保安员作业指导书

Security Guard Working Instruction

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1．目的 Purpose

为树立良好的企业形象，加强公司保安队伍的建设、提高保安的安全意识和专业水平，明确保安人员的工作职责，确保企业、客户财产和员工的安全，特制定本作业指导书。

Specially make this Security Guard Working Instruction to specify the responsibilities of security guards to build a good enterprise image, to improve team building and enhance the security awareness and professional standard of guards and to ensure the security of enterprise, customer assets and employees.

2．适用范围 Scope

适用于本公司内所有保安人员。

This standard is applicable for management and work instruction of all guards.

3．术语定义 Definitions

3.1．施工方 Construction Party

指受公司委托，进入厂区进行厂房设施建设维护、设备安装维修的工程建设人员和设备安装维修人员。

It refers to entity authorized by Keydom to enter our site to provide site construction and equipment installation and maintenance service.

4．职责 Responsibility

4.1．员工 Employee

在工厂内的任何活动都必须遵守公司所制订的规章制度。

Employees should comply with Keydom's security regulation and rules while be within the

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sites.

4.2. 各岗位保安 Guards

负责人员车辆的进出管控，物品资产的进出管控，紧急情况的应急处理，确保公司规章制度得到正常、有效执行。

Be responsible for keeping security of Keydom Building. Deal with in-and-out control of vehicles and goods, emergency responds and ensuring that all the rules and regulations are well and effectively implemented.

5. 工作流程 Working Procedure

5.1. 保安基本要求 Requirements for Guards

5.1.1. 基本要求 Basic Requirements

5.1.1.1. 公司所有保安均应经过保安专业培训,具备从事保安工作的业务技能和基本素质，讲原则，守纪律，有礼貌，有很强的执行力；

All guards working for Tiany should have been provided with vocational trainings and have skills and basic qualities to occupy this job. It is necessary to be principled, discipline and polite and be with good execution.

5.1.1.2. 公司不录用不符合本基本要求的人员从事保安工作。

Keydom will not employ personnel do not comply with above requirements for guards.

5.1.2. 工作区域 Working Area

保安工作区域为门岗、监控室及工厂外围区域，除有特殊紧急情况发生外，保安禁止进入生产区。

Guards' working areas are gatehouse of Keydom, SCRs and periphery area of sites. Guards

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are prohibited to enter in production areas none-emergency.

5.1.3. 工作时间 Working Period

各门岗和监控室 24 小时需有人在岗。保安因就餐、上卫生间等特殊原因，需要提前通知监控室、门岗保安或安全员临时换岗，等换岗人员到位以后，才能离开岗位。

Guards should occupy in gatehouses and control rooms 24 hours a day. Notification in advance is needed to change guards temporarily for reasonable causes such as dining or going to the washroom. Only can they leave the gatehouses or the SCRs after replacement arrived.

5.1.4. 工作作风 Working Style

上岗期间必须穿着全套标准的保安制服，服装要求整洁干净；上岗期间仪容端正、动作规范、精神饱满、文明执勤、礼貌待人；不得有损害公司形象的行为及言论。

Wear clean and tidy guard uniforms and keep upright appearance, normative behavior, spirited, civilized and polite during on-duty time. Prohibit behaviors and words that are harmful to Keydom's company image.

5.1.5. 值班记录 On-duty Record

值班保安应认真填写《保安值班记录表》，对当班所发生意外情况应进行详细记录，写明时间、地点、当事人和事情经过等。

Guards on-duty should maintain the Security Guard On-duty Record to detail the information of any accidents, including but not limited to date and time, location, relevant person and the whole story.

5.1.6. 监控室及监控用品维护 SCR and Monitoring Devices Maintenance

监控室为授权进入区域，除保安、已开通权限的公司员工外，其他人员一律禁止非授权进入监控室。

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SCRs are limited areas. Unauthorized personnel are prohibited to enter into the SCRs, except the guards and employees with authorization.

5.2. 门岗保安工作流程 Working Procedure for Guard at Gatehouse of Pro Area (GoPA)

5.2.1. 日常工作 Daily Work

a) 保安必须在员工上下班的时候查看员工的门禁卡佩戴情况，未佩戴门禁卡的员工，门岗保安必须对其进行阻止并查明情况，以防止访客在此期间与员工一起进入公司。GoPA guards should check that if the employees wear the access badges as required. For the employees do not wear the access cards, GoPA guards should stop them or visitors from following others to enter and ask for reasons.

5.4.1.1. 厂区巡逻

保安应针对工厂外围进行白天至少 4 次、晚上至少 6 次的保安巡逻检查，并记录在《保安值班记录表》中。厂区巡逻期间，必须保证各岗位至少各有 1 个保安。Guards should patrol the peripheries of Site A at least four times in day and 6 times in the evening and make record on the Security Guard On-duty Record. There must be at least one guard in each gatehouse during patrol time.

5.2.2. 外来访客管理

5.4.2.1. 访客到达时，保安询问来访事由和被访问者姓名及所属部门。Guard should ask about who is the receptionist and dept. when visitor arrived.

5.4.2.2. 保安打电话给接待人员，通知其到生产区门岗现场确认。Call the receptionist to let him/her make confirmation at Gatehouse of Pro Area.

a) 访客因业务洽谈仅需进入办公区域：For visitor only needs to visit office area:

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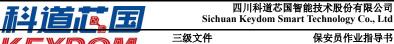密级：1 级 内部

> 请访客在生产区门岗填写《访客入厂登记表》，并等待接待人员到生产区门岗迎接。Make registration on Visitors Enter the Site Registration Form and wait for receptionist to come.

> 接待人员确认后，于《访客入厂登记表》"访客陪同人"栏签字，保安发放能进入办公室访客卡。Receptionist should sign on the form after confirmation. Then guard will issue office area Visitor Card.

> 访问结束后，接待人员应协助收回门禁卡，并返还生产区门岗。 Receptionist should give assistance to the retrieve of visitor cards.

b) 经证实后确定：访客是施工的承包商。生产区门岗保安要求访客填写《访客入厂登记表》，并等待接待人员到生产区门岗迎接。For construction service visitors, GoPA guards should require them to make registration on Visitors Enter the Site Registration Form and wait for receptionist to come.

> 仅在外围进行施工的承包商，接待人员确认后，于《访客入厂登记表》"访客陪同人"栏签字，保安发放办公室访客卡；Guard will issue office areaVisitor Card to visitors providing service at periphery of site, after receptionist signed on the form after confirmation.

> 对于需要进入仓库、车间等区域进行施工的承包商，接待人员确认后，在生产区门岗《访客入厂登记表》"访客陪同人"栏签字，保安发放办公室访客卡。接待人员引领访客到监控室办理入厂手续，换取相应权限的门禁卡，并要求其签署保密协议。For visitors need to provide service in HSAs within the site, guard will issue office areaVisitor Card to them after receptionist signed on the form after confirmation. They should handling visit procedure at SCR to apply for appropriate badges. Confidentiality agreement should be signed.

> 施工方在公司内的施工过程中，必须全程佩戴证件，以方便身份识别。且公司内员工必须全程陪同。Visitors active within site should wear visitor cards to

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convenient ID verification and be accompanied by Keydom's employee always.

5.4.2.3. 公司生产中心以外员工若仅需进入办公区，可凭其科道或其子公司的员工牌，在生产区门岗直接换取仅进入办公区的门禁卡，离开时换回，并保留记录。

For person needs to access office area of facility who is Keydom's employee but not Pro Centre's employee, appropriate access badge could be exchanged by his own badge card. His own badge card could be gotten back only after access badge returned.

5.2.3. 物品出入管理 Goods In-and-out Management

5.4.3.1. 物品分类 Goods Classification

a) 正常领料/发货的产品 Product for Picking or Delivery

b) 个人物品类：公司员工个人物品 Personnel Belongings: Employee's personnel belongings.

c) 办公用品类：打印机/复印机/扫描仪/活动柜/.（不含办公电脑）Office Supplies: Printer/Duplicator/Scanner/Movable Cabinet, working PC is not included.

d) 废弃物/废品回收：条带/废栈板/模块卷盘/废纸盒/... Wastage Recycling: stripe/waste pallet/modules roller/waster carton/…

e) 辅料类：包装材/酒精/指套/胶带/挂绳/标签纸/热收缩膜/... Assistant Material: packing/alcohol/finger-cot/packing tape/lanyard/label /shrink film

f) 设备类：仪器/设备/设备配件... Equipment Type A: instrument/facilities/accessories...

g) 设备类：电脑/加密机... Equipment Type B: HSM/PC

h) 产品类：卡片/卡基/模块/智能固件/... Product: card/blank card/sheet/modules/firmware.

5.4.3.2. 携带个人物品进出流程 Personnel Item In-and-Out Procedure

a) 员工需要携带个人物品离开公司前，需要携带物品的人员填写一式两联的《物品出门批准单》，得到部门领导（经理级别及以上）的批准并签字。 If employees need to bring personnel items out, they should fill the Goods out of Facility Approval Form and get approval from department leaders.

b) 携带物品的人员主动向门卫出示有部门领导签字的《物品出门批准单》。到门卫保安处办理离开手续，门卫保安确认后回收《物品出门批准单》，并予以放行，对于可疑物件（或与《物品出门批准单》所填物品有不相符的）门卫保安有权利要求携带人自己开包检查。 Employees need to bring out items should show the approved Goods out of Facility Approval Form to the KDGs and handle the departure procedure. KDGs releases them after confirmed and recycled the Goods out of Facility Approval Form. For items are suspicious (or inconsistent with the items specified in Goods out of Facility Approval Form), KDGs could require the employees to open the bags to check the items by themselves.

5.4.3.3. 公司资产离厂流程 Out Procedure for Keydom's Asset

a) 将公司资产，如：办公用品、废弃物/废品回收、辅料类、设备 A 类、设备 B 类、产品类等公司财产带离厂区前，需要持货人员填写好一式两联的《物品出门批准单》，得到部门领导（经理级别及以上）的批准及签字。且：The Goods out of Facility Approval Form should be filled and approved before bringing out the Keydom's assets, such as office supplies, materials, equipment (Type A and B) and products etc. And that:

➤ 带设备 B 类资产离厂前，如：电脑/加密机...资产离厂前，由安全策略部（IT组）确认是否需要进行相关设备/仪器里的数据信息删除，若需要数据信息删除，则在数据信息删除后，并交由安全策略部领导批准且签字。Out procedure for Type B equipment (PC/HSM): IT team should check if the data stored is deleted permanently. Security Policy leaders should approve the out request form only after

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data deletion.

> ➤ 带产品类资产离厂前，必须得到安全策略部领导的批准且签字。Approval from Security Policy Dept. leaders is necessary before bring out the products

b) 携带资产的人员主动向门岗保安出示有部门领导、安全策略部领导签字的《物品出门批准单》。到门岗保安处办理离开手续，门岗保安确认后回收《物品出门批准单》，并予以放行，对于可疑物件（或与《物品出门批准单》所填物品有不相符的）门岗保安有权利要求其自行拆包装检查。Show the Goods out of Facility Approval Form approved as required to KDGs when bringing out assets. Handle the out procedure at the gatehouse and have Goods out of Facility Approval Form checked by KDGs to get release. For the suspicious items (inconsistent with the described in Goods out of Facility Approval Form), KDGs could require them to open the package to check.

c) 生产区门岗保安应对所有携带出入公司生产区和办公区的非包内物品进行目视查验，保安判断有疑问时，应向当事人询问并进一步检查；保安判断携带有非正常物品的情况下，应拒绝放行。对于不配合门卫正常工作的，如强行搬运物品离开厂区的人员。门岗保安第一时间向安全策略部进行报告，安全策略部调查确认后进行处理。Guards should visually check all the items without package to be brought in non-production area or production area. Ask for detail information and check further when they are in doubts. KDGs should deny to release the items when confirm that the items are not permitted to bring in. If the carriers force to bring out the items and do not cooperate, guard should report this to Security Policy dept. immediately to get assistance.

5.4.3.4. 外部供应商需要携带自供的资产离开厂区时，由接待部门人员协助填写《物品出门批准单》，按照资产类别划分由相关部门领导审批，其审批流程等同于公司资产离厂审批流程。If external suppliers need to bring out their own assets, reception depts. are responsible for filling Goods out of Facility Approval Form and getting

approvals from relevant departments as required. The approval procedure is same as approval procedure for out of Keydom's assets.

5.3. 监控室保安工作流程 Working Procedure for SCR Guards

5.3.1. 人员管理 Personnel Management

5.6.1.1. 职能组人员在非有效时间（00:00:00~05:59:59）内进出厂区管理。

Management for office employee to access site during non-working hours (00:00:00~05:59:59).

a) 职能组人员在 00:00:00~05:59:59 期间仍在工厂内，门禁卡无法正常进出时，需要联系各监控室，告诉保安所困区域。保安协助联系安全员，由安全员到达该人员被困区域，将其带出；Office employees will contact with SCR if be trapped within site during non-working time to describe the location. SCR guards will contact with Security Officers to bring them out.

b) 职能组人员在 00:00:00~05:59:59 期间，因临时工作任务需要进入厂区时，监控室保安需要给职能组人员的部门领导打电话请示确认，确认无误后，协助职能组人员在《临时卡使用登记表》上登记，并发放相应的临时卡。Office employees should apply temporary cards as temporary cards application procedure, if need to access site for temporary work needs during non-working hours.

5.6.1.2. 访客管理 Visitor Management

a) 公司在监控室处保留《授权带访客进入厂房人员清单》，陪同人员名单由安全策略部长审核批准，并每季度更新。仅该清单内人员可以申请办理访客进入生产区手续。List of Authorized Staff to Bring Visitors Into. Facility is always kept in SCR and updated quarterly, which indicates who are approved to be the receptionist who could escort visitors to access Production Area.

b) 接待部门填写《访客入厂预约申请单》，报部门领导批准；进入区域的领导或其授权人签字确认；安全策略部长审核批准《访客入厂预约申请单》。The Appointment Application for Visitors Into Facility should be completed and approved to make appointment ahead of visitors' arrival. It should be approved by receptionist's dept. leader, relevant leaders of production area and leader of IT & Sec. Dept. or authorized person.

c) 接待部门将《访客入厂预约申请单》交至监控室备案。监控室保安需要确认：It is recommended to submit The Appointment Application for Visitors Into Facility completed as required to SCR in advance. Guard will verify:

➢ 申请人员是否在《授权带访客进入厂房人员清单》中，查看申请人员编号、照片；Verify that if the receptionist is in List of Authorized Staff to Bring Visitors into Facility by checking photos and personnel ID stated.

➢ 核对《访客入厂预约申请单》上的申请部门领导、访客需要进入区域的领导和安全策略部签字的正确性、有效性，若签名不符合，此访客申请单无效。Check the validity of signatures on the Appointment Application for Visitors into Facility.

d) 访客到达时，需在陪同人的带领下，到监控室提交个人有效证件，保安根据申请表上的内容核对访客信息：有效证件的姓名、证件号码、签发地点及签发日期；保安核实证件有效性后，归还证件。When arrived, visitor should submit corresponding personnel ID to SCR. Guards in SCR will verify visitor identify against with the appointment form, including name, ID no., issued area and issued date. Personnel ID will be returned after verification.

e) 访客阅读《访客保密协议》，并签名承诺遵守该协议；Visitor should sign the visitor confidentiality agreement to make commitment to adhere the regulation.

f) 访客、陪同人员、保安填写《访客入厂登记表》；Visitors Enter the Site Registration

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Form (SCR) should be completed as required.

g) 保安根据访客所进的区域发放相应权限的门禁卡并对相应访客录入体重、指纹信息，保安做好记录；Guard will issue the visitor access badge with access same with the application, input the visitor's weight and fingerprint in the access control system. Appropriate record will be maintained as same.

h) 访客更换工作服、带帽子、鞋套，存放个人物品；Visitor should wear visitor clothes and store personnel items as required.

i) 进入车间前由陪同人员或保安讲解安全注意事项，如：禁止携带如手机、PDA、手提电脑、U 盘、移动硬盘等带有照相、录像、录音、移动存储功能的设备，包裹等私人物品进入高安全区（各生产车间、机房、数据加解密区等），均需放置在访客专用储存柜中；Receptionists and guards both need to inform visitors of Keydom's security mgt. requirements before access. Such as it is prohibited to bring personnel items into HSA (workshop, data room etc.), including package and devices with functions including mobile storage, photograph and recording, i.e. phone, PDA, laptop, U disk and mobile HDD etc. All these prohibited items should be stored with in lockers dedicated for visitors.

j) 访客进入生产区域后，授权指定的最终陪同人员需在《访客入厂登记表》上的陪同人栏签字，并需全程陪同直至访客离开生产区域；

k) 访问结束后陪同人员应协助收回门禁卡，归还访客服；The escort should help to retrieve visitor access badge and visitor clothes when the visit is finished.

l) 所有非授权进入监控室的人员，都必须在监控室的《来宾/访客进出登记表》上登记，说明进出原因，保安在其离开后记录离开时间。All the personnel accessing SCR without authorization must register and detailed the visiting reason on the Guests/Visitors Access Registration Form.

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5.6.1.3. 实习生管理 Trainee Security Mgt.

a) 用人部门提前填写《临时卡申请/登记表》或以邮件方式向人力资源部提出人员需求，包括当班实习生管理员姓名、实习生人数、使用项目、需进入区域、到达时间等内容。Make request by submit a filled Temporary Card Request/Registration Form, including information such as names, quantity, project for, involved area, arriving time etc.

b) 人力资源部统一按需求联系合适实习生，填写《临时卡申请/登记表》交实习生管理员。HR dept. is responsible for contacting appropriate intern and submitting filled the Temporary Card Request/Registration Form to intern administrator.

c) 实习生管理员将《临时卡申请/登记表》交至监控室。监控室保安需要确认，《临时卡申请/登记表》上的人员签名，核对《临时卡申请/登记表》上的管理员、审核人签字的正确有效性。若签名符合，保安给实习生管理员发放相应权限的门禁卡。若签名不符合，此临时卡申请单无效。Trainee administrator submit the Temporary Cards Use Registration Form to SCR. Guards in SCR verify the validity of the signatures on Temporary Cards Use Registration Form. After succeed verification, security guard issues the appropriate access badge to trainee administrator, otherwise the applicant is invalid.

d) 实习生来上班时，由指定的实习生管理员负责核准个人信息，收存有效证件，发放门禁卡，实习生核对门禁卡号并在《临时卡申请/登记表》签字确认。Intern administrator is responsible for verifying personnel information and gathering valid documentation, issuing access badge to intern. Intern should check the number of the access badge and sign on the Temporary Card Request/Registration Form to make confirmation.

e) 实习生管理员将《临时卡申请/登记表》提交至保安处存档。Intern administrator should submit the Temporary Card Request/Registration Form to guard for filing.

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f) 实习生进入车间后的管理，由车间管理人员或指定实习生管理员负责。

g) 实习生使用部门或实习生管理员，负责监督实习生在公司期间，遵守公司的安全制度。Workshop leaders are in charge of the intern mgt. while they are in workshop.

h) 工作完成后，实习生管理员负责门禁卡的回收，并将门禁卡交回监控室，换回实习生有效证件。Intern administrator is responsible for surrendering their access cards and return them to SCR to retrieve their valid documentation before leaving the building.

i) 科道非本区域员工确因工作需要，需要临时进入生产区内时，员工向监控室的保安出示员工卡，告诉保安需要进入的区域，保安将会要求该员工在《临时卡使用登记表》上登记，并需要所进区域的主管及以上级别的领导到监控室签字确认，员工换临时卡进入。离开时换回员工卡。For person needs to access office area of facility who is Keydom's employee but not Pro Centre's employee, appropriate access badge could be exchanged by his own badge card and corresponding registration should also be maintained. His own badge card could be gotten back only after access badge returned.

5.3.2. 钥匙管理 Key Management

5.6.2.1. 重要钥匙 Important Key

a) 重要钥匙是指公司高安全区（如金库密码锁工具、…等）或公司公共区域（如外围栅栏门、阳台等）的钥匙，保管在监控室专用的钥匙柜中，由保安进行管理，并受CCTV 的监控。Important keys are the keys to HSAs, such as combination tool of vault, and keys to emergency door, balcony and so on. These keys are stored in special key boxes in control room and under control of security guards and CCTV monitor.

b) 《重要钥匙领用权限审批表》粘贴在重要钥匙的钥匙柜旁。授权可领用重要钥匙的人员名单，由部门领导提报、安全策略部审核批准，并每季度更新。Important Keys Use Permissions Approval Form is putted up beside the key box. Personnel on list are proposed by department leader and approved by Security Policy dept., updated

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quarterly.

c) 授权员工提出需领用某一把钥匙时，保安要求员工出示员工自己的员工卡，并核对该员工是否有该把钥匙的领用权限：When employee needs to borrow a key with authorization, guards will require employee to show his own access badge and check that if the applicant is authorized to borrow the key.

➤ 若员工没有该把钥匙的领用权限，申请人需要在《钥匙领用申请表》上进行该钥匙的申请，由提出部门领导审批，安全策略部领导或其授权人员审核批准后，方可领用。《钥匙领用申请表》交至监控室，监控室保安需要确认《钥匙领用申请表》上的人员签名，核对《钥匙领用申请表》上的，部门领导和安全策略部签字的正确有效性，若签名符合，保安要求申请人填写《钥匙领用登记表》并发放重要钥匙。若签名不符合，此重要钥匙申请单无效。If the applicants do not been authorized they should fill the Keys Use Application and submit the application form approved by dept. leaders to approve. After confirmation, applicant should register at the Keys Use Registration Form, and then guards will issue the keys applied.

➤ 若员工有该把钥匙的领用权限，保安要求领用人在《钥匙领用登记表》上，记录领用日期、领用时间、钥匙名称、钥匙编号、领用人、预计归还时间，保安发放相应的钥匙，并签名。If the applicants are authorized to borrow keys, they register at the Keys Use Registration Form, and then security guard will issue the keys. All these registrations should include the date, time, key name, key no., borrowed by, returned time planned and signature.

d) 钥匙使用完毕后，由领用钥匙的人立即将钥匙归还监控室，归还人及保安在《钥匙领用登记表》记录归还时间，并签字确认。After used, borrower should return the key to the SCR immediately and record the return time on the Keys Use Registration Form and sign to confirm.

e) 监控室保安在交接班时，需要确认重要钥匙是否都在钥匙柜中，且没有归还的重要钥匙，是否在预计归还时间内，要确保所有外借的钥匙已在预计归还时间内归还。Confirm that if all the importance keys are stored in the key box and make sure all the borrowed keys are returned as required when shift changes.

f) 安全策略部领导或其授权人员每季度审核《钥匙领用登记表》。Security Policy Dept. leader should check the Keys Use Registration Form quarterly.

5.6.2.2.　一般钥匙 General Physical Key

a) 一般钥匙是指办公区内，办公室的钥匙；生产区各部门在日常工作过程中需要长期使用的钥匙。General Physical Key is the key use for office and the key long-term use for department's daily work in production area.

所有保管一般钥匙的员工，均应在《钥匙授权发放清单》上签名，承诺确保此钥匙不会被其他未授权的人员使用。一般钥匙发放清单，每季度提交安全策略部领导或其授权人员审核。All the employee holding general key should sign on the Authorization Key Issue List to promise not provide the key other unauthorized employee. Update the Authorization Key Issue List timely and submit it to dept. leaders for review every 90 days at least.

5.6.2.3.　备份钥匙 Key Backups

a) 所有的备份钥匙都保存在监控室的保险箱里，并通过《备份钥匙清单》进行管控。且由安全策略部领导或其授权人员每季度审核。All key backups should be retained in the safe within SCR and be controlled by List of Backup Keys. Security Policy dept. leaders or authorized employees should review the list quarterly.

b) 钥匙发生遗失时，相关责任人应立即以书面形式或电邮形式报告安全策略部，由安全策略部进行调查/确认后，通知综合管理部更换新的锁具。原有钥匙和对应的备份钥匙立即作废，由新锁具的钥匙替换原有钥匙和备份钥匙。Relevant responsible

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should immediately report to Security Policy Dept. in written or e-mail when key is discovered to be missing. Security Policy dept. should ask Administrator dept. to change the lock after investigation and confirmation. Previous keys and their backups should be destroyed immediately and be replaced by the new keys and key backups.

c) 每季度需要对每把钥匙及锁孔进行匹配，并记录在《钥匙锁孔匹配核对表》。若钥匙与锁孔匹配，安全策略部领导需要签字确认；若钥匙与锁孔不匹配，则需要立刻向安全策略部报告。Re-match the key with the lock quarterly and make record on Key & Lock Match Checklist. Any mismatching should be reported to Security Policy dept. immediately.

d) 备用钥匙主要在正常钥匙断裂，扭曲损坏等不能开锁的紧急情况时使用，由安全策略部的人员放置在位于监控室的保险柜中，并受 CCTV 的监控。Key backup is only using for the emergency such as key is not useful for damage. Security dept. is responsible for storing it into the safe within security control room under CCTV monitoring.

5.6.2.4. 当因员工离职、岗位变动等原因导致钥匙权限变更时，由安全策略部审核后，发布新的《重要钥匙领用权限审批表》。Security Policy dept. should review all the key authorization change for employee departure and position change and update Important Keys Use Permissions Approval Form as necessary.

5.3.3. 拍照管理 Photography Management

5.6.3.1. 在监控室处保留《授权可拍照人员清单》。可拍照人员名单由各部门领导提交，由安全策略部领导审核批准，并每季度更新。仅该清单内人员可以申请拍照。Maintain List of Authorized Staff to Take Photos in SCR. Dept. leader are responsible to submit the name list of the staff needing to take photo in HSA for Security Policy Dept. to check and approve. Update the List of Authorized Staff to Take Photos quarterly. Only the staff on the list can take photo in HSA.

5.6.3.2. 需要拍照人员填写《拍照申请单》，报部门领导批准；拍照区域领导批准确认；安全策略部领导或其授权人员审核批准。

Fill and submit the Photo Application Form for approvals of leaders of department and photography area and Security Policy dept..

5.6.3.3. 拍照人员将《拍照申请单》交至监控室。监控室保安需要确认：

Submit the filled and approved Photo Application Form to SCR. Guards in SCR need to confirm below information:

a) 申请人员是否在《授权可拍照人员清单》中，查看授权可拍照人员的人员编号、照片；Check that if the applicant is on the List of Authorized Staff to take photos and applicant is same with the staff number and photo.

b) 核对《拍照申请单》上的部门领导、拍照区域领导和安全策略部领导签字的正确有效性，若签名不符合，此拍照申请单无效。Check the effectiveness of the signatures on the Photo Application Form. If the signatures are not effective, the application form is invalid as same.

5.6.3.4. 保安确认签名有效后，要求申请人填写《相机使用登记表》，记录领用日期、领用时间、领用人、预计归还时间，保安发放相机，并签名。Require applicant to fill the Camera Use Registration Form after all these confirmations, including the picking date and time, planned return time and signature, then guards provide the camera.

5.6.3.5. 相机使用完毕后，由领用人立即将相机归还监控室，由安全部人员导出到指定的，拍照人专用共享文件夹，并对照片内容进行检查。Recipient should return the camera to SCR after every use. Security Policy dept. staff will check the photos and upload the photos to designated shared folder.

5.6.3.6. 监控室保安在交接班时，需要确认相机是否已经归还，要确保相机已在预计归还时间内归还。SCR guard should make sure that all the cameras are returned as

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planned.

5.6.3.7. 注意事项 Announcements

a) 凡涉及到公司产品、产品 logo（标志）、安防设备、设备铭牌、需要保密的工艺技术等均不可出现在照片或录像内。It's prohibited that photos show information that indicating company product, product logo, security system, equipment nameplate, sensitive technology etc.

b) 相机上的易损标签不可撕毁，拍照结束后，由安全策略部人员导出到指定的拍照人专用共享文件夹，并对照片内容进行检查。It's prohibited to tear up the tamper-proofing tag on the authorized camera. Security Policy dept. will check if the photo token is acceptable and sent it to them.

c) 一旦发现非授权拍照，将会进行严格、从重的处罚。The responsible will be subjected to a serious and rigorous punishment program for the unauthorized photography discovered.

5.3.4. 监控室资料调看管理 Request for information related SCR

5.6.4.1. 监控室内的资料包含：CCTV 系统、门禁系统、警报系统、其它。Including: CCTV system, access control system, alarm system and so on.

5.6.4.2. 需要调看监控室资料的人员填写《监控室资料调看申请单》，报部门领导批准、安全策略部领导审核批准。Staff needing to retrieval information related to SCR should fill the Data View Application Form to ask for the approvals of department leader, Security Policy dept. manager or their authorized staff.

5.6.4.3. 调看资料的人员将《监控室资料调看申请单》交至监控室。监控室保安需要确认《监控室资料调看申请单》上的人员签名，核对《监控室资料调看申请单》上的部门领导和安全策略部领导签字的正确有效性，若签名不符合，此《监控室资料调看申请单》无效。Staff needing to retrieval information should submit the completed

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Data View Application Form to the SCR. Guard in SCR needs to check the signatures of dept. leader and the Security Policy manager. If the signatures don't comply with the requirements, the relevant application form is invalid as same.

5.6.4.4. 调看资料的人员进入监控室时，需要在监控室的《来宾/访客进出登记表》上进行登记。Staff accesses SCR to retrieval information need to register on the Guests/Visitors Access Registration Form.

5.6.4.5. 查看资料时，陪同保安必须在资料查询的过程中全程陪同，严格按照申请单中申请的内容及查看范围进行操作，并且在结束查询后签字确认。All the retrievals should be under control of the guards in SCR and be compliance with the application form. Guard should sign to confirm the compliance after retrieval.

5.6.4.6. 资料调看完后，若需要对所查看的资料进行下载、截图时，则由安全策略部人员进行 U 盘端口开启，进行资料下载、截图。资料下载、截图完毕后，安全策略部人员需要立即封闭 U 盘端口，并保留记录。Security Policy Dept. is responsible for opening USB if information download or screenshot is required. Seal the USB immediately after the download or screenshot.

5.3.5. 安防设施管理 Security Devices Management

5.6.5.1. CCTV 监控系统处于 24 小时运作状态。在厂房外围、内部各区域均设有摄像头，监控室保安每天都必须针对所有摄像图象检查，发现任何问题，应立即报告。保安没有权限删除监控录像，关闭监控摄像机，仅具有查询权限。检查内容记录在《CCTV 日常检查记录表》中：CCTV systems are on for 24 hours a day. There are cameras to fully cover all the facility and the periphery. Guards in SCR should check the CCTV daily and report any problem discovered immediately. Guards are only authorized to retrieval the videos and they don't have the privilege to delete videos or turn off the CCTV system. All the checks should be recorded in the Inspection Records of CCTV System, details are as below:

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a) 日志检查：录像日志的异常状况 Log Retention Period: To check if the monitoring log is OK

b) 通道状态：是否显示正常状态。Channel: To check if it is working well.

c) 硬盘状态：是否显示正常状态。Recording disk: To check if it is working well.

d) 时间同步：录像存储时间、CCTV 显示时间、远程客户端 PC 电脑时间误差是否在 2 秒内；CCTV 时间与门禁系统时间误差在 2 秒以内。Time synchronization: To check if the time synchronization error is within 2s between video time, CCTV show time and remote client PC time, and if the time synchronization error between CCTV time and access control system time is within 2s.

e) 比照《CCTV 画面对照图》，查看各摄像头的方位及覆盖范围是否变化。To look at the position and scope of camera against the CCTV Image Contrast Figure.

f) 图像质量问题（白天/夜晚）：图像的清晰度、明亮度、图像信号的干扰、是否有噪点、是否被镜边框遮挡、是否有蜘蛛网、录像是否正常。Image quality (day/night): To check the sharpness and brightness of images, and confirm if there is signal interference to video, if there is noise, if the image is blocked by the camera frame, if the CCTV system operates normally.

g) 保存期限：是否正常回放 90 天的录像。Retention Period: could the video of last 90 days be replayed.

5.6.5.2. 门禁系统 Badge Access System

公司各区域都设有电子门禁，门禁系统处于 24 小时运行状态，人员进出记录保持 90 天以上。监控室保安需要对门禁系统的实时信息进行监控：当门异常打开或打开时间超过 25S 时，会有相应的 CCTV 画面弹出，并伴有报警声，保安应立即根据 CCTV 画面显示的情况，确定是误报警还是确有异常发生。若有异常情况需通知机动保安带上对讲机查看；如紧急逃生门报警，若为异常情况则需立刻到现场查看，确定原因后在《紧急情况处理表》中

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上做好报警原因。对于员工擅自推动消防通道门而引起的报警，保安应及时在《紧急情况处理表》上记录并及时通知安全策略部。

Access control system are on-working for 24 hours one day at all areas within Keydom. All the access logs for personnel are retained for at least 90 days. Guards in SCR should monitor the access control system in real time. If there is any door remaining open for more than 25s, relevant door icon in the access control system will kept flicking with alarm. For this, guards should confirm the alarm point and ask the security officer to make verification on-site bringing with interphone. Emergency door alarm should be confirmed and registered on the Handling Sheet of Emergency. Report any unauthorized opening of the emergency door.

5.6.5.3. 安防警报系统 Alarm System

a) 电子围栏、红外光栅、红外探测器、震动探测器：Electronic Fence, Infrared Grating, Infrared Beam, Infrared Movement Detector, Vibration Detector.

公司外围墙、车间及金库等多处设置有电子围栏、红外对射探测器、红外光栅、震动探测器和红外移动探测器，当探测到有非法入侵时，位于监控室的报警主机会发出报警信号，同时监控画面会显示出报警区域的画面，保安应立即根据 CCTV 画面显示的情况，确定是误报警还是确有异常发生。报警事件应记录在《紧急情况处理表》中，将产生报警原因记录在处理表中。若有异常情况，需要向安全策略部进行报告。We have deployed electronic fence, infrared grating, vibration detector and infrared motion detectors at periphery, site and vault etc.. Any unauthorized intrusion will generate alarm signals to SCR popping with area intrusion happened. Guards should confirm that if it's false alarm or abnormalities happened truly. All the alarms should be registered on the Handling Sheet of Emergency with the alarm reason. All the abnormalities should be reported to Security Policy Dept.

b) 无人报警系统 Dead-Man System

当监控室内的红外移动探测器在十分钟内没有探测到人员走动,监控室内将会产生本地报警声。监控室保安室应记录在《无人系统报警处理表》中，将产生报警原因记录在处理表
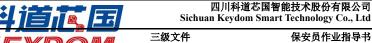
中。Local audible alarm will be activated in SCR if no movement is detected while system record that at least one person has entered for more than 10 minutes. Guards should confirm that if it's false alarm or abnormalities happened truly. All the alarms should be registered on the Handling Sheet of Emergency with the alarm reason.

c)　原进原出功能 Function to control personnel to exit from where they enter

当卸货区缓冲区或货闸的两侧门全部关闭后，里面的红外移动探测到有人在里面时，两侧的门会立即锁死，本地和监控室会产生报警声，同时报警系统中会有相应的 CCTV 画面弹出。保安应立即根据画面所显示的情况确定报警状况，并在报警系统中确认该条异常报警。门禁系统会自动记忆最后开启的那扇门，此时，仅此门可以被刷开，另一扇门无法刷开。保安需将该事件记录在《紧急情况处理表》中。若有异常情况，需要向安全策略部进行报告。If someone is detected to be in the inner area while the inner and intermediate doors are both closed, local audible alarm will be activated and alarm signal will be sent to SCR popping with CCTV video. Guards should check the alarm through the video and in the system. Only the door employee opened to access can be opened by authorized personnel after SCR guard confirmed. This is the function of interlock doors to control personnel to exit from where they enter. All the alarms should be registered on the Handling Sheet of Emergency with the alarm reason. All the abnormalities should be reported to Security Policy Dept.

5.6.5.4.　胁迫按钮（与外部资源的响应活动）Duress button (Responses from External Service)

a)　公司各关键位置均安装有胁迫按钮，当胁迫按钮被激活后，监控室将会有报警声，同时监控画面会显示出报警区域的画面，保安应立即根据 CCTV 画面显示的情况确认是否发生了紧急事件（如胁持、侵入、火灾、地震等）。若确认为有紧急情况发生，应立即按下位于监控室的胁迫按钮（监控室内不会产生本地报警声），该胁迫按钮与园区保卫处直接相连，并回答园区保卫处的询问，以便在紧急情况下园区保卫处能迅速、准确到达公司处理异常。无论是否有紧急情况发生，保安按照《监

控室紧急联络窗口》立即联络第一联络人，同时应立即向安全策略部报告，以得到进一步的指示，并做好记录。Duress buttons are located at key position of the site. Pressing duress button will activate alarm to SCR popping with a picture showing the position. Guards in SCR will check and confirm if it is true emergency (kidnap incursion, fire, earthquake etc.). To press duress button located at SCR to call Park Security appropriately once an emergency is confirmed. Effective communication with Park Security is very important for quick and exact repsonse.

b) 对于因误按触发的胁迫按钮报警，必须填写《胁迫按钮纠正行动记录表》，详细记录触发原因，涉及人员，处置方法等信息，并交由安全策略部领导签字确认。Guards must complete the Duress Button Corrective Actions Form for the accidental duress button activation; detail the reason, personnel involved, action etc., and submit to Security Policy dept. leaders to sign to make confirmation.

5.6.5.5.　火灾报警装置　Fire Alarm

火灾报警器与监控室联动，如确认有火灾，保安应立即启动火灾手报按钮，并电话通知火警 119、安全策略部领导或其授权人员和总经理；配合公司领导进行人员疏导、保护人员生命安全、公司财产安全。Fire alarm is also set to be connected directly with SCR. If a fire is confirmed, guards should activate the fire alarm immediately. Call 119 and leaders of Security Policy Dept. and General Manager. Cooperate with the things to organize personnel escaping and keep company assets safe.

5.6.5.6.　突发事件的处理 How to Deal with the Emergency

a) 员工打架斗殴：当员工之间发生纠纷或有不轨行为时，当班保安应及时劝阻，并通知当事人部门领导及安全策略部，并制止事态的进一步发展。若本厂员工与外厂员工发生争吵、斗殴等行为时，应协助调解，并及时报告部门领导处理。事件需要记录在《保安值班记录表》中。Fight: Guards have responsibilities to dissuade employees from fight or other misconduct and report to dept. leaders and administration dept. All

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these events should be recorded on the Security Guard on Duty Record.

b) 公司员工受伤：当公司内员工发生急病或工伤时，当班保安应立即通知安全策略部和综合管理部，以便公司领导迅速安排公司车辆及时送往医院治疗；若公司员工昏迷时，应立即拨打医院急救电话 120，并通知到安全策略部及部门领导。事件需要记录在《保安值班记录表》中。Employee injury: If employee is injure in facility, guards on-duty should report to administration dept. immediately for quickly vehicle arrangement to hospital, when needed call 120 at first. All these events should be recorded on the Security Guard On-duty Record

c) 厂房停电：当监控室内突然停电时，当班保安需要确认是整个厂房停电或仅监控室内停电，并根据《监控室紧急联络窗口》联系第一联络人进行维修处理。停电期间，当班保安不得离开门卫室或监控室，密切注意 CCTV 显示画面，以防其它损坏公司利益的事件发生。若在 UPS 电源支撑的有效时间范围内还不能恢复正常供电，必须立即启动发电机维持安防供电。安防技术工程师每季度会协调组织进行发电机启动演练，并留下演练记录（发电机自启动时，保安应配合设备部同事确认发电机运行是否正常、柴油是否充足）。Power failure: When SCR is power-off, guard on-duty should confirm the power-off coverage at first, contact the first contact according to The Security Control Room Emergency Contact Window to ask for maintenance. Guard shouldn't leave the gate-room and SCR, and should keep eyes on the CCTV monitoring to prevent any incidents being harmful to Keydom happened. When confirm that an outage will be greater than the UPS, should activate the generator to supply for the security control systems. Generator activation drill will be hold quarterly for guards and keep relevant drill record. Test the availability of diesel generator every three months. Security Technical Engineer is responsible for organizing Equipment Dept., IT team and Administration Dept. Test record should be maintained.

d) 胁持、打劫、偷盗：当发现有胁持、打劫、偷盗等危害厂区安全的行为，当班保安应迅速触动胁迫按钮报警，并立即与其他保安联系。要准确回答 110 的询问，同时

应立即向安全策略部领导或其授权人员报告，以得到进一步的指示。然后携带相应的防护设备进入报警现场，根据实际情况进行疏导、保护人员生命安全、监测或维持现场等待警方到达现场。紧急状况处理完毕解除警报后，应通知安防技术工程师或安防管理工程师重新复位胁迫按钮，在《紧急情况处理表》里记录发生异常的时间、场所、内容、对应内容、对应人、状况、结果、原因等详细信息；若确认为误报警，应通知安防技术工程师或安防管理工程师解除警报，重新复位胁迫按钮，在《紧急情况处理表》里记录发生异常的时间、场所、当事人等详细信息，并填写《胁迫按钮纠正行动记录表》以报告安全主管/经理。Hostage, robbing, stealing: In these events, guard on-duty should activate the duress button to call police quickly and exactly, contact other guards and report to leaders of Security Policy Dept., after these, go to the incident area with some protection equipment, evacuate and protect personnel till police arrived. Inform Security Policy Dept. to reset the duress buttons after all clear, detail the time, area, related personnel on the Handling Sheet of Emergency. If false alarm is confirmed, filling Duress Button Corrective Actions Form is needed.

e) 水灾、台风、地震等自然灾害：当发生火灾、台风、地震等自然灾害时，当班保安应勇于救护，迅速向安全策略部和综合管理部汇报，并按照应急灾害处理流程进行操作。Natural Disaster such as flood, typhoon, and earthquake: In these events, guard on-duty should report to Security Policy dept. and administration dept. immediately and be brave to rescue. All responds should follow the emergency respond procedures.

f) 群体聚众事件：当发生群体聚众事件时，Group Accident: when group accidents happening:

➤ 保安要拉起警戒线，利用现有安防设施，防止外部人员闯入 Guards should form a cordon and use existing security devices to prevent unauthorized personnel from intrude into company.

➤ 第一时间报告给安全策略部领导，并打 110 报警 Notify Security Policy dept.,

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and call police station.

- ➤ 员工出示员工牌，身份确认无误后放行 Only release personnel with Keydom badge to access.

- ➤ 积极疏通其它未堵通道，配合公司上的其它工作 Positively clear other unblocked roads.

- ➤ 协助安抚聚众人员，避免过激语言、肢体上的冲突 Help to make group calm to avoid harmful language and overreactions.

6. 参考文件

- ➤ 人员安全管理标准 Personnel Security Mgt. Standard

- ➤ 安防控制管理标准 Security Control Mgt. Standard

7. 相关记录

- ➤ 保安值班记录表 Security Guard On Duty Record

- ➤ 车辆 ETC 权限申请表 ETC Right Application Form

- ➤ 车辆进出登记表 Vehicles In and Out Registration Form

- ➤ 物品出门批准单 Goods Out of Facility Approval Form

- ➤ 来宾/访客进出登记表 Guests/Visitors Access Registration Form

- ➤ 授权可拍照人员清单 List of Authorized Staff to Take Photos

- ➤ 拍照申请单 Photo Application Form

- ➤ 相机使用登记表 Camera Use Registration Form

- ➤ 监控室资料调看申请单 The Data View Application Form (Security Control Room)

➢ 紧急情况处理表 Handling Sheet of Emergency

➢ 监控室紧急联络窗口 The Security Control Room Emergency Contact Window

8. 引用相关记录

➢ 授权带访客进入厂房人员清单 List of Authorized Staff to Bring Visitors Into Facility

➢ 访客入厂预约申请单 The Appointment Application for Visitors Into Facility

➢ 访客入厂登记表 Visitors Enter the Site Registration Form

➢ 保密协议 Confidentiality Agreement

➢ 临时卡申请/登记表 Temporary Cards Application/ Registration Form

➢ 临时卡使用登记表 Temporary Cards Use Registration Form

➢ CCTV 画面对照图 CCTV Image Contrast Figure

➢ CCTV 日常检查记录表 Inspection Records of CCTV System

➢ 胁迫按钮纠正行动记录表 Duress Button Corrective Actions Form

➢ 重要钥匙领用权限审批表 The Plant Layout of Important Keys

➢ 重要钥匙申请登记表 Important Keys Use Permissions Approval Form

➢ 钥匙领用登记表 Keys Use Registration Form

➢ 钥匙授权发放清单 Authorization Key Issue List

➢ 备份钥匙清单 List of Backup Keys

➢ 钥匙锁孔匹配核对表 Key & Lock Match Checklist

➢ 产品发货申请单

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> 车辆 ETC 权限申请表 ETC Right Application Form

9. 承诺人签名 Signatures of Acceptor

我已全面阅读和理解此份作业指导书的内容，并自愿承诺严格遵守该作业指导书中的内容。签名如下：I have read and understand the contents of this document and make commitment to adhere its requirements voluntarily.

保安签名：Signature of Guards,

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