四川科道芯国智能技术股份有限公司

Sichuan Keydom Smart Technology Co., Ltd

标准文件

Standard File

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生产中心卡及敏感组件

安全管理标准

Safety Management Standard for Production Center Card and Sensitive Components

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1. 目的

1. Purpose

为明确卡产品、敏感组件、终端类产品的安全管理要求，保证卡产品、敏感组件、终端类产品切实得到安全管控，特制订本规定。

In order to clarify the safety management requirements of card products, sensitive components, and terminal products, and ensure that card products, sensitive components, and terminal products are effectively controlled, these regulations are formulated.

2. 适用范围

2. Scope of Application

卡产品、敏感组件、终端类产品的收取、发放、使用、运输、存储、领用、销毁等过程。

The process of collecting, distributing, using, transporting, storing, requiring, and destroying card products, sensitive components, and terminal products.

3. 术语和定义

3. Terms and Definitions

敏感组件：卡组织规定的与卡片制造相关的高安全管控组件，如：全息标、签名条、芯片模块、色带等。

□□ Sensitive components: High security management components related to card manufacturing as specified by the card organization, such as: Holographic label, signature strip, chip module, colored tape, etc.

下脚料：生产加工过程中，作为残余分离的下脚料或废料。

□□ Leftovers: leftover or scrap separated as residual waste in the production process.

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智能固件：公司的终端类产品，如智能手环、ETC、读卡器等。

□□Smart firmware: The company's terminal products, such as smart bracelets, ETC, card readers, etc.

4. 职责

4. Responsibilities

4.1. 安全策略部

4.1. Security Policy Department

制定本规定，并对责任部门的负责人作全面培训。

□□Develop these regulations and provide comprehensive training for the leader of the responsible department.

负责对卡产品、敏感组件、终端类产品的收取、存储、领用、入库、销毁的管控过程作检查监督。

□□Responsible for the inspection and supervision of the collection, storage, receiving, warehousing and destruction of card products, sensitive components and terminal products.

4.2. 生产部门

4.2 Production department

负责卡产品、敏感组件、终端类产品的在线管控。

□□Responsible for online management of card products, sensitive components, and terminal products.

负责按规定程序办理领用卡产品、敏感组件、终端类产品的相关手续，做好领用归还过

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程的数量平衡审计工作。

□□Responsible for handling the procedures related to the receiving of card products, sensitive components and terminal products in accordance with the prescribed procedures, and doing a good job of balancing the quantity of the receiving and returning processes.

负责大张废品、余料、过版纸、敏感组件的销毁申请。

□□Responsible for the destruction application of large scraps, surplus materials, over-plate paper, and sensitive components.

4.3. 工艺部门

4.3. Process Department

负责废印版/胶片的登记、管理和提交销毁申请。

□□Responsible for the registration, management and submission of destruction application of waste plates/films.

4.4. 金库/仓库

4.4. Vault/Warehouse

负责对卡产品、敏感组件、终端类产品的领取、存储、发放、运输、销毁等过程的管控。

□□Responsible for the control of the collection, storage, distribution, transportation and destruction of card products, sensitive components and terminal products.

负责按规定程序办理领用卡产品、敏感组件、终端类产品的相关手续，做好领用归还过程的数量平衡审计。

□□Responsible for handling the procedures related to the receiving of card products, sensitive components and terminal products in accordance with the prescribed procedures,

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and doing a good job of balancing the quantity of the receiving and returning processes.

5. 卡产品的安全管控

5. Safety Control of Card Products

5.1. 卡产品的收料、发货、运输过程安全管控

5.1. Safety control of the receipt, delivery and transportation process of the card product

详见《产品运输安全管理标准》。

See the Product Transportation Safety Management Standard for details.

5.2. 卡产品的实现过程安全管控

5.2. Card product implementation process security control

详见《生产中心产品实现过程安全管理标准》。

For details, please refer to the “Safety Management Standards for Product Realization Processes in Production Center”.

5.3. 卡产品的存储管控

5.3. Storage management of card products

a) 卡产品必须存放在高安全区或金库内；金库管理实行双控制度，出入库时必须由两人分别在交接单上签字。

a) Card products must be stored in a high security zone or vault; The vault management implements dual-control regime, and the delivery receipt must be signed by the two persons when entering and leaving the vault.

b) 对于未经正常授权的人员，确因工作需要进入金库的，需要在《来宾访客进出登记表》上登记，并在金库人员陪同下才能进入金库。

b) For those who have not been authorized by law, if they need to enter the vault due to work,

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they need to register on the Guest &Visitor Registration Form and be accompanied by the vault personnel to enter the vault.

c) 高安全区和金库内存放卡产品的，已包装好的包装箱不得随意开启，如发现包装破损，必须退回重新计数。 用带公司标识的胶带封闭箱盒，贴上封箱标签，在标签上记录卡物料名称、盒内的数量，并由仓库管理员签字确认。

c) If the card product is stored in the high security zone and the vault, the packaged packaging box shall not be opened at will. If the package is found to be damaged, it must be returned for recounting. Seal the box with the tape with the company logo, attach the sealing label, record the name of the material and the quantity in the box on the label, and ask the vault administrator to sign it.

d) 每月由两名（或以上）金库人员对金库内存储的产品进行盘点。 盘点必须在不知道最后结果的情况下进行盲盘，并填写《盘点记录表》。 盘点结束后，从 K3 系统中导出相关数据，与盲盘结果进行核对，生成《盘点核对表》。 出现差错应立即向主管人员报告并查明原因。

d) The products stored in the vault are counted by two (or more) vault administrators each month. The counting must be done without knowing the final result, and fill out the "Counting Record Form". After the counting is completed, the relevant data is exported from the K3 system, and checked with the results of the counting to generate the Counting Checklist. In the event of an error, the supervisor shall be immediately reported and the cause shall be identified.

e) 生产过程中存放的卡产品（包括成品/半成品、样卡和废品），存放记录至少保存 24 个月。

e) Card products (including finished/semi-finished products, sample cards and waste products) stored in the production process, and the storage records shall be kept for at least 24 months.

f) 如遇消防演习或其他确需外出的情况，生产车间的操作人员回到岗位后，必须第一时间对所管理的产品进行点数确认。仓库人员也必须第一时间核对所管理的产品，对于没有封胶带的产品，进行点数确认；对于已封胶带的产品，检查胶带是否完好，如已破坏，需拆开盒子后重新点数。

f) In the event of fire drills or other circumstances requiring the outing, the operator of the production workshop must first confirm the quantity of the products managed right after returning to the post. Warehouse personnel must also check the products they manage in the first time, and confirm the quantity of products without tapes by counting; For

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products that have been sealed, check whether the tape is intact. If it is damaged, open the box and count again.

5.4. 卡产品的包装管控

5.4. Packaging control of card products

卡产品必须经过双控计数核对入库后才能装箱，计数人员在核对装箱数目后在记录表单上签名。 如发现两次计数不一致，应立即找出错误原因并纠正，再重走一次入库流程。 数目确认后立即将产品包装并封好，做好装箱准备。

Card products must be counted and checked by double-control before being put into the warehouse, and the counting personnel will sign the record form after checking the number of boxes. If finding that the two counts are inconsistent, it is required to immediately find out the cause of the error and correct it, and then go back to the warehousing process. Immediately after the quantity is confirmed, the product is packaged and sealed, and got ready for packing.

5.4.1. 产品包装要求

5.4.1. Product packaging requirements

a) 存储时，卡产品放置在盒子内，并盖上盒盖；运输时，再加运输外箱包装。

a) In the storing process, the card product is placed in the box and covered with a lid; In the transporting process, add the outer box packaging.

b) 产品包装应标注产品名称、数量、厂家联系地址和联系电话。 最外层的运输包装不能标注生产企业名称和产品名称。

b) The product package shall be marked with the product name, quantity, manufacturer's contact address and contact number. The outermost shipping package cannot be labeled with the name of the manufacturer and the name of the product.

c) 包装材料必须具有足够强度和韧性，包装必须安全塑封，防止运输过程中暴露受潮和破损。

c) The packaging material must have sufficient strength and toughness. The packaging must be safely molded to prevent moisture and damage during transportation.

d) 计数和包装的工作区必须安装 24 小时不间断的摄像，进行全程监控，监控录像至少保存 3 个月。

d) The working area for counting and packaging must be installed with 24-hour camera

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shooting without interruption for full monitoring, and the video shall be kept for at least 3 months.

5.5. 卡产品的销毁管控

5.5. Destruction control of card products

5.5.1. 大张废品的销毁

5.5.1. Destruction of large waste products

a) 大张废品是产品转移到冲切工序前的废品，包括印刷废品、装订废品、层压废品和大张检测用料。

a) Large waste product is the waste before the product is transferred to the blanking process, including printing waste, binding waste, laminated waste and large test materials.

b) 生产中产生的大张废品，要如实的在《生产过程审核报告》上记录数量。 实物废品要单独标识，随产品一起向下道工序转移。

b) Large waste products produced in production shall be recorded on the Substrate Batch Control Chart. The physical waste shall be separately identified and transferred to the next process along with the product.

c) 产品在由装订工序向层压工序转移前，不合格大张由生产部门和安全策略部双方对照《生产过程审核报告》审计平衡交接，再将不良明细信息记录在《销毁现场记录表》中，废品集中存放。 装订工序核对无误后的《生产过程审核报告》转入审计存档。

c) Before the product is transferred from the binding process to the lamination process, the unqualified large waste product is audited and balanced by the production department and the Security Strategy Department against the “Substrate Batch Control Chart”, and the non-conformity details are recorded in the “Destruction Record Form”, and the waste is stored centrally. The "Substrate Batch Control Chart" confirmed by the binding process is transferred to the auditing process for archiving.

d) 大张废品由金库组织点数核对《销毁现场记录表》帐物一致后销毁。 安全策略部人员负责监督销毁过程。 在废品销毁完毕后，与碎卡人员一起在《销毁现场记录表》上签字。

d) Large waste products are destroyed by the vault organization after confirming the

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consistency through counting against the “Destruction Record Form”. The Security Strategy Department is responsible for overseeing the destruction process. After the waste has been destroyed, sign the Destruction Record Form with the card crusher.

e) 被销毁的大张废品，其宽度不能超过 5 公分，并保证不留完整的卡组织 LOGO。

e) Large pieces of waste that have been destroyed cannot exceed 5 cm in width and are guaranteed not to leave a complete card organization LOGO.

5.5.2. 单片卡废品的销毁

5.5.2. Destruction of single-chip waste products

a) 废品单片卡是指产品在单片化以后产生的废品，包括生产批量报废的单片卡和客户退货的废品卡。

a) Waste single-chip card refers to the waste products produced after the generation of single chips, including the batch-discarded single-chip cards from the production and scrap cards returned by customers.

b) 废品入库时，仓库/金库应进行严格计数。 在确认产品数量与入库单据上申报的入库数量一致后，打包入库。

b) When the waste is put into storage, the warehouse/vault shall conduct strict counting. After confirming that the number of products is the same as the number of inventories declared on the warehousing documents, package them into the warehouse.

c) 仓库/金库向安全策略部提出销毁单卡的申请，点数确认无误后，由安全员陪同碎卡人员到碎卡室一同销毁，并共同在销毁记录表上签字。

c) The warehouse/treasure warehouse submits an application for destroying the single card to the Security Strategy Department. After they are confirmed by counting, the safety officer will accompany the card-breaking personnel to destroy it in the card-breaking room and jointly sign the destruction record form.

d) 安全员负责监督销毁，并确保所销毁的卡片实物与清单相符，确保卡片被碎成颗粒，且设备中没有残存的废卡。

d) The safety officer is responsible for supervising the destruction and ensuring that the physical card being destroyed matches the list, ensuring that the card is broken into granules and that there is no scrap card in the equipment.

e) 批量报废的废卡和客户退货的废卡，凭质量管理部的判废通知入库。 金库按以上 b)、c)、d)规定执行。

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e) Waste cards scrapped in batches and scrap cards returned by customers shall be placed in the warehouse according to the scrapping notice issued by the Quality Management Department. The vault operation is executed in accordance with b), c) and d) above.

5.5.3. 余料和过版纸的销毁

5.5.3. Destruction of residual materials and over-plate paper

a) 装订工序的大张余料需及时提交《生产过程审核报告》，安全策略部对照余料实物进行品种、数量核实后，组织碎卡人员对其进行销毁，并在销毁清单上签字确认。

a) As for the large surplus materials in the binding process, the “Residual Material Destruction Application Form” shall be submitted in time. After the Security Strategy Department has verified the variety and quantity of the surplus materials, organize the card-breaking personnel to destroy them and sign the destruction list for confirmation.

b) 对于已经不能重复使用的过版纸，生产部门向安全策略部提出过版纸销毁申请。安全策略部组织销毁后，在销毁记录表上签字确认。

b) For over-plate paper that cannot be reused, the production department shall submit an application for over-plate paper destruction to the Security Strategy Department. After the Security Strategy Department organizes the destruction, the destruction record form shall be signed and confirmed.

c) 余量和过版纸的销毁，都应该剪切成宽度不超过 5 公分的条，并保证没有完整的卡组织标识和客户 LOGO。

c) As for destruction of the surplus and over-plate paper, it shall be cut into strips not exceeding 5 cm in width and guaranteed to have no complete card organization logo and customer LOGO.

d) 余量和过版纸的销毁记录保存在安全策略部，最少保存两年。 作为领用新的过版纸的依据，安全策略部可向印刷工序提供过版纸销毁记录的复印件。

d) The record of the destruction of the surplus and over-plate paper is kept in the Security Strategy Department for a minimum of two years. As a basis for receiving new over-plate paper, the Security Strategy Department can provide a copy of the paper destruction record to the printing process.

5.5.4. 其他卡片的销毁

5.5.4. Destruction of other cards

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a) 工艺部、工程部、质管部的样卡、测试卡需登记在《零星物料管控表》中，并指定专人进行内部保管，适时销毁。

a) The sample card and test card of the Process Department, Engineering Department and Quality Control Department shall be registered in the “Small Material Control Form”, and be internally kept and destroyed by designated personnel in a timely manner.

b) 样卡、测试卡的销毁，由使用部门向安全策略部提出销毁申请，安全策略部核实帐物无误后，安排碎卡人员执行销毁并共同在销毁清单上签字。 销毁记录由使用部门保存，作为日后审计领用卡片去向时的证明。

b) The destruction of the sample card and the test card shall be submitted by the user department to the Security Strategy Department. After the Security Strategy Department verifies that the account is correct, it shall arrange the card-breaking personnel for the destruction and jointly sign the destruction list. Destruction records are kept by the user department as proof of disposition when the received card is audited in the future.

c) 制卡仓库（原六部仓库）对长期没有发货记录的溢量卡片，可制成销毁清单交计划部、工艺部确认是否有保存价值。 如是，制卡仓库将回复意见及销毁清单交安全策略部，再组织销毁，安全策略部全程监督并在销毁清单上签字确认。 销毁清单由制卡仓库保存。 VISA、MC、运通、JCB 卡片，须在订单完结后 24 小时内销毁。

c) The card-issuing warehouse (the former 6th warehouse) can make a list of the destruction for cards that have no delivery records for long term, and submit the list to planning department and the Process Department to confirm whether there is preservation value. If so, the card-making warehouse will return the comments and submit the destruction list to the Security Strategy Department, and then organize the destruction. The Security Strategy Department will supervise and sign the destruction list. The destruction list is kept by the card-making warehouse. VISA, MC, Express, JCB cards must be destroyed within 24 hours after the order is completed.

d) 信息仓库对长期没有发货记录的溢量卡片，需走不合格评审，经相关部门确认后，再制成销毁清单交安全策略部，由信息仓库组织销毁，安全策略部全程监督并在销毁清单上签字确认。 销毁清单由信息仓库保存。 VISA、MC、运通、JCB 卡片，须在订单完结后 24 小时内销毁。

d) The information warehouse shall conduct non-conformity assessment for the surplus card with no delivery record for long-term period. After obtaining confirmation from relevant departments, it shall be made into the destruction list and submitted to the Security Strategy Department, which shall be destroyed by the information warehouse. The

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Security Strategy Department shall supervise and sign the destruction list for confirmation. The destruction list is kept by the information warehouse. VISA, MC, Express, JCB cards must be destroyed within 24 hours after the order is completed.

e) 库存打样卡溢量的销毁，各仓库每 3 个月提交一次销毁申请，由安全策略部监督销毁，并在销毁清单上签字确认。 销毁清单由各仓库保存。

e) As for destruction of the surplus sample card in warehouse, each warehouse submits a destruction application every 3 months, and the Security Strategy Department shall supervise the destruction and sign on the destruction list for confirmation. The destruction list is kept by each warehouse.

f) 客户委托销毁的卡片，由各事业部提出申请，仓库人员核对申请销毁的数量和实物一致后，在安全策略部人员监督下进行销毁。 销毁记录交各事业部给客户作为销毁证明。

f) Application for the card commissioned by the customer for destruction shall be submitted by each business division. The warehouse personnel shall verify that the quantity of cards applied for destruction is the same as the physical object, and then destroy it under the supervision of the personnel of the Security Strategy Department. The record of destruction is handed over to the customer by each business division as proof of destruction.

g) 上述所有卡产品的销毁记录，至少保存 24 个月。

g) The destruction records of all the above card products shall be kept for at least 24 months.

6. 敏感组件的安全管控

6. Safety Control of Sensitive Components

6.1. 菲林和印版的安全管控

6.1. Security control of film and printing plates

6.1.1. 菲林和印版的领用管控

6.1.1. Receiving control of film and printing plates

a) 印版由制版室制作，并按产品订单号进行数量、品种登记。 胶印工序凭生产计划

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表到制版室领取。 当印版质量达不到要求需要调整重新制作时，增加的印版数要按产品定单号追加登记。 领用追加印版时领用人也要签字验收。

a) The printing plate is produced by the plate-making room and registered in quantity and variety according to the product order number. The offset printing process is obtained from the plate making room according to the production schedule. When the quality of the printing plate does not meet the requirements and needs to be adjusted and re-made, the number of plates to be added must be additionally registered according to the product order number. The recipient must also sign and accept when receiving the additional plate.

b) 丝印人员凭生产计划表在制版室制作菲林。 当菲林质量达不到要求需要调整重新制作时，增加的菲林数要按产品定单号追加登记。 领用追加菲林时领用人也要签字验收。

b) Silk-screen printing personnel make film in the plate making room against the production schedule. When the quality of the film does not meet the requirements and needs to be adjusted and re-made, the increased number of films must be additionally registered according to the product order number. When the additional film is used, the recipient must also sign and accept.

c) 菲林和印版的领用，需制版室人员和生产人员进行双方交接确认，并记录在《菲林管控记录表》上。

c) The receiving of film and printing plates shall be confirmed by personnel from the plate making room and the production personnel, and recorded in the “Film Control Record Form” and “Printing Plate Control Record Form”.

6.1.2. 菲林和印版的存储管控

6.1.2. Storage management of film and printing plates

已制作的菲林和印版需存储在制版室内，且必须放置在上锁的柜中。 制版室人员负责对存储的菲林和印版进行管控。

Films and printing plates that have been produced must be stored in the plate making room and must be placed in a locked cabinet. The plate maker is responsible for managing the stored film and printing plates.

6.1.3. 菲林和印版的使用管控

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6.1.3. Control of the use of film and printing plates

a) 胶印印版使用完毕拆卸下机后，归还给制版室，制版室人员使用刮刀沿图案中线将所有图案破坏后集中存放，上述步骤都记录在《菲林管控记录表》上。

a) After the offset printing plate is used and removed from the machine, it will be returned to the plate making room. The plate making room personnel will use the scraper to destroy all the patterns along the pattern center line and store them in a centralized manner. The above steps are recorded on the “Printing Plate Control Record Form”.

b) 使用完的菲林要及时归还，由丝印专人进行保管，并记录在《菲林管控记录表》上。

b) The used film shall be returned in time, and shall be kept by the screen printing person and recorded in the Film Control Record Form.

6.1.4. 菲林和印版的销毁管控

6.1.4. Destruction control of film and printing plates

a) 物料员、制版员双方一起清点核对当班使用数量，核对无误后，在《印版管控记录表》的回收管控栏填写数量及明细。 最后制版员负责执行印版的销毁，使用刮刀沿图案中线将所有图案破坏后集中存放，安全员监督销毁过程，双方在记录表上签字确认。

a) Both the material and the plate-making staff shall check the quantity used in the shift, and complete the quantity and details in the recovery control column of the Printing Plate Control Record Form. The final plate maker is responsible for the destruction of the plate, uses the scraper to destroy all the patterns along the pattern centerline and stores them in a centralized manner. The safety officer supervises the destruction process and both parties sign the record form to confirm.

b) 安全策略部每周按《菲林管控记录表》对报废印版进行清点后，统一进行销毁，并填写销毁记录存档备案。

b) The Security Strategy Department will count the scrapped plates in accordance with the “Printing Plate Control Record Form” every week, and then destroy them in a unified manner, fill in the record of the destruction records, and keep it for filing.

c) 制版室至少每季度对库存印版进行一次清点，丝印工序至少每季度对库存菲林进行一次清点，并将清点结果记录在《盘点记录表》、《盘点核对表》上。 对已经确认不会再使用的印版、菲林要列入待销毁清单，经部门确认后提交安全策略部。 由

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安全策略部负责监督销毁，销毁执行人将菲林划破且确保图案无法识别，在销毁清单上签字，确认已销毁。

c) The plate-making room shall check the inventory plate at least once every quarter, and the silk-screen process shall inspect the inventory film at least quarterly, and record the inventory results in the “Printing Plate Inventory Sheet”, “Printing Plate Account Checklist”, Film Inventory Sheet, "Film Account Checklist". For printing plates and films that have been confirmed to be no longer used, they shall be included in the list of items to be destroyed, and submitted to the Security Strategy Department after obtaining confirmation from the department. The Security Strategy Department is responsible for supervising the destruction. The destruction executor will cut the film and ensure that the pattern is unrecognizable, sign the destruction list and confirm that it has been destroyed.

6.2. 全息标和签名条的安全管控

6.2. Security control of holographic label and signature strips

6.2.1. 全息标和签名条的运输管控

6.2.1. Transportation control of holographic label and signature strips

a) 全息标和签名条的购买发票至少保存 24 个月，以备复查。

a) The purchase invoice for the holographic label and signature strips shall be kept for at least 24 months for review.

b) 其他管控要点详见《产品运输安全管理标准》。

b) For other control points, please refer to the Product Transportation Safety Management Standards.

6.2.2. 全息标和签名条的领用管控

6.2.2. Receiving control of holographic label and signature strips

生产人员根据生产计划表提出领用申请，每次申请全息标和签名条时，都需将废的全息标和签名条尾料归还金库，领用和归还信息都记录在《签名条出入库/销毁登记表》、《全息标出库/销毁记录表》上。

The production personnel shall submit the receiving application according to the production

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schedule. Each time the holographic label and the signature strip are applied, the waste holographic label and the signature strip tailing shall be returned to the vault, and the information for the receiving and returning shall be recorded in the Warehousing/Ex-Warehousing Destruction Registration Form for Signature Strip and Warehousing/Ex-Warehousing Destruction Registration Form for Holographic Label.

6.2.3. 全息标和签名条的存储管控

6.2.3. Storage management of holographic label and signature strips

a) 无论存放在金库还是其他高安全区域，全息标和签名条都必须放置在上锁的柜内，且有相应库位账目。

a) Regardless of whether it is stored in a vault or other high security area, the holographic label and signature strips must be placed in a locked cabinet with the corresponding location account.

b) 废全息标需按卷号分开存放，并在存放的塑料袋上标明卷号。

b) Waste holographic label shall be stored separately by volume number, which shall be marked on the plastic bag for storage.

c) 每月由两名金库人员对存储的产品进行盘点，采用“盲盘”方式，出现差错应立即向主管人员报告并查明原因。

c) The stored products are counted by two vault personnel every month adopting the “blind counting” method. If there is any error, report the problem to the supervisor immediately and find out the reason.

6.2.4. 全息标和签名条的使用管控

6.2.4. Use control of holographic label and signature strips

1) 启用新卷时，需确保旧卷已使用完，并将使用信息记录在《签名条使用记录表》、《全息标使用记录表》上。

1) When enabling a new volume, make sure that the old volume has been used up and record the usage information on the Signature Strip Usage Record Form and the Holographic Label Usage Record From.

2) 全息标在使用过程中要按卷盘使用，通过审计记录表进行登记。 每一次使用完毕后的废料，要从中间将尾料切割破坏，从设备上卸下时用透明粘胶带妥善捆扎，与尚未用完的卷盘放在一起，直至全部用完后随卷盘芯筒一起返回金库，金库工作人

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员确认废料完整后在全息标使用审计表上签字确认。

2) The holographic label shall be used on the reel basis during use and registered according to the audit record sheet. As for waste after each use, the tail material is cut and destroyed from the middle. When it is removed from the equipment, it is properly bundled with a transparent adhesive tape, and put together with the unused reel until it is completely used, then it will be returned to the vault together with the reel core barrel, and the vault staff shall sign on the Holographic Label Usage Audit From after confirming that the scrap is complete.

3) 签名条在使用过程中，按签名条的卷筒编号对其使用情况进行登记。 签名条使用前须将卷筒编号复制在芯筒上，以便金库对照销帐。 使用后的签名条残料要及时用刀片沿中线切割销毁。 使用完毕的签名条芯筒需返回金库，由金库在《签名条出入库/销毁登记表》上登记。 安全策略部在检查登记记录并核对芯筒后，签字确认该材料已经使用完毕。

3) During the use of the signature strip, the usage of the signature strip is registered according to the reel number of the signature strip. Before the signature strip is used, the reel number must be copied on the core barrel so that the vault can conduct write-offs accordingly. After use, the signature strip residue shall be cut and destroyed along the center line with the blade in time. The used signature strip core barrel is to be returned to the vault, and registered by the vault on the “Warehousing/Ex-Warehousing Destruction Registration Form for Signature Strip”. After checking the registration record and checking the core barrel, the Security Strategy Department signs and confirms that the material has been used.

6.2.5. 全息标和签名条的销毁管控

6.2.5. Destruction control of holographic label and signature strips

a) 原则上，烫印设备上需安装刀片，将使用后的全息标和签名条进行破坏。

a) In principle, the hot stamping equipment needs to be equipped with a blade to destroy the used holographic label and signature strip.

b) 需要统一销毁时，由金库向安全策略部提出销毁要求，安全策略部人员和金库人员按《签名条出入库/销毁登记表》、《全息标出入库/销毁登记表》进行审核确认后，一起将其销毁，并在登记表中签字确认。

b) When uniform destruction is required, the vault shall submit the destruction request to the Security Strategy Department. The personnel of the Security Strategy Department and

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the Vault personnel shall review and confirm according to the "Warehousing/Ex-Warehousing Destruction Registration Form for Signature Strip" and the "Warehousing/Ex-Warehousing Destruction Registration Form for Holographic Label", destroy it together and sign the registration form for confirmation.

c) 全息标和签名条的销毁，必须保证被销毁的残料不再具有完整的图形，必须有销毁记录，销毁记录保存在金库，最少保存两年。

c) The destruction of the holographic label and signature strips must ensure that the destroyed scrap no longer has a complete pattern, must have a record of destruction, which is to be kept in the vault for a minimum of two years.

6.3. 模块的安全管控

6.3. Module security control

6.3.1. 模块管理

6.3.1. Module management

6.3.1.1. 模块的领用管理

6.3.1.1. Module acquisition management

生产物料员根据产品项目数量提出领用申请，并打印 K3 单据到仓库领取模块，仓库人员审核单据的正确性，再发放相应数量的模块给物料员。 同时，仓库人员和物料员需在《打孔模块/载带报废管理登记台账》中记录模块的数量和重量。

The production material worker submits a request for items specifying the quantity, and prints a K3 document to the warehouse collection module. The warehouse controller shall check the validity of the document before distributing the modules of the requested quantity to the material worker. At the same time, warehouse controller and material worker shall record the quantity and weight of modules in the Punching Module/Carrying Belt Management Registry Account.

6.3.1.2. SIM 卡模块的存储管理

6.3.1.2. Storage management of SIM card modules

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物料员领用模块后，将模块转交给迭胶操作员，迭胶操作员再核实模块的数量和型号，确认无误后，在《封装生产记录表》上记录模块信息，并将模块存放在上锁的模块柜内。

□□ After the material worker receives the module, he/she shall transfer them to the glue laminating operator. The glue laminating operator shall then verify the quantity and type of the modules. After confirmation, the module information shall be recorded on the Module Registration Form of Packaging Workshop, and the modules shall be stored in the lockable module cabinet.

每次在模块柜内存放或者领取模块，迭胶操作员都必须及时在《封装生产记录表》上记录，确保进出的实物与账目一致。

□□ When modules are stored or got out of the cabinet, the glue laminating operator must promptly record it in the Module Registration Form of the Packaging Workshop to ensure that the incoming and outgoing items are consistent with the accounts.

模块柜锁的钥匙，由授权的迭胶操作员保管。

□□ The key to the module cabinet lock shall be in the custody of the authorized glue laminating operator.

每月物料组对模块进行一次月度双控盘点。 首先运用《盘点记录表》对各类模块进出数量、在线数量、库存实物进行盘点。 然后将盘点结果与 K3 数据进行比对，并形成月度盘点报表，实事求是上报盘点结果。 《盘点记录表》及盘点报表原件由统计组保管。

□□ The monthly double control inventory of the module shall be carried out by the material group once a month. Firstly, the quantity of various incoming and outgoing modules, online quantity and physical inventory shall be checked through the Form of Module Inventory. Then the inventory results shall be compared with K3 data, and the monthly inventory report

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shall be prepared. The results of the inventory shall be reported realistically and truthfully. The original of the Form of Module Inventory and the Inventory Report shall be kept by the statistical group.

6.3.1.3. 模块的使用管控

6.3.1.3. Use and control of modules

迭胶操作员根据生产计划，对模块进行迭胶和 cos 下载，然后把模块所用于的产品项目记录在《封装生产记录表》上，并根据产品组别对模块进行分组编号，确保每组模块的编号与相应《封装流程单》编号一致。

□□ According to the production plan, the glue laminating operator shall dispense glue onto the modules and download the module and cos. Then the product items used by the module are recorded on the Module Registration Form of the Packaging Workshop, and the modules are grouped according to the product groups to ensure that the each module group is numbered in consistent with the corresponding Packaging Process Sheet.

生产过程中，废模块需在双控条件下进行安全处理，并将数量记录在《封装流程单》上。

□□ In the production process, waste modules shall be treated safely under the condition of double control, and the quantity shall be recorded on the Packaging Process Sheet.

每组产品完工后，废模块需当班办理入库，生产物料员和仓库管理员一起核实废模块数量，确保入库账目与实物一致。 余料模块及时退还给迭胶工序，与迭胶操作员双方当面核实模块数量后，将其存放在上锁的模块柜内，同时在《封装生产记录表》上填写存放记录。

□□ After the completion of each group of products, waste modules shall be put into the warehouse immediately. Production material worker and warehouse controller shall work together to verify the number of waste modules to ensure that the storage accounts are

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consistent with the physical items. Remaining modules shall be returned to the laminating process in time. After checking the number of modules face to face with the glue laminating operator, modules shall be stored in the locked module cabinet. At the same time, the storage record shall be filled in the Module Registration Form of the Packaging Workshop.

产品项目完工后，所有模块余料按照双控原则重新退库，并保存退库记录。

□□ After the completion of the product items, all remaining modules shall be returned to the warehouse according to the double control principle, and the records of return shall be maintained.

6.3.2. 非接触模块管理

6.3.2. Contactless module management

6.3.2.1. 模块的领用管理

6.3.2.1. Management of module acquisition

生产物料员根据生产计划提出领用申请，并打印 K3 单据到仓库领取模块，仓库人员审核单据的正确性，再发放相应数量的模块给物料员。 同时，仓库人员和物料员需在《打孔模块/载带报废管理登记台账》中记录模块的数量和重量。

According to the production plan, the production material worker shall submit a claim application and print K3 documents for collecting module at the warehouse. The warehouse controller shall check the validity of the documents before distributing the modules in a required quantity to the material worker. At the same time, warehouse controller and material worker shall record the quantity and weight of modules in the Punching Module/Carrying Belt Management Registry Account.

6.3.2.2. 模块的存储管理

6.3.2.2. Storage management of modules

物料员领用模块后，将模块存放在上锁的模块柜内，并在《封装生产记录表》上填写记

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录。

□□ After the material worker receives the modules, they shall be stored in the lockable module cabinet, and the Module Handover Record Form shall be filled in.

每次在模块柜内存放或者领取模块，生产物料员都必须双控，并在《封装生产记录表》上记录，确保进出的实物与账目一致。

□□ When modules are stored in the module cabinet or distributed, the production material worker must exercise the double-control practice and record it in the Module Handover Record Form to ensure that the incoming and outgoing physical items are consistent with the accounts.

模块柜锁的钥匙，由授权的生产物料员保管。

□□ The key to the module cabinet lock shall be in the custody of the authorized production material worker.

盘点方式同于上述生产一部的的月度盘点。

□□ The inventory method shall be the same as the monthly inventory of the above-mentioned Production Department I.

6.3.2.3. 模块的使用管控

6.3.2.3. Use and control of modules

生产物料员根据生产计划，发放模块给生产操作员，双方当面交接，将数量、日期记录在《封装生产记录表》上。

□□ According to the production plan, the production material worker shall distribute the modules to the production operator. Both sides shall complete the handover face to face, and record the quantity and date in the Module Handover Record Form.

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生产过程中产生的模块废品，需当天办理入库，生产物料员和仓库管理员双控核实废模块数量，确保入库账目与实物一致。

□□ Modular wastes produced in the production process shall be warehoused on the same day. The production material worker and warehouse control shall exercise the double control to verify the quantity of waste modules to ensure that the storage accounts are consistent with the physical items.

产品项目结单后，所有模块余料按照双控原则重新退库，并保存退库记录。

□□ Upon the product project is closed, all module wastes shall be returned to the warehouse according to the principle of double control, and the records of return shall be maintained.

6.3.3. 银行卡模块管理

6.3.3. Bank card module management

6.3.3.1. 模块的领用管理

6.3.3.1. Management of module acquisition

同于上述 6.3.1.1。
Same as above 6.3.1.1.

6.3.3.2. 模块的存储管理

6.3.3.2. Storage management of modules

统计员领用模块后，将其存放在上锁的模块柜内，并在《封装生产记录表》上填写记录。不同类型的模块需按不同的库位（或货柜）分开放置。 每个库位都有各自的《封装生产记录表》来控制本库位的模块数量。

□□ After the statistician uses the module, he stores it in the locked module cabinet and fills in the record on the "module handover record form". Different types of modules should be

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placed separately according to different storage locations (or containers). Each library has its own "module handover record table" to control the number of modules in the library.

每次在模块柜内存放或者领取模块，统计员都必须如实、及时的在《封装生产记录表》上作记录，双方当面交接，确保进出的实物及在线库中的实物与账目一致。

□□ When modules are stored or received in the module cabinet, the statistician must record it truthfully and timely in the Module Handover Record Form. Both sides should complete the handover face to face to ensure that the physical incoming and outgoing items and online storeroom are consistent with the accounts.

模块柜锁的钥匙，在下班时锁进专用的保险柜，保险柜钥匙交由监控室保管，上班时由授权的统计员到监控室领用。

□□ The key to modular cabinet lock shall be locked into the special safe at the completion of work. The key to the safe shall be kept by the monitoring room, and shall be distributed to the authorized statisticians at the monitoring room at the beginning of the work.

统计员需每天对模块进行一次在线盘点，确保每次盘点由两人以上执行，并填写《盘点记录表》。

□□ The statistician shall conduct an online inventory of modules on a daily basis to ensure that each inventory is carried out by more than two people, and the Module Inventory Form.

每月组织监督方督促统计组对模块进行一次月度双控盘点。 首先运用《盘点记录表》对各类模块进出数量、在线数量、库存实物进行盘点。 然后将盘点结果与 K3 数据进行比对，并形成月度盘点报表，实事求是上报盘点结果。 《盘点记录表》及盘点报表原件由统计组保管。

□□ Every month, the supervisor urges the statistical group to conduct a monthly double-control inventory of the module. Firstly, the quantity of various incoming and

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outgoing modules, online quantity and physical inventory shall be checked through the Form of Module Inventory. Then the inventory results shall be compared with K3 data, and the monthly inventory report shall be prepared. The results of the inventory shall be reported realistically and truthfully. The original of the Form of Module Inventory and the Inventory Report shall be kept by the statistical group.

6.3.3.3. 模块的使用管理

6.3.3.3. Use and management of modules

质检人员领取模块进行来料检时，需先对模块进行点数，确保标签记录数量（含打孔）和实物一致后，交接双方在《模块交接记录表》上填写交付记录。 质检人员归还模块时，统计人员也先清点模块数量（含打孔），核实无误后再接收，并将接收记录填写在《模块交接记录表》上。

□□ When the quality inspector receives the modules and carries out the incoming inspection, he/she shall count the modules first to ensure that the number of label records (including punching) is consistent with the physical items. After that, the handover sides shall fill in the delivery record in the Module Handover Record Form. When the quality inspector returns the modules, the statistician shall also count the number of modules (including punching), verify the correctness before receiving, and fill in the Module Handover Record Form.

加锡背胶操作员领用模块前，也需先对模块进行点数，确保标签记录数量（含打孔）和实物一致后，与统计员一起在《封装生产记录表》上填写领用记录，并按盘号填写《加锡背胶模块记录表》的转出明细。 加锡背胶完成后，操作员将模块成品数量（含打孔）记录在模块盘上，统计人员清点模块数量时，包括成品（含打孔）、散粒和废品，核实数量无误后再接收，并按盘号填写对应的《加锡背胶模块记录表》接收明细，同时在《封装生产记录表》上填写接收记录。

□□ Before the tin backing glue operator receives the modules, he/she shall also count the

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number of modules to ensure that the number of label records (including punching) is consistent with the physical items. After that, he/she shall, together with the statistician, fill in the Module Handover Record Form and fill in the outward transfer details in the "Tin Backing Glue Module Record Form" according to the tray number. After the tin backing glue is finished, the operator shall record the number of finished modules (including punching) on the module tray. When the statistician counts the number of modules, including finished products (including punching), granules and waste products, he/she shall verify the quantity before acceptance, fill in the Tin Backing Glue Module Record Form according to the tray number with acceptance details, and fill out the details of the receiving into the Module Handover Record Form. The Tin Backing Glue Module Record Form shall be kept by the Statistical Group.

加锡背胶完成后，统计组根据生产计划，给每条生产线配备相应模块数量，并和产线班组长当面交接，在《封装生产记录表》上填写转出记录。 同时，统计员在《双界面封装车间生产报表》上记录配备数量，封装结班前，统计员依据《双界面封装车间生产报表》上的记录数量来盘点模块的在线实物明细，盘点无误后，办理成品入库，废品模块和余料清点数量无误后退回原库位，并填写《封装生产记录表》。

□□ After the tin backing glue is finished, according to the production plan, the statistical group will equip each production line with an appropriate number of modules, complete the handover with the line team leader face to face, and fill in the outward transfer record in the Module Handover Record Form. At the same time, the statistician shall record the number of equipment in the production report of the double-interface packaging workshop. Before the end of the work, the statistician shall count the online physical details of the modules according to the recorded quantity in the Production Report of the Double-Interface Packaging Workshop. After the inventory is verified correct, the finished product shall be stored in the warehouse, and waste module and surplus materials shall be counted correct

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before being returned. Meanwhile, the Module Handover Record Form shall be filled out.

产生的废品模块，需定期办理入库。 入库前，统计人员和仓库管理员需双控核实模块数量，确保无误后，再办理入库。

□□ The waste products and modules produced shall be stored on a regular basis. Before warehousing, the statistician and warehouse controller shall exercise the double control exercise to verify the quantity of modules and put the modules into the warehouse after satisfactory verification.

针对批量比较小的订单，或者使用特殊模块的订单，在结单后，需及时将在线的余料模块办理退库，并在 48 小时内将订单结清。

□□ For orders with small batches or for modules with special purposes, the online surplus modules shall be returned to the warehouse promptly after the order is closed, and the order shall be settled within 48 hours.

6.3.4. 模块的销毁管控

6.3.4. Destroy control of module

a) 入库后的废模块，确定不能二次利用的，由仓库核实数量后，单独安全封存。 粉碎销毁时在双控下单独进行，确保废渣与卡基废料分开收集存放，按照高价废料单独处理。

a) The waste modules that cannot be reused after storage should be stored separately and safely after the quantity is verified by the warehouse personnel. The crushing destruction should be made separately under double control, and the waste residue and benzyl-group waste should be collected and stored separately, and treated separately as high-priced waste.

b) 不再使用或已报废需要销毁的模块，必须经书面申请，经计划部、工艺部、质量部等审批后，提供 K3 单给仓库人员进行退库，仓库再组织销毁，安全员负责监督。

b) Modules that are no longer in use or have been scrapped and need to be destroyed must be withdrawn from the warehouse by providing K3 sheets to warehouse personnel after

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written application and approval by the Planning Department, Process Department, Quality Department, etc. After the modules are withdrawn from the warehouse, the warehouse personnel should organize the destruction of the modules, and the safety officer should be responsible for supervising the destruction.

6.3.5. 车规项目部的模块管控

6.3.5. Module control of the Vehicle-level Project Department

6.3.5.1. 模块的领用管理同于上述 6.3.1.1。

6.3.5.1. The requisition and management of modules should be handled according to the 6.3.1.1.

6.3.5.2. 模块的存储管理

6.3.5.2. Storage management of modules

物料员领用模块后，将其存放在上锁的模块柜内，并在《封装生产记录表》上填写记录。不同类型的模块需按不同的库位（或货柜）分开放置。 每个库位都有各自的《封装生产记录表》来控制本库位的模块数量。

□□After requisitioning the module, the material handler should store it in the locked module cabinet and record it in the Record Form of Module Handover. Different types of modules should be placed separately according to different storage locations (or containers). Each library has its own "module handover record table" to control the number of modules in the library.

每次在模块柜内存放或者领取模块，物料员都必须如实、及时的在《封装生产记录表》上作记录，双方当面交接，确保进出的实物及在线库中的实物与账目一致。

□□The material handler must record the storage or collection of each module in the module cabinet on the Record Form of Module Handover truthfully and timely, and the handover

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should be conducted in a face-to-face manner to ensure that the quantity of the incoming and outgoing physical objects and the physical objects in the warehouse are consistent with the accounts.

物料员需每天对模块进行一次在线盘点，确保每次盘点由两人以上执行，并填写《封装生产记录表》。

□□The material handler should conduct an online inventory of the modules once a day, and each inventory should be carried out by more than two persons and the Module Inventory Form should be filled in.

每月组织监督方督促统计组对模块进行一次月度双控盘点。 首先运用《盘点记录表》对各类模块进出数量、在线数量、库存实物进行盘点。 然后将盘点结果与 K3 数据进行比对，并形成月度盘点报表，实事求是上报盘点结果。 《盘点记录表》及盘点报表原件由生产部门保管。

□□ Every month, the supervisor urges the statistical group to conduct a monthly double-control inventory of the module. Firstly, the quantity of various incoming and outgoing modules, online quantity and physical inventory shall be checked through the Form of Module Inventory. Then the inventory results shall be compared with K3 data, and the monthly inventory report shall be prepared. The results of the inventory shall be reported realistically and truthfully. The production department should keep the original of the Module Inventory Form and inventory report.

6.3.5.3. 模块的使用管理

6.3.5.3. Use management of modules

质检人员领取模块进行来料检时，需先对模块进行点数，确保标签记录数量（含打孔）和实物一致后，交接双方在《封装生产记录表》上填写交付记录。 质检人员归还模块

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时，物料员也先清点模块数量（含打孔），核实无误后再接收，并将接收记录填写在《模块交接记录表》上。

□□ When the quality inspector receives the modules and carries out the incoming inspection, he/she shall count the modules first to ensure that the number of label records (including punching) is consistent with the physical items. After that, the handover sides shall fill in the delivery record in the Module Handover Record Form. When the quality inspection personnel return the module, the material handler should count and verify the quantity of the previous module (including punching) before receiving it, and record the received quantity in the Record Form of Module Handover.

生产人员领取模块进行生产时，需与物料员在《封装生产记录表》上登记，双方确认数量无误后，生产人员领取模块。

□□When the production personnel need to receive the module for production, they should register with the material handler in the Record Form of Module Handover. The production personnel can only receive the module after the production personnel and the material handler confirm that the quantity is correct.

模块到达生产后，生产人员负责模块的安全管理，并将相应的模块信息和数量，记录在《车规项目产品管控表》中。 在生产过程中，如有废品产生，需及时记录在《车规项目产品管控表》中，直到模块生产完成，生产人员核实模块数量与领取时一致后，再将模块交付给物料员，双方同样在《封装生产记录表》中签字确认。

□□After the module is sent to the production department, the production personnel should be responsible for the safety management of the module and record the information and quantity of the corresponding module in the Product Control Form of Vehicle-Level Project. If there is any waste product generated in the production process, it should be recorded in the Product Control Form of Vehicle-Level Project in a timely manner. Until the module

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production is completed, the production personnel should deliver the module to the material handler after verifying that the module quantity is consistent with the received quantity. Both parties should also sign the Record Form of Module Handover for confirmation.

产生的废品模块，需定期办理入库。 入库前，物料员和仓库管理员需双控核实模块数量，确保无误后，再办理入库。 入库后的模块及时组织销毁，销毁流程同于 6.3.4 所述。

□□ The waste products and modules produced shall be stored on a regular basis. Before warehousing, the material handler and warehouse keeper need to check the quantity of modules under double control to ensure that the quantity is correct. The modules stored in the warehouse should be destroyed timely as described in 6.3.4.

6.4. 色带和平烫膜的安全管控

6.4. Safety control of ribbon and foil film

6.4.1. 色带和平烫膜的领用管控

6.4.1. Control of requisitioning ribbon and foil film

部门审计员通过 K3 领料单到仓库办理其他出库进行领取。

The department auditor should use the K3 material requisition to handle other stock-out and requisitioning in the warehouse.

6.4.2. 色带和平烫膜的存储管控

6.4.2. Control of storing ribbon and foil film

a) 无论存放在金库还是其他高安全区域，色带和平烫膜都必须放置在上锁的柜内，且有相应库位账目。

a) Ribbons and foil films stored in vaults or other high-security areas must be placed in locked cabinets with corresponding storage location accounts.

b) 操作员根据产品打印需求，向审计员提出领取色带和平烫膜的需求，审计员在库位卡上记录后再将色带和平烫膜交付给操作员。 在使用过程中，不得随意丢弃带有

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信息的废平烫膜或色带。

b) The operator should request the auditor to collect the ribbon and foil film according to the printing requirements of the product, and the auditor records the ribbon and foil film on the storage location card before delivering them to the operator. During use, the wasted foil film or ribbon with information should not be discarded at should.

c) 使用完后的色带及平烫膜，操作人员需交给审计员并放在报废箱中，再填写《已使用金银箔存储、交接及销毁记录表》、《已使用平印和凹印色带存储、交接及销毁记录表》。

c) The operator should hand over the used ribbon and flat hot film to the auditor and put them in the scrap box, and then fill in the Record Form of Storage, Handover and Destruction of Used Gold and Silver Foil and Record Form for Storage, Handover and Destruction of Used Lithoprint and Gravure Ribbon

6.4.3. 色带和平烫膜的使用管控

6.4.3.

a) 临时下线的色带和平烫膜，操作人员需将其放在机台上带锁的卡柜中。 卡柜钥匙由操作员上班时领取，下班后归还到审计员处。

a) The operator should place the temporarily off-line ribbon and foil film in the locked card cabinet on the machine. The operator should receive the key of the card cabinet at work and return it to the auditor after work.

b) 使用后的平烫膜残料要及时用刀片沿中线切割，并分卷归类，然后放置在废料箱内，废料箱钥匙由审计人员和仓库人员分别保管。

b) After use, the defective material of foil film should be cut along the middle line with a blade in time, and should be rolled and classified, and then placed in the ash can. The key to the ash can is kept separately by auditors and warehouse personnel.

6.4.4. 色带和平烫膜的销毁管控

6.4.4. Control of using ribbon and foil film

使用完毕后的色带和平烫膜，将残料与芯筒返回仓库，由仓库在《已使用金银箔存储、交接及销毁记录表》、《已使用平印和凹印色带存储、交接及销毁记录表》上登记。 安全部人员在检查登记记录并核对芯筒后，组织仓库人员进行销毁，同时对销毁情况签字确认。《已

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使用金银箔存储、交接及销毁记录表》、《已使用平印和凹印色带存储、交接及销毁记录表》由仓库保管。

The defective material and the core tube of used ribbon and the foil film should be returned to the warehouse, and the warehouse personnel should make corresponding registration on the Record Form of Storage, Handover and Destruction of Used Gold and Silver Foil and the Record Form for Storage, Handover and Destruction of Used Lithoprint and Gravure Ribbon. After checking the registration records and the number of core tubes, the personnel of the Security Department should organize the warehouse personnel to destroy them, and sign for confirmation of the destruction. The warehouse personnel should keep the Record Form of Storage, Handover and Destruction of Used Gold and Silver Foil and the Record Form for Storage, Handover and Destruction of Used Lithoprint and Gravure Ribbon.

6.5. 特殊字模的安全管控

6.5. Safety control of special matrix

特殊字模在采购入库后，必须存储在金库的带锁柜子中，并建立物品台账。 领用时，办理领用出库记录，使用部门建立特殊字模管理台账。 在字模不使用期间，使用部门必须将字模存放在安全的带锁的柜子中，并保持帐物一致。 长期不使用的字模，可做退还给金库，做入库处理。

After purchasing and warehousing, special matrix must be stored in the lockable cabinet of the vault and an item ledger must be established. When requisitioning, the requisitioning and outgoing records should be handled, and the User Department should establish a management ledger for special matrix. The User Department must store the matrix in a safe lockable cabinet when not using it, and keep the account consistent with the object. Matrix that has not been used for a period can be returned to the vault for warehousing.

6.6. 贵重原辅材料/下脚料的安全管控

6.6. Safety control of valuable raw and auxiliary materials/scraps

6.6.1. 智能固件的安全管控

6.6.1. Security Control of Intelligent Firmware

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a) 智能固件的领用和入库流程，同于上诉模块的领用及入库方式。

a) The requisition and storage process of intelligent firmware is the same as that of the above modules.

b) 物料员将智能固件领用到物料室后，放置在上锁的物料车内，并及时在《智能固件交接表》上记录产品名称、批号、数量等信息。

b) The material handler should place the intelligent firmware in the locked material car after receiving it into the material room, and record the product name, batch number, quantity and other information on the Handover Table for Intelligent Firmware timely.

c) 生产操作员从物料室领取智能固件，以及生产完成后将智能固件退还给物料室，都必须由物料员和操作员双方进行当面点数交接，并在《智能固件交接表》上记录，如有数量差异，必须停止交接，并及时查找差异原因。

c) When the production operator receives the intelligent firmware from the material room and returns the intelligent firmware to the material room after the production is completed, both the material handler and the operator must carry out the hand-over after counting the quantity in person and record it in the Handover Table for Intelligent Firmware, and in case of any quantity difference, must stop the handover and find out the reason for the difference in time.

d) 物料员每周对所有在线的智能固件进行一次盘点，盘点至少由两名物料员同时进行，原则上，通过 K3 系统核算的智能固件在线数量应该等于在线实物数量，如有数量差异，需及时通知安全策略部。 《智能固件交接表》和《智能固件盘点表》由物料室至少保存两年。

d) At least two material handlers should conduct an inventory of all online intelligent firmware once a week at the same time. In principle, the online quantity of intelligent firmware calculated through K3 system should be equal to the online physical object quantity. If the material handlers find any quantity difference, they should notify the Security Strategy Department in time. The Handover Table for Intelligent Firmware and Inventory Form for Intelligent Firmware should be kept by the material room for at least two years.

6.6.2. 其他贵重原辅材料/下脚料的安全管控

6.6.2. Safety control of other valuable raw and auxiliary materials/scraps

a) （非接车间）的铜线，采购到货后需放置在上双锁的铁笼内，两把锁的钥匙由双人

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分开保管，每次拿取和放置都由双人同时开锁后再双控执行。

a) The copper wire (contactless workshop) should be placed in an iron cage with double locks after it is purchased. The keys of the two locks should be kept separately by two persons. Each time the copper wire is taken and placed, the two persons should unlock the lock at the same time and then proceed under double control.

b) （非接车间）的模块载带、铜线、锡渣等贵重下脚料，需放置在专门的上双锁铁皮柜内，两把锁的钥匙由双人分开保管，每次取出时，由双人同时开锁后再双控执行。出售时，必须有双人以上监管。

b) Module carrier tape, copper wire, tin slag and other precious scraps (contactless workshop) should be placed in a special iron cabinet with double locks. The keys of the two locks should be kept separately by two persons. Each time precious scraps are taken out; the iron cabinet should be unlocked by two persons at the same time and operated under double control. The sale of valuable scraps must be supervised by two or more people.

c) 银行卡、SIM 卡的模块在车间使用完后，每班次需办理一次入库。 物料人员办理入库 K3 单据，与仓库人员双方核实模块载带和打孔模块的数量和重量，且安全员做现场监督，双方确认数量/重量无误后再记录在《打孔模块/载带报废管理登记台账》上，同时物料人员、仓库人员、安全员在此账本上签字，然后仓库人员和安全员再将物料放入载带室或铁皮柜内。 载带室设立单独的门禁，由安全员和仓库人员双控才能开启，且载带室内的各类模块载带和打孔模块都有单独的库位卡，每次拿取和放置都需在库位卡上记录。 铁皮柜设有两把锁，其钥匙由仓库人员和安全员各保管一把，每次开启和上锁都由双方同时在场才能操作。

c) The modules of bank card and SIM card should be put into storage once per shift after being used in the workshop. The material personnel should verify the quantity and weight of the carrier tape and punching module of the module with the warehouse personnel after handling the receipt K3 document. Under the on-site supervision of the safety officer, the quantity/weight can be recorded in the Punching Module/Carrier Scrapping Management Registration Ledger only after both parties confirm that the quantity/weight is correct. At the same time, the warehouse personnel and safety officer should put the materials into the carrier tape room or iron cabinet after the material personnel, warehouse personnel and safety officer sign the book. A separate entrance guard should be set up in the carrier tape room, which can only be opened under the double control of the safety officer and warehouse personnel. Each type of module

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carrier tape and punching module in the carrier tape room should have a separate storage location card, and each pick-up and placement should be recorded on the storage location card. The iron cabinet should be equipped with two locks, with the lock keys kept by the warehouse personnel and the safety officer respectively. Only when two people are present can they be opened and locked.

d) 封装的锡渣，需定期执行入库，由物料人员和仓库人员双方确认锡渣重量，安全员作现场监督，重量确认无误后，物料人员、仓库人员、安全员在仓库的锡渣台账上签字，然后再由仓库人员和安全员将锡渣放入载带室，并在相应的库位卡上记录。

d) Encapsulated tin slag needs to be stored regularly. Under the on-site supervision of the safety officer, after both the material personnel and warehouse personnel confirm that the weight of the tin slag is correct, the material personnel, warehouse personnel and safety officer sign the tin slag ledger of the warehouse, and then the warehouse personnel and safety officer put the tin slag into the carrier tape room and record it on the corresponding storage location card.

e) 在模块载带和打孔模块出售时，运行保障部人员和仓库人员再核实重量，原则上，其重量应该与仓库模块台账上记录的重量一致，如有较大差异，需及时调查原因。

e) When the module carrier tape and the punched module are sold, the Operation Support Department personnel and the warehouse personnel should recheck the weight. In principle, the weight should be consistent with the weight recorded in the warehouse module ledger. If there is a big difference, the reason should be investigated in time.

f) 其他贵重下脚料出售时，如：铜线、锡渣，必须有双人以上监管。

f) The sale of other valuable scraps, such as copper wire and tin slag, must be supervised by more than two persons.

6.6.3. 终端等敏感组件的安全管控

6.6.3. Security control of terminals and other sensitive components

a) 终端等业务部门的敏感组件，发出到工厂时，应有明确的账目，确保账实一致。

a) There should be clear accounts of sensitive components of business departments such as terminals when they are sent to the factory, and ensure that the accounts are consistent with the actual situation.

b) 在工厂的加工过程中，也必须确保这些敏感组件有如实的账目跟踪记录，账实一致，数量平衡。

b) In the process of factory processing, there should be accurate account tracking records

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for these sensitive components. The accounts are consistent with the actual situation and the quantity is balanced.

c) 报废的敏感组件，必须盘点清楚后，返回公司销毁。 公司仓库接收后，和监销人员一起，清点账实无误后，进行粉碎或焚烧销毁。

c) Discarded sensitive components must be returned to the company for destruction after a clear inventory. After receiving the discarded sensitive components, the company warehouse personnel should confirm the consistency of the account and the actual situation with the sales supervisor and then crush or burn them for destruction.

7. 卡及敏感组件的外借及领用管理

7. Management of borrowing and requisitioning cards and sensitive components

7.1. 大张半成品的借用

7.1. Borrowing of large-sheet semi-finished products

a) 因工作需要借用大张半成品，借用人需填写《大张及卡片申请借记表》经安全策略部签字同意并登记后，拿取《大张及卡片申请借记表》到相关工序领用。

a) If the borrower needs to borrow large-sheet semi-finished products due to work, the borrower needs to fill in the Debit Form for Large-sheet and Card Application , and the borrower can take the form and requisition it at the relevant process after the form is signed and registered by the Security Strategy Department.

b) 相关工序人员按照表单上的信息，交给借用人相应的大张半成品，并在《生产过程审核报告》上注明签字，借用人领取大张半成品后将《大张及卡片申请借记表》归还给安全策略部。 到大张审计时，审计人员凭记录表单进行数量核实。

b) Relevant process personnel should hand over the corresponding large-sheet semi-finished products to the borrower according to the information on the form, and sign the Batch Control Table for Substrates . After receiving the large-sheet semi-finished products, the borrower should return the Debit Form for Large-sheet and Card Application to the Security Strategy Department. At the time of the large-sheet audit, the auditors verified the quantity by the record form.

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c) 借用的大张半成品使用完毕后，使用单位要将其交还安全策略部，安全策略部组织金库人员进行销毁。 安全策略部在回收销毁时，同时在《大张及卡片申请借记表》作记录，并存档。

c) After using the borrowed large-sheet semi-finished products, the unit using them should return them to the Security Strategy Department, which should organize vault personnel to destroy them. The Security Strategy Department should make records in the Debit Form for Large-sheet and Card Application at the same time when recycling and destroying, and keep them on file.

7.2. 大张半成品的领用

7.2. Requisition of large-sheet semi-finished products

a) 因工作需要领用大张半成品，领用人需填写《大张及卡片赠送单》经安全策略部签字同意并登记后，拿取《大张及卡片赠送单》并在安全员的陪同下到相关工序领用。

a) If the recipients need to requisition large-sheet semi-finished products due to work, the recipients need to fill in the Large Sheet and Card Donation Form, take the Large Sheet and Card Donation Form and go to the relevant process to requisition them accompanied by the safety officer after the form is signed and registered by the Security Strategy Department.

b) 相关工序人员按照表单上的信息，交给领用人相应的大张半成品，并在《生产过程审核报告》上注明签字，领用人领取大张半成品后，安全员将《大张及卡片赠送单》存档。 到大张审计时，审计人员凭记录表单进行数量核实。

b) Relevant process personnel should hand over the corresponding large-sheet semi-finished products to the recipient according to the information on the form, and sign the Batch Control Table for Substrates . After receiving the large-sheet semi-finished products, the safety officer should keep the Large Sheet and Card Donation Form in the archives. At the time of the large-sheet audit, the auditors verified the quantity by the record form.

7.3. 单片卡（包括废品单片卡）的借用

7.3. Borrowing of single card (including waste single card)

a) 原则上，只能到金库借用单片卡。 任何人不能直接从产线借用卡片。

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a) In principle, only single card can be borrowed from the vault. No cards can be borrowed directly from the production line.

b) 有权借用单片卡的部门或经主管高层批准的借用人借用卡片，需到安全策略部填写《大张及卡片申请借记表》，说明所借卡片的名称、编号、用途、数量，经安全策略部批准后，凭借记表到金库办理借用。

b) If a department that has the right to borrow a single card, or a borrower approved by the senior management, borrows a card, it must fill in the Debit Form for Large-sheet and Card Application at the Security Strategy Department to explain the name, number, purpose and quantity of the borrowed card, and only after the approval of the Security Strategy Department can it borrow the card from the vault by using the entry form.

c) 所有借用的卡片，其借用人都要妥善保管。金库对借用情况要建立清单（或台帐），并不定时进行审核确认。 在借用人调动或离职时，必须将借用的卡片归还金库，由金库报安全策略部予以销毁。不能完整归还卡片的，暂停办理调动或离职手续，说明原因并经安全策略部认可后方可继续办理调动或离职手续。

c) All borrowed cards should be properly kept by the borrower. Vault personnel should establish a list (or account) of borrowing conditions, which should not be reviewed and confirmed from time to time. In case of transfer or resignation, the borrower must return the borrowed card to the vault, which should be reported by the vault personnel to the Security Strategy Department for destruction. For the borrower who cannot return the card completely, the transfer or resignation procedures should be suspended. The borrower can only continue to handle the transfer or resignation procedures after explaining the reasons and obtaining the approval of the Security Strategy Department.

d) 工艺下单样卡不属于个人用卡，金库可建立下单样卡清单，注明卡片所用订单。 在订单产品完工后，样卡随资料袋归档保存；在资料销毁时，样卡一起回收销毁。

d) The process sample card is not a personal card, and the vault can establish a list of the sample card to indicate the order used by the card. After the order product is finished, the sample card is archived with the data document; When the data is destroyed, the sample cards are recycled and destroyed together.

e) 工艺、质量使用的测试用卡不属于个人用卡，由用卡单位建立领用及控制记录，使用完毕的废卡要妥善保管，定时报安全策略部核实清单与实物数量一致后销毁。退货验证卡片从仓库领出后，通过《产品退货验证数量控制表》控制卡片数量，验证完成后，如实办理入库手续。

e) The testing card used for process and quality is not a personal card. The card unit

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establishes the requisition and control records. The waste card should be properly kept and reported to the Security Strategy Department for verification, then destroyed after the checklist is consistent with the actual quantity. After the return verification card is taken out from the warehouse, the number of cards shall be controlled through the Product Return Verification Quantity Control Table. After the verification is completed, the warehousing procedure is handled truthfully.

f) 特别情况下需要提前领取测试卡的，需填写《大张及卡片申请借记表》报安全策略部批准后，才可以在产线领取。 相关工序在发出卡片后，需在相应的控制表单上备注清楚，领用人在领取卡片后再将《大张及卡片申请借记表》归还安全策略部。审计入库时，审计人员根据《大张及卡片申请借记表》及在线控制表单进行数量核实。

f) Under special circumstances, if you need to get a test card in advance, you need to fill out the Debit Form for Large-sheet and Card Application and report it to the Security Strategy Department for approval before you get it at the production line. After issuing the card, the relevant process needs to be clearly marked on the corresponding control form. After receiving the card, the recipient will return the Debit Form for Large-sheet and Card Application to the Security Strategy Department. When auditing and warehousing are conducted, the auditor verifies the quantity according to the Debit Form for Large-sheet and Card Application and the online control form.

7.4. 单片卡（包括废品单片卡）的领用

7.4. Requisition of single card (including waste single card)

a) 原则上，单片卡领用，只能到金库领取。 任何人不能直接从产线领用卡片。

a) In principle, the single card can only be received in the vault. No cards can be received directly from the production line.

b) 有权领用单片卡的部门或经主管高层批准的领用人领用卡片，需到安全策略部填写《大张及卡片赠送单》，说明所领卡片的名称、编号、用途、数量，经安全策略部批准后，凭单据到金库领取，金库管理员审核单据无误后发放实物，并在 K3 上作账务处理。

b) If the department that has the right to receive the single card or the recipients who have been approved by the senior manager to receive the card should fill in Large Sheet and Card Donation Form in the Security Strategy Department to explain the name,

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number, purpose and quantity of the card. After the approval of the Security Strategy Department, the recipient can collect based on the voucher in the vault. After checking the voucher, the administrator will issue the physical object and conduct accounting treatment on K3.

c) 领用出库的单片卡，都必须由金库人员作安全处理（在磁条上划线、在全息标或芯片上打孔、在签名条上盖 VOID 章）。因客户需要或功能测试需要不能做安全处理，需提供《样卡免安全处理申请单》，报请安全策略部批准。 此类情况安全部要记录在案。

c) The requisition of single card must be handled safely by vault personnel (Dashing on the magnetic strip, punching holes in the hologram or chip, covering the VOID chapter on the signature strip). Due to the customer needs or the functional test needs, it cannot be handled safely, then the Sample Card Free Security Processing Application Form must be provided and submitted to the Security Strategy Department for approval. The Security Department needs to record such a situation on document.

d) 赠送客户的卡片，按一般样卡领用，走赠送流程。

d) The cards that are given to the customer, follow the general sample card and take the donation process.

8. 相关文件与记录

8. Relevant documents and records

《产品运输安全管理标准》

□□Product Transportation Safety Management Standards

《生产中心产品实现过程安全管理标准》

□□Production Center Product Realization Process Safety Management Standard

《盘点记录表》

□□Form of Inventory Record

《盘点核对表》

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□□ Inventory Checklist

《销毁现场记录表》

□□Application Form of Remaining Material Destruction

《零星物料管控表》

□□Control Table of Scattered Material

《菲林管控记录表》

□□Film Control Record Form

《签名条出入库销毁登记表》

□□Destruction Registration Form of Signature Strip Out-put and In-put of Inventory

《全息标出入库销毁登记表》

□□ Destruction Registration Form of Hologram Out-put and In-put of Inventory

《签名条使用记录表》

□□Signature Strip Usage Record Form

《全息标使用记录表》

□□Hologram Usage Record Form

《大张及卡片申请借记表》

□□Debit Form for Large-sheet and Card Application

《大张及卡片赠送单》

□□Large Sheet and Card Donation Form

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《样卡免安全处理申请单》

□□Sample Card Free Security Processing Application Table

引用《生产过程审核报告》

□□Refer to the *Substrate Batch Control Table*

引用《已使用金银箔存储、交接及销毁记录表》

□□Refer to the *Record Form of Storage, Handover and Destruction of Used Gold and Silver Foil*

引用《已使用平印和凹印色带存储、交接及销毁记录表》

□□Refer to the *Record Form for Storage, Handover and Destruction of Used Lithoprint and Gravure Ribbon*

引用《封装生产记录表》

□□Refer to the *Module Transfer Record Form*

□引用《智能固件交接表》

□□Refer to the *Handover Table for Intelligent Firmware*

引用《智能固件盘点表》

□□Refer to the *Inventory Form for Intelligent Firmware*

引用《封装流程单》

□□Refer to the *Packaging Process List*

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9. 说明

9 Instructions

本规定自管理者代表批准之日起正式生效，历史版本同时废止，最终解释权在安全策略部。

This document shall come into effect upon the date of approval by the management representative, its previous version shall be simultaneously annulled, and the Security Strategy Department reserves the right for the final explanation.

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