

通信导航系统集成实验室管理规定  
**CN System Integration Lab Management**

RCCAC-ENG-R-001  
REV: -1.0

**Approval Page**

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### Revision History

Revision Letter	Originator	Date	Change Description
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## 保密管理制度

### Confidentiality Management

一、实验人员和实验室人员均应严格遵守公司保密规定。应具有强烈的保密意识。未经许可，严禁任何人对实验室内的任何仪器设备以及实验现象进行拍照和录像。

Experimenters and lab staffs must obey the Company Confidentiality Management Regulations. No photoing or videoing without approval.

二、非 RCCAC 人员进入实验室参观，需事先填写“实验室参观申请表”，经审批通过后，方可进入实验室。

Non-RCCAC person shall submit the "Lab Visit Application Form" and get approved before visit the lab.

三、实验人员离开工作区域前，应保证工作区域内保存的重要文件、资料、设备、数据处于安全保护状态，将桌面重要资料和数据进行妥善保存。

Experimenters shall store the documents, files, equipment and data properly before leaving the lab.

四、重要资料、文档数据应采取对应的技术手段进行加密、存储和备份。对于加密数据应保证其可还原性，防止遗失重要数据。

Important documents and data shall be encrypted and stored with back-ups made. Make sure the encrypted data can be restored.

五、禁止任何人将实验室内的资料、文档、数据、配置文件等信息擅自以任何形式提供给其他无关人员或向外随意传播，禁止私自拷贝实验室的任何资料、文档和程序，实验人员离开实验室时不得带走属于实验室的任何资料、文档、数据、配置文件等信息。

The files, documents, data and configuration files in the lab shall not be disseminated to the unauthorized people. Experimenters shall not take any files, documents, data or configuration files out which belong to the lab.

六、对于牵涉到网络安全、数据安全的重要信息、密码、资料、文档等等必须妥善存放，外来工作人员的确需要翻阅文档、资料或者查询相关数据的，应由实验室人员代为查阅，并只能向其提供与其当前工作内容相关的数据或资料。

If the non-RCCAC persons need access to files or documents, it shall be done by the lab staff upon approval of CTO.

七、对于不遵守保密制度，造成泄密的人员要按照规定进行处理，并追究其责任。

Violations of these confidentiality regulations will be subject to Company discipline regulations.

## 现场管理制度

### Field Management

- 一、实验人员必须保证实验室检测仪器设备经检定合格后方可使用，实验人员必须按照操作规程进行实验。

Experimenters shall make sure the measurement equipment is qualified before use, and shall follow the operation procedures.

- 二、实验室设备仪器应严格按照实验室规定位置进行摆放，各设备仪器的标识应清晰可见；严禁随意搬动设备、随意在设备上安装、拆卸硬件，严禁随意进行硬件复位；对于因实验需要确实需要移动设备、更改硬件的情况，经实验室负责人同意并进行构型变更记录后方可移动、更改。

Equipment shall be placed properly with readable labels. It's not allowed to move, install/uninstall hardware in or reset the equipment without approval.

- 三、实验设备或实验件进入实验室后必须严格执行入库、出库手续，未经入库的实验设备和实验件不能参加实验。

Equipment and test articles shall go through the check-in procedure.

- 四、实验室设备仪器和工具使用后须放回原位，若需将设备仪器或工具带出实验室，需填写“物料工具外借”申请，批准通过后方可带出实验室，使用后须在规定时间内归还。

Equipment and tools shall be put back after used. If you need to take the equipment or tools out of the lab, the Material/Tool Check-out application and approval is required.

- 五、严禁随意更改设备连线，对于实验中发现的连线不正确的情况，需先进行跳线确认，待不正确连线确认后应填好相应的临时更改单或更改单，做好构型变更管理，更改单填写完成后应与相应的接线表或线路图放置在一起，以便及时对接线表和线路图进行更新。

It's not allowed to change a wire connections without approval. If you plan to make changes to connections, the corresponding Change Request and validation is required to keep the configuration under control.

六、严禁在实验室所有实验设备上私自安装任何软件，如果工作需要可以向实验室负责人说明并经确认后由指定人员对软件进行安装。

It's not allowed to install any software in any equipment without approval.

七、实验必须由实验人员和实验室人员一起进行，以便进行实验现象与数据的复核。实验人员应做到及时填写实验日志、及时填写故障报告表、及时进行问题归零。

Experimenter and lab staff shall conduct the test together to verify the result and data. Experimenter shall fill in the Test Log, Failure Report and Correction Report in time.

八、原始记录必须按照规定格式填写，要求字迹清楚，内容完整。

The original test records shall be written in prescribed form, and the clear handwriting and complete content is required.

九、实验过程中发现异常现象或者意外事故时，应及时向实验室负责人反映，并做好记录。

An abnormal result or accident shall be timely reported to the lab manager with the required corresponding record(s).

十、由于目前实验室设备无温湿度管控要求及防静电要求，目前暂未对实验室进行温湿度监控及防静电控制。

The current equipment in the lab doesn't have the temperature & humidity and ESD requirements, so we don't take the temperature & humidity and ESD control for the lab correspondingly.

## 消防安全管理制度

### Firefighting Management

- 一、实验室人员应树立严格的安全思想，开展各项检查工作，实验室人员应熟悉实验室内部消防安全操作和规则，了解消防设备操作原理，掌握消防应急处理步骤和措施。

Lab staff shall perform firefighting device inspection regularly, and shall be familiar with the firefighting device operation in the lab. Lab staff shall master the fire emergency measures.

- 二、任何人不能随意更改消防系统工作状态、设备位置。

It's not allowed to move or change the firefighting device.

- 三、出入实验室应注意锁好门窗。最后离开的实验室人员必须自觉检查和关闭所有实验室门窗。应主动拒绝陌生人进出实验室。除特殊情况且得到实验室负责人批准外，实验室内禁止与实验室工作无关的人员随意进出。绝不允许与实验室工作无关的人员直接或间接操纵实验室任何设备。

The door and the windows shall keep closed. The lab staff who leaves last shall check the door and windows are closed. Irrelevant personnel shall be rejected to enter the lab. It's not allowed for the irrelevant personnel to enter the lab without the approval of the lab manager. The irrelevant personnel are not allowed to operate any equipment in the lab.

- 四、实验室人员应学习常规的用电安全操作和知识，了解实验室内部的供电、用电设施的操作规程，掌握实验室用电应急处理步骤和措施。严禁在无人看管时在实验室中使用高温、炽热、产生火花的用电设备和明火作业；严禁随意串接、并接、搭接各种供电线路和信号线路。

Lab staff shall be familiar with the usual operation and emergency measures of



the electricity-powered equipment. It's not allowed to use the high-heat, spark-generating electric tools without lab staff witness. It's not allowed to connect any power cable or signal wire to any equipment without approval.

五、实验室人员对个人用电安全负责，外来人员需要用电的，必须得到实验室人员允许。实验人员需要离开当前用电工作环境的，应检查并保证工作环境的用电安全；最后离开的实验室人员，应检查所有用电设备，应关闭长时间带电运作可能会产生严重后果的用电设备。在外部供电系统停电时，实验室人员应全力配合完成停电应急工作。

Lab staffs are responsible for their own safety. Everyone except lab staff shall get approved by lab staff before uses the electricity. Experimenters shall make sure the work environment is safe before leave. The lab staff who leaves last shall inspect all the electricity-powered equipment, and shall turn off the equipment which will cause hazard if running for a long time. If an external power cut occurs, lab staff shall take emergency measures for it.

六、实验室内不得堆放易燃易爆等危险物品。如发现安全隐患，应及时采取措施解决，不能解决的必须及时向实验室负责人提出。实验室内一旦发生火情，应在保障人生安全情况下立即采取措施灭火，同时报警。

It's not allowed to store flammable or explosive material in the lab. Once potential hazard is found, corresponding safety actions shall be performed. If a fire occurs, firefighting actions shall be performed at once on the premise that everyone is safe, and call the police in the meantime.

七、出现实验室盗窃、破门、火警、水浸等严重事件时，实验室人员有义务在最短的时间到达现场，协助处理相关事件。

If the lab is stolen, broken in, flooded or the fire alarm rings, lab staff shall show up in the lab timely and help to handle with the incident.

八、消防安全关系着所有人员的安全，必须严格遵守相关规定。

Firefighting is related to everyone's safety. Firefighting management regulations

must be obeyed.

# 警 示 牌

## Warning

无关人员请勿进入  
Authorized access only.

未经批准不得录音、录像、摄影、信息存储  
No recording, videoing, photoing or storing information without approval.

经审批进入的外来人员，内部人员要全程陪同  
Visitors need to be escorted by RCCAC staff.

中电科柯林斯航空电子有限公司  
Rockwell Collins CETC Avionics Co., Ltd.

Effective Date: 10/01/2015

## Lab Visit Application Form

### 实验室参观申请表

Applicant Name 申请人姓名		Contact No. 联系电话		Company Name 单位名称	
Visitors' Name 参观人员		Visitors' Company 参观人员单位		Visit Time 参观时间	
Purpose of Visit: 参观事由					

Applicant Signature: 申请人签字	
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Approved by Dep. Manager 部门经理批准	Print Name 姓名	Signature 签名	Date 日期
Approved by System Manager 系统经理批准	Print Name 姓名	Signature 签名	Date 日期
Approved by Senior Management 公司领导批准	Print Name 姓名	Signature 签名	Date 日期