, and environmental protection. China Aviation Supplies Shang Hai Company improve the "Shanghai Company Fire Safety Regulations" and organize symposium course and drills.

奇龙航空租赁有限公司开展“安全生产月”活动，进一步对防火、防盗、防泄密的注意事项进行宣传，并结合展板图片和标识，向员工强调安全保密的规章制度及注意事项。购买灭火器、清理机房内的易燃物品，积极配合安全检查、安全演习工作，确保防火、防盗、防泄密工作落实到位。

Dragon Aviation Leasing Co.,Ltd, carried out "Safety Production Month" activities, further advertised on anti-fire, anti-theft, anti-phishing precautions for publicity, combined with boards, pictures and logos to emphasize security and confidentiality regulations and precautions on staff. Dragon Aviation Leasing bought fire extinguishers, cleaned flammable materials inside the equipment room; actively cooperate with the security checks and drills, and ensure the work of anti-fire, anti-theft, anti-phishing to be put in place.

技术装备公司按期参加安全生产会议，定期进行安全检查。严格按照《安全保卫制度》、《火灾事故处理预案》、《重、特大应急预案》等一系列规章制度，落实各部门的安全职责，强化安全监督、检查、落实工作，全年没有出现消防安全和办公场所安全事故。

China Civil Aviation Technology and Equipment Corporation regularly attended safety production meetings, and carried out regular safety checks. The company implemented security responsibilities of various departments strictly in accordance with the "security system", "fire incident handling plan," "heavy and serious contingency plan" and a series of rules and regulations, strengthened safety supervision, inspection, implementation, and successfully ensured no appearance of fire safety and premises security incidents within the year.



北京凯兰航空技术有限公司航空维修服务中心（以下简称“维修中心”）全力推进以风险管理为核心的航空安全管理体系（SMS）建设，增强公司自我诊断、自我改善的能力，提高安全管理的科学性和规范性，提高安全工作全过程的系统化程度，安全管理水平进一步提升。

Aviation Maintenance Service Center of Beijing Kailan Aviation Technology Co.Ltd, (hereinafter referred to as "Maintenance Service Center") fully promoted the establishment of a risk management-focused aviation safety management system (SMS), enhanced the company's self-diagnosis, self-improvement capacity, improved scientific and normative performance of safety management, improved systematic degree in the whole process of safety work, and further enhanced the level of safety

梳理生产运行的关键工作流程，识别潜在危险源，提前制定风险控制措施。通过多种渠道收集安全数据进行分析，研究安全规律。同时针对设备引进、新引进飞机、新产品开发等重大变化，建立了规范的风险分析和评估制度，更好地控制重大变化所带来的风险。

management. Maintenance Service Center combed the key production workflow in production operation, identified potential sources of danger, and work out risk control measures in advance. It collected safety data for analysis by a variety of channels to research safety rules. Meanwhile, it established a standardized risk analysis and assessment system targeting at the introduction of equipment, new aircraft and new product development and other major changes to better control the risks arising from significant changes.



中航材西南有限公司按照成都双流国际机场整体规划，提前筹划好施工方案和相关合同协议，投入 8.5 万新建了车辆进出口匝道 RFID 智能管理系统，增设了 8 组监控摄像头共 24 组镜头对仓库、停车场、公司 1-6 楼楼层实行全天 24 小时监控，新修了宽敞明亮的门卫房，调整了院内植物配搭，并在 2012 年度荣获了成都机场社会治安综合治理先进单位称号。

China Aviation Supplies Southwest Company prepared and planed in advance with construction programs and related contractual agreements in accordance with the overall planning of Chengdu Shuangliu International Airport, invested 85,000 RMB to create a RFID smart management system for vehicular entrance and exit ramp, added 8 group of 24 surveillance cameras monitoring against warehouse, parking, 1-6 floor of company by 24 hours a day, newly built bright and spacious guard room, adjusted the plant combinations, and was awarded advanced units title of the Chengdu airport public security comprehensive management in 2012.

新建了车辆进出口匝道 RFID 智能管理系统投入  
8.5 万元

Invest 85,000 RMB to create a RFID smart management system for vehicular entrance and exit ramp  
85 thousand

## ◎ 环境安全

### Environment Security

北京凯兰维修中心作为一家生产维修企业，努力解决工业生产中所产生三废以及噪声等污染源对环境的破坏问题：

As a production and maintenance enterprise, Beijing Kailan maintenance center strive to solve the industrial production of waste, and pollution problems caused by noise damaged to the environment:

建立危废库，实现生产废物的全部回收、环保处理。聘请专业机构对产生的危险废弃物进行无害化处理。包括 HW17、HW12、HW08、HW42 和 HW34 五个大项。

Beijing Kailan established hazardous waste store to achieve full recovery of production waste and environmental treatment. It hired professional organizations to deal with no damage treatment and disposal for the produced hazardous waste, including five major items of HW17, HW12, HW08, HW42 and HW34.



HW17

HW12

HW08

HW42

HW34



### ◎ 喷漆尾气改造，实现达标排放 · Reformed painting exhaust and satisfied discharge standards

邀请专业公司设计并施工安装了喷漆二级尾气净化装置，该装置采用无纺布初级过滤，结合活性炭二级过滤并吸附污染物的设计思路。经过半年的实际使用检验，该装置结构稳定，噪音小，净化效果较好。

Beijing Kailan invited professional company to design and installed second grade purification device on painting exhaust gas. The device uses design of non-woven primary filter combining with activated carbon as the second grade filter to adsorb pollutants. After six months of actual application test, it proved the device with stable structure, low noise, and better purification effect.



### ◎ 引入封闭式全自动喷砂机，降低粉尘污染 · Introduced of closed automatic sandblasting machine, and reduced dust pollution

引入了封闭式的全自动喷砂机。新喷砂机为电脑程式自动控制喷砂，过程中不需要打开机器，喷砂完成后待粉尘简单沉降后打开机器一次取出大量完工零件，不但减少了开关机器的时间，而且有效的减少了机器开放时的粉尘逃逸。

Beijing Kailan Introduced a closed automatic sandblasting machine. New sandblasting machine is automatically blasting controlled by computer program, without opening the machine in the process. When the sandblasting is completed, the finished parts can be taken out from the machine after dust settlement, which not only reduces time to switch the machine, but also effectively reduce escaped dust when opening the machine.

- ◎ 引入封闭式全自动清洗线，清洗工段二级污水吸附沉降池 · Introduced of closed automatic cleaning line, and sewage cleaned section adsorption sedimentation pond of two-grade polluted water

引入的封闭式全自动清洗线，摈弃了该种落后的工艺，采用全自动流水线清洗，不但节省了时间，而且几个池子分层次清洗，清洗液在过程中逐级循环，并且分离浓缩部分污渍，整体上减少了清洗液的使用量，有效的达到了减少污水排放的目标。

Beijing Kailan introduced closed automatic cleaning line to replace backward technology using automatic assembly line to clean, which can not only save time, but also achieved overall reduction the use of the cleaner volume and effectively the objective of reducing discharges by cleaning ponds by levels, circulating the cleaning fluid step by step in the process and and separating and enriching some stains.



中航材西北有限公司在凯龙生产厂区加大资金投入，认真进行环境整治，保证了废水的零排放和粉尘全部经过过滤后排放，保证了工厂的周围环境不被污染，经得起环保部门的不定期检测，承担了环保责任。

CAS Northwest Company increase capital investment to Krauss production facility, carefully implement environmental remediation to ensure zero discharge of waste water and all dust emissions after filtering, guarantee the plant's surrounding environment is not polluted, and satisfied occasional detection by the environmental protection department, and assumed environmental responsibility.

## ◎ 节能减排

### Energy Saving and Emmission Redcution

中国航材集团对党和国家关于节能减排的方针、政策进行宣传；明确节能降耗对促进公司实现可持续发展的重要意义。主要措施有：

CAS advertise the guidelines and policy the Party and State of China regarding energy saving and emission reduction, and take main measures including:

办公室及各部门管理人员做好办公用品、低耗用品的采购、管理。推行电子文件处理，尽量在电子文本上修改文稿，非正式文件使用环保纸或采取双面打印、复印方式，减少浪费。

1 Require directors of office and each department to well manage the purchase of office supplies and low consumption supplies. Promote the electronic document processing, and try to modify the electronic text documents, using both side of environmentally friendly paper to print and copy informal documents to avoid waste.

合理使用传真机、打印机等办公设备，短时间不用电脑时启用电脑的“睡眠”模式；关掉不用的程序和音响、打印机等外围设备；硬盘、光盘减少同时使用次数；适当降低显示器亮度。

2 Rationally use of fax machines, printers and other office equipment, switch the computer "to sleep" mode when do not use for a short time, switch off unused programs, audio, printers, and other peripheral equipment, reduce the frequency of use of hard disk, and appropriately reduce the display brightness.

- 3 从节约一滴水、一度电做起，养成人离电关、人离水关的良好习惯；公共场所尽量采用自然光照明；较低楼层办事改走楼梯，减少耗电量。
- Starting from saving one drip of water and electricity, develop good habits of switching off power and water upon leaving office; maximize natural light first in public places; use stairs by foot instead of electric elevators to lower floors to reduce power consumption.
- 4 夏季空调使用季，适当调高空调温度，下班提前关闭空调，并合理使用电风扇；楼层使用开水器在非工作时间定时关闭。
- In the summer season of application, appropriately increase temperature of air conditioning, turn off air conditioning in advance after work, and rationally use electric fans, close boiling appliance in each floor during non-working hours by regular time.
- 5 积极响应政府机动车限行规定，尽量选择公共交通出行，减少汽车耗油量及尾气排放量。宣传绿色环保驾驶要领。
- Positively response to the limitation regulation on auto vehicle driving, try to select public transport to reduce vehicle fuel consumption and exhaust emissions. Advertise green environmental driving essentials.

北京凯兰维修中心采用全自动飞机机轮清洗机，解决了生产中人工耗费严重及现有生产工序中环境保护问题，是一条连续性自动作业清洗线，提高了生产率，节省了大量水、电、清晰化工原料、人工等成本。其中清洗用水节约高达 80%。中国航材集团下属能源管理公司立足于民航业，在行业主管部门及各级政府的支持指导下，充分发挥自身行业资源优势，促进绿色民航发展。通过发掘国产先进设备、引进国外先进的碳排放解决方案等技术手段，降低民航业的单位 GDP 能耗；通过外部资源的整合、技术人才的引进、自身人员的培养以及各项相关资质的完备，形成和完善节能减排技术体系。目前，已具备提供节能综合解决方案的能力，力争成为民航局节能减排工作部署的推动者和实施者。

Beijing Kailan Maintenance Center uses automatic aircraft wheel washing machine, to solve problems in production of huge labor consumption and serious environmental problems in existing production process. It is a continuous automatic cleaning line, improves productivity and saves a lot of water, electricity, raw chemical materials for cleaning, labor and other costs, among which, with 80% reduction of water used for cleaning. CAS's EMC company, based on the civil aviation industry, under the guide and support of the industry authorities and levels of government, fully play its own industrial resources advantage to promote green development of civil aviation industry, help civil aviation enterprise to reduce unit GDP energy consumption by exploring the domestic advanced equipment and the introducing foreign advanced carbon emission solutions and other technical means, form and improve energy saving technology system by integration of external resources, introduction of technical personnel, internal personnel training and the improvement of various relevant qualifications. At present, the company has developed the capabilities to provide integrated energy saving solutions, and strive to become the promoters and implementers the energy saving task deployed by CAAC.

清洗用水节约  
高达

Achieved 80%  
reduction of  
water used for  
cleaning

80%



# 04

## 员工成长责任

RESPONSIBILITY FOR  
EMPLOYEE DEVELOPMENT



## ◎ 保障员工切身利益

### Protecting the Employees' Personal Interest

中国航材集团始终坚持以人为本，充分尊重员工的智慧与劳动，关怀员工生活与情感，使员工在劳动中获得收获，在奉献中实现价值。最大限度的让员工享受到企业发展的成果。

CAS has always insist to the principle of People First, fully respected the employees' wisdom and labor, and cared about their living and emotion. The purpose is to enable the employees to benefit from their work and realize their personal value by devoting themselves to their career. It has made it possible for the employees to benefit maximally from the development of the enterprise.

公司认真贯彻落实《中华人民共和国劳动法》、《劳动合同法》等各项劳动法规，规范内部劳动用工制度，与员工依法签订劳动合同，建立以“五险一金”为基础，以补充医疗、人身意外、家庭财产保险等为辅助的多层次的福利保障体系。

CAS has spared no efforts in implementing the laws and regulations including the Labor Law of PRC and Labor Contract Law, and has standardized the internal system of labor employment. It signs labor contract with employees in accordance with the legal requirements, and pays Five Insurance and Housing Fund required by the laws. It has also tried to gradually establish the multilayered compensation system by purchasing for the employees additional medical insurance, personal accident insurance, household property insurance etc.



公司建立平等协商集体合同制度，工会代表全体员工与公司协商签订集体合同，对员工劳动报酬、工作时间、休息休假、劳动安全卫生、教育培训、保险福利以及各项劳动标准和劳动条件给予了进一步的保障。公司除保证员工享受法定公休日、节假日外，还对员工的带薪年假、婚丧假、产假等赋予人性化的内容。此外员工还可以在享受“三·八”、“六·一”、“五·四”等个性化休假的同时，参与公司组织的相关活动。

CAS has established a collective contract system relying on equal consultation. The trade union negotiates and signs a collective labor contract with the company on behalf of all employees. The collective contract can better ensure the employees' interests in labor compensation, work hours, leave and vacation, working safety and hygiene, training and education, insurance, various labor standards and conditions, etc. Besides the legal holidays and public holidays, CAS has also made some humanistic regulations on the employees' paid annual leave, wedding leave, funeral leave, and maternity leave, etc. Apart from these benefits, the employee can also enjoy some individual leaves such as the March-8 Women's Day, June-1 Children's Day May-4 Youth Day, etc. On these days, the company will also organize some activities for employees.



公司重视员工的身体健康和心理健康。坚持员工年度体检制度，安排全面且有针对性的年度体检，不断优化体检项目，为员工建立健康档案；并邀请健康管理专家多次为公司员工进行健康、急救等方面知识的普及及专题讲座。

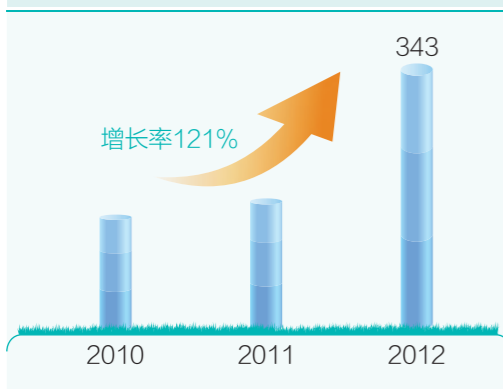
The Company value the employee's physical health and mental health, provide annual health check system, arrange comprehensive and targeted annual physical examination, constantly optimize medical examination items, set up health records, invites health management experts delivering seminars with theme of health and first aid for employees.



## ◎ 促进员工成长成才

### Promoting Employee Development

职工教育经费 Employee education expenses  
万元 (ten thousand RMB)



中国航材集团重视人才培养，努力推进人才强企战略，倡导员工发展与企业发展的和谐统一，为员工成长与成才搭建了平台。

CAS pay high attention to talent training, take efforts to promote the strategy with talent thriving enterprise, advocate harmonious development with both employee and enterprise, and establish platform for employee development.



## ◇ 业务知识培训 · Business Knowledge Training

为提高公司未来业务发展水平，2012年，组织开展了多种形式的业务培训项目，包括组织集团中层领导人员及业务骨干赴空客、波音、普惠等公司参加的航空专业知识培训、邀请清华大学教授来公司讲授航空业的物流与供应链知识等一系列具有针对性的专业知识培训，获得了良好的反馈。集团各分支机构也针对自身的业务特点开展了多种技能培训，努力提高员工的学习、实践和创新能力。

In order to improve the company's future business development, in 2012, CAS organized and carried out various forms of business training programs, including organizing mid-level leadership and key staff to attend aviation professional training course help by Airbus, Boeing, Pratt & Whitney and other aviation companies, inviting Tsinghua university professors to give course of logistics and supply chain knowledge of aviation industry, and a series of targeted professional training, get a good feedback. Group branches for their own business characteristics also carry a variety of skills training, efforts to improve employee learning, practice and innovation.

培训人数总计  
**385** 人次

凯兰公司组织开展了班组长、飞机机轮刹车装置工程设计、适航法规、修理执照、无损探伤等培训共计 385 人次，10 名人员取得技能证书，其中计算机安全工程师 1 人，超声检验 2 级 1 人、修理管理人员资格证书 4 人、部件修理执照 1 人、AS9120A 内审员 2 人。

Total number of trainees is  
**385**

Beijing Kailan organized a series training including team leader, aircraft wheel brakes engineering and design, airworthiness regulations, repair license, NDT etc, with a total trainee number of 385, among whom, 10 personnel obtained skills certificate, where one for computer security engineers, one for 2 grade ultrasound examination, 4 for repair management qualification certificates, one for component repair licenses, and 2 for AS9120A internal Auditor Certification.

## ◇ 能力提升培训 · Capability Improvement Training

中国航材集团根据整体发展战略及人才规划，注重企业高级管理人员及后备人才的综合能力素质、专业水平的培养提升，组织派员参加包括国资委、民航局举办的青干班培训，以及国资委、国家会计学院、国家行政学院等多种渠道针对企业领导人、中层干部开设的各项高级管理人员培训。

CAS, under the overall development strategy and talent planning, focus on the training and improvement of integrated capability quality and professional standards of corporate senior management team and reserve talent. The company organized employee to participate in kinds of trainings including Youth Management Team Training jointly held by SASAC, CAAC, and various senior management personnel training held by SASAC, National Accounting Institute, National School of Administration targeting on enterprise' s leaders and middle-level managers.

根据年度培训计划，针对员工整体素质及工作能力提高，组织开设了一系列培训班。包括高效沟通技巧跨部门协作、高效会议管理与公文写作、商务礼仪与PPT呈现表达等培训，培训人数总计266人次。受众面广，针对性强。



CAS organized a series of courses to improve employee' s comprehensive quality and working capability according to the annual training program, which includes efficient communication skills and cross-departments collaboration, effective meeting management and business writing skills, business etiquette and PPT presentation expression, with a total trainee number of 266 people with wide audience.

另外，公司还举办了多次国际国内形势解读和企业与员工双重尊重等课题讲座。通过请进来、走出去的方式开办职工讲堂，拓展员工视野，增强了员工的责任意识和忧患意识。

In addition, CAS also organized a number of lectures with topics such as international and domestic situation interpretation and mutual respect for enterprises and employees. It set up employee classroom by using internal and external training resources to expand employee' s view and enhance employee' s sense of responsibility and urgency.

## ◎ 关注员工身心健康

### Care for Employees' Physical and Spiritual Health

中国航材集团积极践行“快乐工作、幸福生活”理念，组织开展丰富多彩的群众性文体活动，努力构建和谐企业，保障员工的身心健康。

CAS actively practice the concept of "happy career, happy life", organizes a variety of mass culture and sports activities, efforts to build a harmonious enterprise and protects employees' physical and mental health.

公司坚持以人为本，十分重视基层职工的工作生活状况。通过开展“冬送温暖、夏送凉爽”活动、举办饮食与健康知识讲座、常用法律知识竞赛等各类主题活动，切实将公司的关爱传达到每位职工心中，提高员工幸福感。公司还通过企业论坛、微博讨论等多种形式加强与基层职工的联系，关心职工身心健康，注重人文关怀和心理疏导，逐步建立企业关爱职工的长效机制。

CAS adhere to people-oriented and attaches great importance to the working and living situation of grass-roots employees. It effectively communicated to the company's cares and loves to each employee heart and improves employee happiness. by " Warm Winter, Cool Summer " greetings campaign, organizing lectures on diet and health, contest on commonly used legal knowledge, and other types of themed activities. The company also strengthen the links with the grassroots employees using enterprise forums, micro blog interact discussion, and other forms, to care for their physical and mental health, focus on humane care and psychological counseling, and gradually establish corporate long-term mechanism of employee caring.



公司注重精神文明建设，努力营造和谐的企业氛围。通过举办女职工厨艺展示活动、编印《职工健身建议书》，营造温馨的企业氛围。通过举办春节联欢活动、成立文体协会、举办航材杯足球联赛、开展联谊活动等丰富多彩的文体活动，增强企业凝聚力，宣传企业文化，丰富职工的业余生活。组建“郭明义爱心团队”，通过开展“青春伴夕阳 爱心促和谐”主题活动，以文艺表演、游艺互动、发放健康书籍、棋牌娱乐等形式，丰富和充实了离退休员工的生活，让离退休老同志切实感受到航材大家庭的温暖。

CAS focuses on construction of spiritual civilization, and strives to create a harmonious enterprise atmosphere. It creates a warm enterprise atmosphere through organizing women workers to demonstrate cooking, publishing "Employee Fitness proposal" and other activities. It enhances corporate cohesion, promote corporate culture, rich leisure life of employees by organizing Chinese New Year Celebration Ceremony, establishing culture and sports association, organizing CAS Cup football competition, carrying out friendship union activities and a variety of other recreational activities. The company set up "Guo Mingyi Team" to deliver love for society, enrich the lives of retired employees through "youth with sunset, love promote harmony" themed activities, and cultural performances, interactive entertainment, issuing health books, playing cards and other kinds of activities, and have retired employees truly feel the warmth of CAS family.

## ◎ 推行企业民主建设

### Promoting the Construction of Corporate Democracy

中国航材集团不断加强企业民主管理，有效发挥党政联席会、总经理办公会、党委会、职代会和各专项工作委员会等的作用，严格落实各项民主制度，稳步推进党务、企务公开工作。

CAS continued to strengthen corporate democratic management, effectively play the specialized role of Joint Committee, the general manager's business committee, party committee, congress and the special working committees to strictly implement democratic system, steadily carry out disclosure and transparency of party affairs and corporate business.



2012年，公司成功召开第二次党员代表大会，推动了党内民主选举、民主决策、民主管理和民主监督制度的落实，党内民主运行机制和程序更加科学化、制度化、规范化。公司拟定了涉及民主与科学决策、党的思想建设、党的组织建设、领导班子建设等四大类党务公开目录，积极开展党员践诺、民主评议，党员领导干部民主生活会职工测评等工作，党内民主管理水平日益提高。

In 2012, the company successfully held the second Communist Party Congress to promote the implementation inside the party of democratic elections, democratic decision-making, democratic management and democratic supervision system, and make democracy operational mechanisms and procedures more scientific, institutionalized and standardized. The company developed four categories of public affairs directory of democratic and scientific decision-making, the party's ideological construction, party organizations construction, leadership groups construction, and actively carry out party member promise implementation, democratic evaluation, democratic life meeting and employee evaluation of party member leaders and increasing the level of internal democratic management.



公司始终坚持健全以职工代表大会为基本形式的企业民主管理制度，明确职代会制度，进一步落实职工民主座谈会议制度，加强企业民主管理制度宣传，做到公司重大决策向职代会通报、重大改革措施出台前征求职工意见。通过开展班组建设主体座谈会、基层职工座谈、青年职工座谈、开设“企业民主管理”专栏等多种形式，扩大了职工的知情权、参与权、表达权和监督权。

CAS always adhere to and improve the democratic management system with the basic form of employees' congress, clarify employee congress system, further implement employee democratic discussion meeting system, strengthen corporate democratic management system publicity, disclose major decisions to the congress, and ask employee for suggestions before putting forward important reform measures. Expanding the employees' right to know, to participate, to express and to supervise by holding team building seminars, grassroots employees discussion, youth employees seminars, creation of "corporate democratic management" column and other forms.



公司不断推进企务公开工作，通过内外网、公示栏、职代会等民主形式，将重要人事任免、企业发展重大事项以及涉及职工切身利益的重大事项向广大职工群众公开，加大公开力度，丰富公开内容，创新公开形式，扩大公开范围，保证了企务公开的实效性。在干部选拔任用方面，公司逐步完善干部管理制度建设，严格干部选拔任用程序，确保了选人用人工作的民主公正、公开透明。

CAS continue to promote publicity of corporate affairs publishing important affairs including an important appointment, removal and enterprise reform and development , to mass employees through internal and external networks , publicity columns , congress and other democratic forms, to strengthen the extent of publicity, innovate publicity modes, broaden publicity coverage, and ensure the effectiveness of corporate affairs publicity. In selecting and appointing cadres , the company gradually improve the cadre management system construction, strictly enhance procedures for selecting and appointing cadres to ensure cadre selecting in a democratic, fair, open and transparent way.



#### 2012 年中国航材先进集体和先进个人

分类	获奖名单	奖项
获奖个人	奇龙公司张卫	全国民航五一巾帼标兵
	奇龙公司王健	民航五一劳动奖章
获奖集体	技术装备公司招标业务部	全国民航五一巾帼标兵岗
	凯兰维修中心	民航工人先锋号
	西北公司业务发展部	全国民航示范班组
	技术装备公司新疆业务部	全国民航示范班组
	凯兰维修中心支援部	全国民航示范班组



#### CAS Advanced Team and individual

Classification	Awarded Name list	Award
Awarded Individual	Zhang Wei, Dragon Aviation Leasing Co.,Ltd,	National Civil Aviation Advance Woman Individual
	Wang Jian, Dragon Aviation Leasing Co.,Ltd,	Civil Aviation Labor Medal
Awarded Team	Tendering business department of China Civil Aviation Technology and Equipment Corporation	National Civil Aviation Woman Model Post
	Maintenance center of Beijing Kailan Aviation Technology Co.,Ltd	Civil Aviation Pioneer
	Business development department, China Aviation Supplies Northwest Company	National Civil Aviation Demonstration Team
	Xinjiang Business department, China Civil Aviation Technology and Equipment Corporation	National Civil Aviation Demonstration Team
	Supporting department of Maintenance Center of Beijing Kailan Aviation Technology Co.,Ltd	National Civil Aviation Demonstration Team

# 05

## 企业公民责任

CORPORATE CIVIC  
RESPONSIBILITY



## ◎ 诚信理念

### Honesty Concept

中国航材集团一直秉持诚信经营的理念，将诚信理念融入公司“成为航空业界值得信赖的以航空器材保障为主业的综合性服务提供商”的愿景目标，成为企业发展的内在要求和重要动力，赢得了较好的国际声誉。

CAS always adhere to and integrate the concept of honesty into the corporate vision to be the reliable, irreplaceable comprehensive service provider for aviation supplies as the internal requirement and important driving force of corporate development and won a good international reputation.



## ◎ 依法经营

### Legal Operation

中国航材集团在内部管理上，严格落实公司的党政联席会议制度、总经理办公会议制度等决策会议制度及法律事务管理规定、合同管理制度等法律审核相关制度，确保公司各类经济合同、各项重要决策经过法律审核程序；规范公司治理结构，按照公司法、公司章程的规定进一步健全完善公司依法决策、依法经营管理的工作机制。

In perspective of the internal management , CAS strictly implement of the company's joint conference system of party and administration, the general manager meeting system and other decision-making system and legal affairs management regulations, contract management system and other system related to legal and audit to ensure that company's various economic contracts and important decision-makings approved by legal review procedures; standardized corporate governance structure, further improve and perfect the working mechanism of decision-making and operating by law in accordance with the regulations of corporate Act and Articles.

中国航材集团高度重视规章制度体系建设，大力增强企业制度的执行力，以全面风险管理为主线，结合公司监察审计、规章制度建设等工作，完善企业内控机制，切实维护企业国有资产安全，有效促进国有资产保值增值。

CAS attaches great importance to the construction of rules and regulations system, vigorously enhance the implementation of corporate system, following the main line of comprehensive risk management, combined with the corporate monitor and audit as well as rules and regulations construction, etc., improve corporate internal control mechanisms, and earnestly safeguard the security of the state-owned assets, and effectively promote the maintenance and increase of the state-owned assets value.

中国航材集团自成立以来，一直坚持依法规范经营，把依法纳税作为履行社会责任、回馈社会的最基本要求，长期以来严格遵守国家各项税收法律法规规定，依法按时缴纳税款，积极履行纳税义务。

Since its establishment, CAS has always insisted legal and normative operations, regards tax delivery by law as the basic requirement to implement social responsibility and contribute to the community. It strictly abide for a long standing by various state tax laws and regulations, pays taxes on time according to the law , and actively carry out tax parent obligations.

此外，公司历史遗留的法律纠纷案件全部解决，未因自身违法违规引发新的法律纠纷案件，为企业创造了良好的经营环境，促进公司依法经营。

In addition, CAS resolved all legal disputes left over by history, and avoid new legal disputes arising by its own illegal performance against law and regulation, create a favorable business environment for corporate , and promote corporate legal operation.



## ◎ 普法工作

### Legal Popularization

2012年中国航材集团将提升全员法律意识和提高依法治企水平作为重点工作之一，大力深入开展法制宣传教育，下发“六五”普法规划，开展丰富多彩的宣传教育活动。包括一期全集团范围的合同知识培训、一期子企业专项合同知识培训、一期生活常用法律知识培训、一期生活法律知识竞赛活动，以及12.4学法用法倡议活动。

In 2012, CAS focuses on enhancing all employee's legal awareness and improving the level of managing enterprises by law, vigorously carry out legal advertisement and education, issued the legal popularization plan, carry out a variety of promotional and educational activities, including a round of holding-wide contract knowledge training, a round of contract knowledge training specialized for sub-enterprise, a round of training of legal knowledge commonly used in daily life, and Activity Campaign on legal learning and applying.



普法工作取得了显著成效，依法经营、依法治理的法律知识得到较为广泛的普及，企业管理人员和广大员工的法律意识和法律素质明显提高，依法决策、依法经营管理能力明显增强；对重大经营决策均提前进行合法性和法律可行性研究，建立重大决策法律论证制度，企业法律风险防范机制逐步建立健全，在公司依法经营管理过程中发挥了重要作用。

CAS made remarkable achievements on legal popularization, and broadly popularized legal knowledge of legal operation and management, improved significantly the legal awareness and legal quality of corporate executives and the general staff, significantly enhanced management capability of legal decisions making and operation, carried out in advance research on legitimacy and legal feasibility of important operation decision making, establish legal argumentation system on important decision-making, gradually establish risk prevention mechanism of enterprise law, and played an important role in corporate legal operation and management.



公司“六五”普法规划的实施工作与法制工作第三个三年目标的实施工作有效衔接，实现联动，将落实领导干部学法制度、企业经营管理人员法律培训考核制度、学法时间保证制度、普法工作督促检查和激励制度与落实新三年目标的重点任务结合起来，推进公司合规文化建设，培育法律至上、诚实守信、合规经营、依法治企的企业法治理念。

The company effectively connected and united the implementation of "Legal Popularization Plan" and the third "three-year" goal of legal work, and combined the implementation of the law learning of leading cadres, legal training and evaluation system for enterprise management personnel, the time guarantee system for law learning, supervision, inspection and incentive systems of legal popularization and the implementation of the important task of new three-year target, to promote corporate culture construction according to regulation, cultivate corporate legal management concept of supremacy of law, honest and trustworthy, compliance management, legal corporate management.





## ◎ 建立健全法律工作体系

### Establish and Improve Legal Work System

中国航材集团通过建立健全企业法律顾问制度，加强法律风险管理队伍建设，明确法律工作人员的职责和管理权限，完善法律风险管理机制，提升法律人员队伍素质，提高对法律风险防控的重视程度，达到增强依法经营的能力和水平的效果。

CAS strengthen the building of legal risk management team by establishing and improving corporate legal counsel system, clarify clear responsibilities and management authority of legal staff, improve the legal risk management mechanism, enhance legal personnel quality, improve the degree of attention to legal risk prevention and control, and achieve enhancement on legal operation ability and level.



通过向重要子企业委派总法律顾问，加强对重要子企业重要经营决策的法律审核，进一步落实委派到重要子企业的总法律顾问职责到位，健全工作流程和制度，确保总法律顾问在子企业重大决策中发挥重要作用。2012年建立全集团范围内的法律顾问述职制度，至此，覆盖全集团范围的法律管理工作体系得以建立，为公司法律管理效能的充分发挥提供了组织和流程保障。

CAS delegate general legal counsels to important sub enterprise, to strengthen the legal approval of important operation decision made by its important sub enterprise, and further implement the responsibility system of delegated general legal counsel to improve workflow and system, ensure general legal counsel's important role in decision making of sub enterprise. In 2012, CAS established general legal counsel reporting system covering the holding company, which represented the establishment of legal management working system covering holding company wide, and provide protection in organization and process for the effectiveness of legal management.

# 06

## 展望 OUTLOOK



我们将重点发展“四强两精”业务，不断提升集团公司可持续发展能力。

CAS will prioritize the development of "Four Strongs and Two Specializations", and continuously promote its capability in sustainable development.

我们将努力做大做强、在民航行业内占有一定主导性地位的四项主要业务：一是飞机批量采购，我们将一如既往地支持和配合国家外交外贸活动，继续巩固和努力保持飞机批量采购业务的优势地位；二是航空租赁，我们要致力于打造国资委旗下规模最大、专业能力最强、国际化的飞机经营性租赁企业；三是航材分销与共享，我们将以优化全民航航材资源配置为目标，努力实现真正意义上的全行业航材共享；四是通用航空，我们将进入国家战略性新兴产业，以与民航相关单位联合创建一家在行业中占有重要地位的公务机公司为切入点，带动集团公司通航产业链发展。

CAS will spare no effort in enlarging and strengthening four businesses with leading positions in the civil aviation industry: The first one is the package purchase of aircraft. We will continue to support and collaborate with the government as before for its activities in foreign affairs and international trade, and continue to strengthen and keep the dominant position in the package purchase of aircraft. The second one is aviation leasing. We will do our best to build the largest, the most professional, and internationalized aircraft operating lease company under SASAC. The third one is distribution and pooling of aviation supplies. We will take the optimization of the inventory configuration in the whole industry as our target, and do our best to realize a real pooling across the whole industry. The fourth one is general aviation. We will enter the new strategic industry in China, and start the business by establishing a business aviation company jointly with relevant organizations in the civil aviation industry, and drive forward the development of CAS's business in general aviation industry chain.

我们将努力做精做优在维修与制造、地面设备与工程两个领域中的细分业务，努力发展成为这两个领域的“特殊性”服务商。

We will also try to specialize and optimize our business in two targeted market segments: MRO and manufacturing, and ground equipment and engineering, and try to become a unique service provider in these two areas.

展望未来，我们将时刻牢记企业的社会责任，努力实现企业规模与经济效益的稳步增长，努力提升企业的行业影响力，履行好依法经营、环境保护的社会责任，努力为员工成长搭建平台，拓宽通道，为铸就价值航材而努力奋斗！

Looking forward to the future, CAS will always keep in mind the enterprise social responsibility; strive to realize the stable growth in scale and economic benefit, take efforts to improve influence in the industry, well implement our social responsibility with keeping legal and environmental operation, build platform and for employee's growth in order to achieve the mission of building valuable CAS!