


# WORK INSTRUCTION 工作指示

	DOCUMENT TITLE (文件名称): Definition of roles related to data management	DOCUMENT NO (文件编号): 不要编辑	
		RELEASE DATE (发行日期) 不要编辑	
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Work cell (工作坊) :

## Current Revision Details (当前版本修订信息)

Rev (版本)	Originator: (制 作 人)	Revision summary (文件更改概述)
A	Anny Wu	Create on 3.21.2025

Both the functional departments that are involved in the document content and the departments implementing the document must take approval (文件内容涉及的职能部门 和 执行文件内容的部门都必须审批)

Dept. (部门)	Approver (批核人)	Dept. (部门)	Approver (批核人)	Dept. (部门)	Approver (批核人)
OPS		MFG		IT	Dave Pan
Business		Inventory Control		IQC	
Engineering		Facility		HR	
IE		EHS		Finance	
QA		PMO		Logistic	
QMS		Purchasing		Automotive Ops	
SQE		Planning			
Lean					


Remark: Departments can be added as needed (上表未陈列出的部门可根据需要添加)

## Environmental health and safety considerations (环境健康安全注意事项):

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## 1.0 PURPOSE (目的)

Define the roles and responsibilities associated with data management.  
定义数据管理相关的角色及其职责。

## 2.0 SCOPE (范围)

This document applies to Huangpu plant.  
本文档适用于黄埔工厂。

This document is intended for data management related work. Only data owners, data stewards, data custodians and SMEs are involved.  
本文档适用于数据管理相关的工作。仅涉及数据所有者、数据管理员、数据保管者、SME。

## 3.0 DEFINITION (定义)

### 1) Data Owner 数据所有者

#### Definition

Data Owner is accountable for implementing the Data Governance policies and procedures, including maintaining the data strategy and promoting a data-driven culture. 数据所有者负责实施数据治理政策和程序，包括维护数据策略和促进数据驱动的文化。

#### Responsibilities

Owns the data and related decisions. 拥有数据和相关决策。

Defines related business requirements. 定义相关的业务需求。

Accountable for data definition and usage. 负责数据的定义和使用。

Provide guidance/approvals on updates to business metadata. 对业务元数据的更新提供指导/批准。

Coordinates with Data Stewards to identify and support data governance needs (processes, policies, standards, projects, cleansing). 与数据管理员协调，确定并支持数据治理需求（流程、政策、标准、项目、清理）

Accountable for data quality of the owned data. 对自有数据的数据质量负责。

Prioritization and sponsorship when data improvements are needed. 需要数据改进时的优先级和赞助。

#### How to Identify the Role


√ Who is most affected by the data? 谁受数据影响最大？

√ Who acts as the ultimate approver for the creation/update of data? 谁是数据创建/更新的最终审批人？

√ Who defines what the data should look like to be "fit for purpose"? 谁来定义“符合目的”的数据？

### 2) Data Steward 数据管理员

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## Definition

Data Stewards implement and enforce data governance policies within the designated domain and provide the link between Data Strategy and day-to-day operational activities. 数据管理员在指定的领域内实现和执行数据治理策略，并提供数据策略和日常操作活动之间的链接。

## Responsibilities

Responsible for implementation/maintenance of the Data Governance policies and standards to ensure quality, accuracy and security of the data. 负责实施/维护数据治理政策和标准，以确保数据的质量、准确性和安全性。

Define and maintain metadata to ensure metadata completeness and accuracy. 定义和维护元数据，以确保元数据的完整性和准确性。

Directly interact with data stakeholders and/or other data stewards across the organization and externally when necessary. 必要时直接与数据利益相关者和/或其他数据管理员在组织内部和外部进行交互。

Collaborate with data custodians, SMEs, data owners and process owners. 与数据保管人、SME、数据所有者和流程所有者协作。

Support data owner to ensure data is created, modified and archived/deleted in accordance with the Data Governance policies and standards. 支持数据所有者，确保根据数据治理政策和标准创建、修改和归档/删除数据。

Evaluate and communicate data related issues. 评估和沟通数据相关问题。

Monitor data quality reports and lead data remediation efforts. 监控数据质量报告并领导数据修复工作。

## How to Identify the Role

√ Who has responsibility over the data? 谁对数据负责？

√ Who has a comprehensive understanding of one or more data domains and related business processes? 谁对一个或多个数据领域和相关业务流程有全面的了解？

√ Who has a deep understanding of the data and how it is used? 谁对数据及其使用方式有深入的了解？


## 3) Data Custodians 数据保管员

### Definition

Data custodians are responsible for managing the technical environment where data resides, such as servers, systems, and applications. You may recall this role is often filled by IT, though this is not always the case. 数据管理员负责管理数据所在的技术环境，例如服务器、系统和应用程序。您可能还记得，这个角色通常由 IT 人员担任，尽管情况并非总是如此。

### Responsibilities

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Coordinate with the Data Stewards to implement data policies, processes and controls. 与数据管理员协作实施数据政策、流程和控制。

Facilitate the capture and maintenance of technical metadata. 促进技术元数据的获取和维护。

Collaborate with data stewards, SMEs and other stakeholders concerning management, security and integrity of the data. 与数据管理员、SME 和其他利益相关者就数据的管理、安全和完整性进行协作。

Monitor data quality reports to identify trends which may benefit from enhanced Data Governance. 监控数据质量报告，以确定可能从增强的数据治理中受益的趋势。

Raise issues or concerns to the data steward. 向数据管理员提出问题或关注事项。

Assist in data remediation efforts and drive escalations. 协助数据修复工作并推动升级。

## How to Identify the Role

√ Who owns the technical environment, database or application where the data is first generated? 谁拥有最初产生数据的技术环境、数据库或应用程序？

√ Who has a deep understanding of the technical metadata, and technical environment, database or application where the data is generated? 谁对技术元数据、数据产生的技术环境、数据库或应用程序有深刻的理解？

## 4) Data SMEs 数据业务专家

### Definition

Data SME is a tactical business role responsible for ensuring process-centric projects and initiatives are in line with the Data Governance Program. 数据 SME 是一个战术业务角色，负责确保以流程为中心的项目和计划符合数据治理计划。

### Responsibilities

Coordinate with the Data Stewards and/or Data Custodians to implement data policies, processes and controls. 与数据管理员和/或数据保管员协作实施数据政策、流程和控制。

Capture business metadata. 捕获业务元数据。


Collaborate with Data Stewards, Data Custodians and other stakeholders concerning proper management, security and integrity of the data. 与数据管理员、数据保管人和其他利益相关方合作，确保数据的正确管理、安全和完整性。

Monitor data quality reports to identify trends which may be impacted by data Governance. 监控数据质量报告，以确定可能受数据治理影响的趋势。

Raise issues or concerns to the Data Custodian and/or Data Steward. 向数据管理员和/或数据保管员提出问题或关注。

Assist in data remediation efforts and drive escalations. 协助数据修复工作并推动升级。

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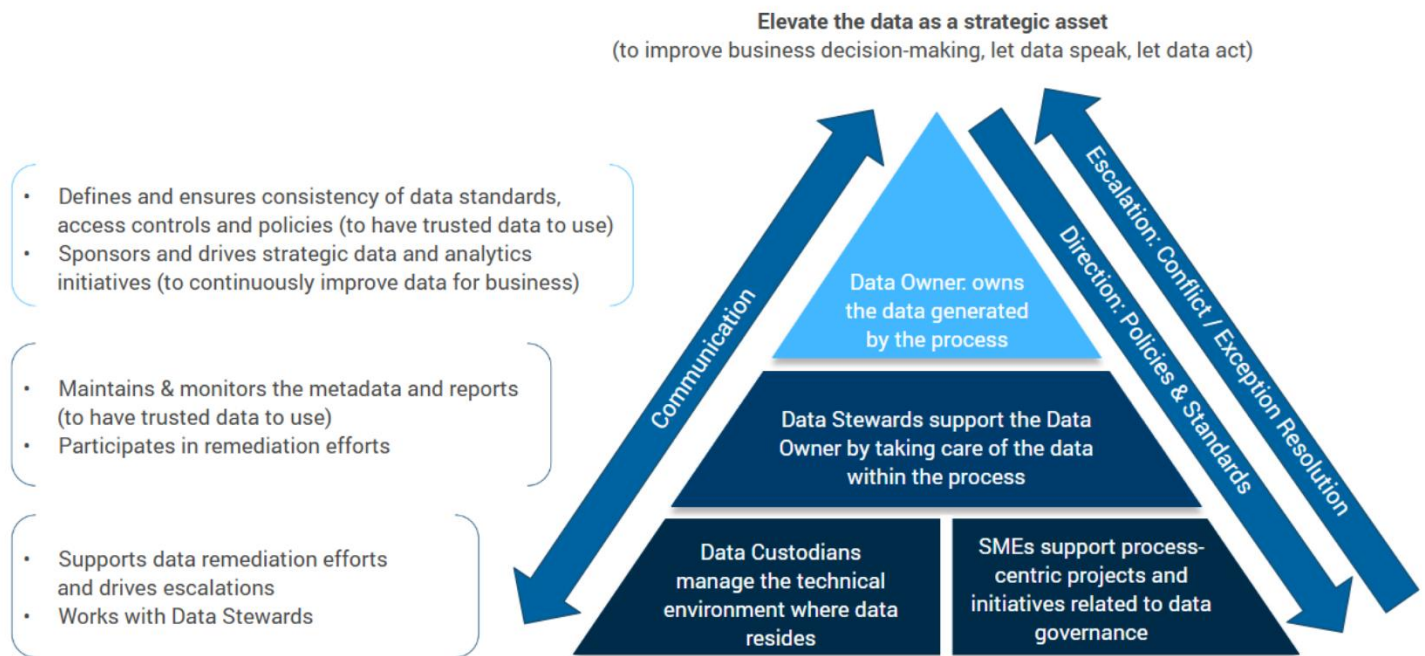
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## How to Identify the Role

✓ Who has a deep understanding of the data consumed or generated by the business processes? 谁对业务流程所消费或产生的数据有深刻的理解?

✓ Who has visibility over data quality, and its impacts on business processes and reporting/analytics? 谁对数据质量及其对业务流程和报告/分析的影响具有可视性?

✓ Who touches the data most frequently? 谁接触数据最频繁?



## 4.0 RESPONSIBILITY (责任)

## 5.0 ASSOCICATED DOCUMENTS (相关文件)


## 6.0 PROCESS (流程)

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## 7.0 Reaction Plan(应急计划)

## 8.0 OTHERS (其他)

## 9.0 RECORD RETENTION (记录保存)

Record No (记录表格编号)	Record title (记录的标题)	Owner (责任部门)	Retention Time (保存时间)	Storage Location (存储位置)	Medium (存储方式)	File/Index method (归档/索引方法)

## 10.0 Revisions History & Change Details (版本历史&变化信息) :


Keep at least 3 revisions (至少保留 3 个版本)

Rev (版本)	Originator: (制 作 人)	Prepared Date (编写日期)	Revision summary (文件更改概述)

## Category of distribution(文件分发类型)

Hard copy (硬版本)	S/N	Dept./WC (部门/工作坊)	QTY. (数量)
	1		
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<b>Paperless</b> (无纸化)	<b>S/N</b>	<b>Dept./WC (部门/工作坊)</b>	<b>Process name/Station Code (If applicable)</b> (工序名称/工作站代码) (如适用)
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