附件2 测绘资质单位自查情况记录表

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| 单位 | | |  | | | | | | | 资质等级 | | |  | | | |
| 单位业绩和获奖情况 | | | 业绩（2年内） | | | | | | | | | | 获奖（2年内） | | | |
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| **一、测绘资质与测绘成果质量** | | | | | | | | | | | | | | | | |
| 1.专业技术人员情况 | | | | | | | | | | | | | | | | |
| 测绘专业技术人员（此表格不够的可按所列格式另附页） | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | | 专业类别等级 | | | 所学专业 | | | | 毕业院校 | | | | 情况记载 | | 备注 |
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| 相关专业技术人员（此表格不够的可按所列格式另附页） | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | | 专业类别等级 | | | 所学专业 | | | | 毕业院校 | | | | 情况记载 | | 备注 |
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| 2.主要仪器设备情况（此表格不够的可按所列格式另附页） | | | | | | | | | | | | | | | | |
| 设备名称 | | 数量 | | 出厂编号/序列号 | | | 标称精度 | | 发票编号 | | | 情况记载 | | | 备注 | |
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| 专业软件名称 | | | | 开发单位 | | | 发票编号 | | 符合其功能性的佐证材料 | | | 情况记载 | | | 备注 | |
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| **3**.其他硬、软件建设情况 | | | | | | | |  | | | | | | | | |
| 注册资金（万元） | | | | |  | | | | | 人员社保 | |  | | | | |
| 法人、单位名称、单位地址变更申报情况 | | | | | | | | | | | |  | | | | |
| **二、市场行为方面** | | | | | | | | | | | | | | | | |
| 检查内容 | | | | | | | | 情况记载 | | | | | | | | |
| 1.规章制度建立、执行情况 | | | | | | | |  | | | | | | | | |
| 2.市场项目承揽情况（招投标） | | | | | | | |  | | | | | | | | |
| 3.执行国家收费标准情况 | | | | | | | |  | | | | | | | | |
| 4.测绘项目事前备案情况 | | | | | | | |  | | | | | | | | |
| 5.是否有测绘项目转包现象 | | | | | | | |  | | | | | | | | |
| 6.是否有转让测绘资质与测绘成果现象 | | | | | | | |  | | | | | | | | |
| 7.是否有超范围测绘现象 | | | | | | | |  | | | | | | | | |
| 8.是否有市场不正当竞争行为 | | | | | | | |  | | | | | | | | |
| 9.成果汇交情况 | | | | | | | |  | | | | | | | | |
| **三、质量保证体系** | | | | | | | | | | | | | | | | |
| 检查内容 | | | | | | | | 情况记载 | | | | | | | | |
| 1.技术规范标准执行情况 | | | | | | | |  | | | | | | | | |
| 2.质量体系建设及运行情况 | | | | | | | |  | | | | | | | | |
| **四、成果资料档案管理** | | | | | | | | | | | | | | | | |
| 检查内容 | | | | | | | | | | | 情况记载 | | | | | |
| 1.是否建立了涉密测绘成果保密管理制度和保管登记、借阅台账 | | | | | | | | | | |  | | | | | |
| 2.是否存在擅自扫描、复印、转让、转借涉密测绘成果的情况 | | | | | | | | | | |  | | | | | |
| 3.核心涉密人员是否持有保密培训证书 | | | | | | | | | | |  | | | | | |
| 4.是否存在将涉密测绘成果长期留存在个人手中的情况 | | | | | | | | | | |  | | | | | |
| 5.使用目的或项目完成后，涉密测绘成果是否由专人核对、清点、登记、造册，按规定销毁 | | | | | | | | | | |  | | | | | |
| 6.存储和处理涉密测绘成果的计算机是否与互联网物理隔离，是否有与连接互联网的计算机交叉使用移动存储介质的情况 | | | | | | | | | | |  | | | | | |
| 7.是否使用非涉密计算机或非涉密存储介质存储、处理涉密测绘成果 | | | | | | | | | | |  | | | | | |
| 8.是否存在涉密测绘成果下落不明或丢失情况，是否及时报告所在地保密行政管理部门和自然资源主管部门 | | | | | | | | | | |  | | | | | |
| 9.本单位现存各类涉密测绘成果情况（种类、数量） | | | | | | | | | | | | | | | | |
| **五、测绘作业证申办及管理情况：** | | | | | | | | | | | | | | | | |
| **六、存在的主要问题及改进措施：**      单位负责人签字（盖章）                                                          年   月   日 | | | | | | | | | | | | | | | | |