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	二级文件 Logical Security Personnel Management Standard	版本号: Version number:	A/5

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

逻辑安全人员管理标准

Logical Security Personnel Management Standard

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## 修改记录表 Document Changes

修改条款 Modified terms	修订状态 Revision Status	修改内容 Description	修改日期 Date	修改人 Changed by	审核人 Reviewed by	批准人 Approved By
/	A/0	初次发行 Initial release	2015/09/22	韩德均 Han Dejun	刘劲松 Liu Jinsong	罗长兵 Luo Changbing
3.3.3	A/1	相关文件中添加 《密钥加载演练 流程》 Add the Key Loading Practice Process to related files	2016/03/11	曹良攀 Cao Liangpan	刘劲松 Liu Jinsong	罗长兵 Luo Changbing
	A/2	《安全策略 部管理制度》 修改为《人员 安全管理程 序》 Revise The Security Policy Department Management System to Personnel Security	2017/02/24	徐锐 Xu Rui	刘劲松 Liu Jinsong	罗长兵 Luo Changbing

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		Management Procedure Logo 更新 Logo Update				
	A/3	添加日志管 理员内容 Add contents of the log administrator	2017/06/16	王 建 勋、徐 锐 Wang Jianxun, Xu Rui	刘劲松 Liu Jinsong	杜强林 Du Qianglin
/	A/4	更换 log 及公 司名称 Change log and company name	2018/7/25	王建勋 Wang Jianxun	刘劲松 Liu Jinsong	杜强林 Du Qianglin
All	A/5	修改与实际 情况不符的 规则	2020.1.1	黄伟	刘劲松 Liu Jinsong	陈为明

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## 1 目的

### 1 Purpose

按照 PCI-GSMA，对管理生产网络、办公网络及相关数据信息的参与人员和部门进行职责行为规范，提高生产中心网络和数据的安全防护等级，对每个部门或参与人员进行责任界定，以保证生产数据、密钥及个人化的安全要求。

According to the PCI-GSMA of the production center, behaviors of the staff and departments which are responsible for the production network, office network and relevant data information must be regulated. The security level of production center network and data must be improved. For each department or personnel involved, definition of responsibilities should be specified to meet the security requirements of the production data, Key and personalization

## 2 范围

### 2 Scope

本程序适用于生产中心逻辑安全管理过程中接触生产网络、数据传输、数据使用、密钥管理、涉密介质的相关人员以及相关部门的行为管控。

This procedure applies to the behavior control of staff and departments involved production network, data transmission, data usage, key management and confidential media in the process of logical security management of the production center.

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### 3 职责

### 3 Responsibilities

#### 3.1 安全策略部逻辑安全组

#### 3.1 Logical Security Group of the Security Policy Department

逻辑安全组是生产中心信息化管理机构。负责健全逻辑安全管理体系，组织制定、审核和实施生产中心逻辑安全管理的规章制度及管理流程，监督、检查、指导生产中心各部门按照逻辑安全管理体系规范作业。

The logical security group is an information management body of the production center which is responsible for the improvement of logical security management system, organization formulation, examination and implementation of logical security rules and management procedures in the production center. It supervises, inspects and guides the standardized work of all departments in the production center in accordance with the logical security management system.

承办生产中心信息化设备的配置建议、调配与回收,组织信息化设备的安装、调试及技术支持,负责生产中心办公自动化系统、生产自动化系统的建设、运营、维护和管理,统筹生产中心信息安全管理,组织信息化管理的知识培训。

It also undertakes the responsibilities of configuration recommendations, deployment and recycling of information technology equipment in the production center, the installation, adjustment and technical support for the information technology equipment, the development, operation, maintenance and management of automatic office system and auto-production system, the overall planning of information security management in the production center as well as the organization of information management training.

#### 3.2 数据及个人化部

#### 3.2 Department of Data and Personalization

数据及个人化部是生产中心个人化系统的具体使用及安全执行责任部门,负

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责制定和执行数据及个人化相关管理流程,负责个人化数据的接收、检查、处理、个人化生产。

Department of data and personalization is responsible for the specific use and safe implementation of the personalization system in the production center. It is also responsible for the formulation and implementation of data management, related management process of the personalization, and the receiving, inspection, processing, personalized production of the personalization data.

### 3.3 人力资源部

### 3.3 Human Resources Department

负责人员的安全管理、对高级安全区域人员进行背景核查以及岗位人员授权活动,监督逻辑安全内审工作的执行。

This department is responsible for security management of personnel, the background verification of the staff, authorization of staff's activities in advanced security zone and the supervision of internal audit of logical security.

## 4 工作程序

### 4. Work Procedure

#### 4.1 人员入职及审核

#### 4.1 Personnel Entry and Audit

员工入职及审核按照《人事管理制度》执行。

Entry and audit of personnel are carried out in accordance with the *Personnel Management System*.

#### 4.2 首席信息安全官 (CISO)

#### 4.2 Chief Information Security Officer (CISO)

(1)公司以书面形式任命一位具备丰富安全知识的高级领导为首席信息安全官来规划和管理生产中心的信息安全工作;

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(1) Our company will appoint a senior leader with extensive security knowledge as chief information security officer(CISO) for planning and managing information security in the production center in written form.

(2)首席信息安全官必须符合人力资源部《人事管理制度》的审核通过；

(2) The CISO must get the approval of Human Resources Department according to its *Personnel Management System*.

(3)首席信息安全官熟悉卡片生产安全的各类要求，有公司在信息安全管理的全部授权；

(3) The chief information security officer must be familiar with safety requirements for various types of card production, having full authorization of our company in information security management.

(4)首席信息安全官不得参与生产中心信息安全的各项工作的审批和检查工作；

(4) The CISO shall not participate in the approval and inspection of all works of information security in the production center.

(5)公司以书面形式委派一名通过《人事管理制度》审核的后备管理者，在首席信息安全官暂时缺席的情况下，代替首席信息安全官行驶职责；

(5) The company will appoint a back-up manager who passed the audit according to the *Personnel Management System* in writing form, exercising duties if there is a temporary absence of the CISO.

(6) 代理首席信息安全官期间，该代理人不得批准自己本职工作内容；

(6) During the period of acting chief information security officer, the agent shall not approve the content of his own work;

(7)首席信息安全官必须每月向高级管理层汇报当前安全状况和造成潜在危险的相关问题。

(7) The chief information security officer must report monthly, the current security situation as well as issues related to the potential risk to senior management.

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## 4.3 关键岗位人员

## 4.3 Key-post Personnel

### 4.3.1 逻辑安全管理人员

### 4.3.1 Logical Security Managers

- (1)生产中心管理人员不得有任何犯罪记录;
- (1) Managers in production center must not have any criminal record.
- (2)必须为生产中心正式员工, 并按安全等级与公司签订保密协议;
- (2) The managers must be regular employees who have signed confidentiality agreement with the company according to the security level.
- (3)上岗前必须具有公司书面授权的岗位任命书, 负责信息安全工作的具体管理、实施和审核;
- (3) A written job appointment letter authorized by the company is needed before induction. The managers are responsible for the management, implementation and review of information security.
- (4)人员其它要求按照《人事管理制度》和《人员安全管理程序》具体规定执行, 由安全策略部对该岗位人员进行安全审核。
- (4) For the personnel, a security audit is required in accordance with specific provisions in the *Personnel Management System* and *Personnel Security Management Procedure* executed by the Security Policy Department.

### 4.3.4 密钥管理人员

### 4.3.4 Key management personnel

- (1)必须为生产中心主管以上(含主管)管理人员, 不得有任何犯罪记录;
- (1) The key management personnel must be superior to directors(including directors) without any criminal record.
- (2)必须为生产中心正式员工, 并按安全等级必须与公司签订保密协议;
- (2) The personnel must be regular employees who have sign confidentiality

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agreement the company according to their security level.

(3)上岗前必须具有生产中心安全策略部授权的密钥持有人书面任命书;

(3) A written job appointment letter authorized by the key holders of Security Policy Department of the production center is needed before taking the post.

(4)人员其它要求按照《人事管理制度》、《密钥管理程序》和《密钥加载演练流程》具体规定执行，由安全策略部对任命人员进行安全审核。

(4) For the personnel, a security audit is required in accordance with specific provisions in the *Personnel Management System*, the *Key Management Program* and *Key Loading practice process*, executed by the Security Policy Department.

### 4.3.5 个人化加工人员

#### 4.3.5 Personalized processing staff

(1)必须为专业操作人员，不得有任何犯罪记录;

(1) The staff must be professional operators without any criminal record.

(2)必须为生产中心正式员工，并按安全等级必须与公司签订保密协议;

(2) The personnel must be regular employees who have sign confidentiality agreement the company according to their security level.

(3)上岗前必须具有生产中心安全策略部书面岗位任命书，负责个人化生产设备的操作;

(3) A written job appointment from the Security Policy Department of the production center is needed at pre-service. The staff are in charge of the operation of personalized production equipment.

(4)按照岗位许可开通进入个人化生产车间的门禁权限;

(4) Access to the personalized production workshop is available according to the post authorization.

(5)人员其它要求按照《人事管理制度》和《数据及个人化部门管理制度》具体规定执行，由安全策略部对该岗位人员进行安全审核。

(5) For the personnel, a security audit is required in accordance with specific

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provisions in the *Personnel Management System* and the *Management System of Data and Personalization Department*, executed by the Security Policy Department.

#### 4.3.6 数据处理人员

#### 4.3.6 Data processing staff

(1)为专业技术人员，不得有任何犯罪记录；

(1) Data processing staff must be professional technician without any criminal record.

(2)必须为生产中心正式员工，并按安全等级必须与公司签订保密协议；

(2) The personnel must be regular employees who have sign confidentiality agreement the company according to their security level.

(3)上岗前必须具有生产中心安全策略部书面岗位任命书，进行数据接收、处理等相关工作；

(3) The personnel must have job appointment letter written by the Security Policy Department of the production center before going on duty, and are responsible for data reception, processing and other related works.

(4)按照岗位许可开通进入数据处理室门禁权限

(4) Grand permission of accessing to data processing rooms according to the post authorization.

(5)人员其它要求按照《人事管理制度》和《数据及个人化部门管理制度》具体规定执行，由安全策略部对该岗位人员进行安全审核。

(5) For the personnel, a security audit is required in accordance with specific provisions in the *Personnel Management System* and the *Management System of Data and Personalization Department*, executed by the Security Policy Department.

## 5 相关/支持性文件

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	Class 2 Document	二级文件 Logical Security Personnel Management Standard	逻辑安全人员管理标准 Version number:	A/5

## 5. Related / Supportive Documents

《逻辑安全管理手册》

*Logical Security Management Manual*

《人事管理制度》

*Personnel Management System*

《人员安全管理程序》

*Personnel Security Management Procedure*

《密钥管理程序》

*Key Management Program*

《密钥加载演练流程》

*Key Loading Practice Process*

《数据及个人化部门管理制度》

*Management System of Data and Personalization Department*

## 6 记录表格

### 6. Record Forms

《首席信息安全官（CISO）任命书》

*Chief Information Security Officer ( CISO) Appointment Letter*

《逻辑安全管理岗位任命书》

*Logical Security Management Appointment Letter*

《密钥管理员密钥持有任命书》

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