

	四川科道芯国智能技术股份有限公司 Sichuan Keydom Smart Technology Co., Ltd	文件编号: Document No.:	KD-MWL-04
	二级文件 Class 2 Document	数据备份策略 Data Backup Strategy	版本号: Version number: A/1

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

产品安全运输管理标准 Management Standard for Safe Transportation of Products

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批注 [u1]: 科道芯国 官网上并没有明确给出公司的英文名称。

我们在官网【对外生产与制造】版块找到至少两种不同的说法：

1. Sichuan precision intelligent technology Limited by Share Ltd

此为官网【质量管理】版块的译法。

2. Jing King Technology Holdings Ltd.

此为官网【资质】版块的译法。

但是这两种说法都与科道芯国的商标“KEYDOM”不相符，所以无法确定该公司的正式英文名称，暂时以商标为准，译为：Sichuan Keydom Smart Technology Co., Ltd

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KEYDOM	数据备份策略 Data Backup Strategy		

文 件 编 号: KD-MWL-04

Doc. No.:

编 制:安全策略部

Prepared by: Security Policy Department

审 核:

Reviewed by:

批 准:

Approved by:

版本 /修订状态: A1

Rev./Revision status:

受 控 状 态:

Controlled status:

2020 年 1 月 1 日发布

2020 年 1 月 1 日实施

Issued on 1 / 1 /2020

Implemented on 1 / 1 /2020

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修订历史记录 Document Changes

序号 S/N	日期 Date	修订内容 Revision contents	版本 Rev.	编制 Prepared by	审核 Reviewed by	批准 Approved by
01	2019.9.2	初版制定 First edition	A0	郭明	刘劲松	陈为明
02	2019.12.30	更改文件格式	A1	郭明	刘劲松	陈为明
03						
04						
05						
06						
07						
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09						
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1. 目的

1. Purpose

为确保公司硬件产品相关敏感材料、卡类物资和终端类产品的运输安全，特制订本管理标准。

This management standard is hereby formulated to ensure the safe transportation of sensitive materials, card materials and terminal products related to the Company's hardware products.

2. 适用范围

2. Scope of Application

本标准适用于四川科道范围内，硬件产品相关敏感材料、卡类物资、终端类产品的接收、发放、运输过程的安全管理。包括构成卡片的主要原材料、敏感材料、半成品、成品卡片，以及构成终端类产品的配件及成品。

This standard is applicable to the safety management of the receipt, distribution and transportation of sensitive materials, card materials and terminal products related to hardware products within the scope of KEYDOM, including the main raw materials composing the cards, sensitive materials, semi-finished products and finished cards, as well as the accessories and finished products composing the terminal products.

3. 名称和缩略语

3. Names and Abbreviations

- 安全运输：按照符合支付组织安全要求的方式，将物品从一地点向另一地点运送的活动，其中包括接货、分拣、搬运、中转、装卸、送货等一系列运输操作。
- Safe transportation: the activity of transporting goods from one place to another in a way that meets the safety requirements of the payment organization, including a series of transportation operations such as receiving,

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sorting, handling, transferring, loading and unloading, and delivering goods.

- 卡类物资：卡相关敏感材料、半成品、成品；
- Card materials: sensitive materials, semi-finished products and finished products related to cards;
- 终端类产品：终端产品零配件、半成品、成品。
- Terminal products: spare and accessory parts of terminal products, semi-finished products, finished products.

4. 职责

4. Responsibilities

4.1. 安全策略部

4.1. Safety Strategy Department

- 负责编制并组织实施本管理规定。
- Prepare and organize the implementation of this management standard.
- 负责对相关责任部门负责人的全面培训。
- Comprehensively train the relevant responsible department head.
- 负责对物料运输过程进行不定时的符合性检查。
- Irregularly perform the compliance inspection on the material transportation process.
- 负责对物料运输过程中出现的异常事故作及时处理。
- Timely deal with the abnormal accidents in the material transportation process.

4.2. 仓库/金库

4.2. Warehouse/Vault

- 负责确认、核对到货、发货的物料信息及数量。
- Confirm and check the information and quantity of materials arrived and shipped.

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- 负责核对领料、发料单据的正确性，并验证所有帐物的一致性。
- Check the material receiving and shipping bills for correctness and verify the consistency of all accounts.

4.3. 生产部门

4.3 Production Department

- 负责及时办理 K3 单据，凭单到仓库办理各类物品的出入库，并确保帐物一致性。
- Timely handle K3 bill, go to the warehouse to handle the storing and dispatching of all kinds of articles based on the bills, and ensure the consistency of the accounts.

4.4. 计划部

4.4. Planning Department

- 负责提供每日的半成品发货计划。
- Provide the daily shipping plan for semi-finished products.
- 负责下达订单的可追溯性。
- Take charge of the traceability of released order.
- 负责下达卡基的发货指令。
- Take charge of the shipping instruction for card-base.

4.5. 采购部

4.5 Purchasing Department

- 负责确认送货、收货车辆的信息。
- Confirm the information of goods delivery and receiving vehicle.
- 负责外协物料的调拨。
- Allocate the outsourced materials.

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4.6. 客户服务部

4.6 Customer Service Department

- 负责遵照本标准要求，在运输环节中执行落地，以及对物流承运商的综合管理及协调。
- Implement the standard in the transportation process as per the requirements and comprehensively manage and coordinate the logistics carriers.
- 负责提供产品发货信息，并在产成品交付承运商的环节，确认发货信息和实物一致。
- Provide the information about shipped products and confirm that it is consistent with that of the real products during the finished products are delivered to carrier.
- 负责组织对承运商的安全检查。
- Organize to perform the safety inspection on carriers.

5. 物料接收管理

5. Material Receiving Management

5.1. 卡体制造的物料接收管理

5.1. Material receiving management during card manufacture

- 5.1.1. 安全物资到达前，采购部需提前一天将信息完整的通知给仓库，并且在 K3 系统中记录到货信息。
- 5.1.1.1. Before the safe arrival of materials, the Purchasing Department shall notify the warehouse of the complete information one day in advance, and record the arrival information in the K3 system.
- 5.1.2. 到货后，送货人填写《车辆进出登记表》及《物料到货追踪表》，并将送货文件交给采购员，采购员确认送货人身份、车辆无误后，车辆方可进入厂区。
- 5.1.2.1. After the material arrives, the delivery man fills in the *Registration Form for Vehicles Access* and the *Tracking Form for Material Arrival*, and submits the delivery documents to the purchaser. Vehicles can enter the factory after the purchaser confirms the identity of the delivery man and the vehicles.

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- 5.1.3. 采购人员将送货文件交给仓库人员，仓库人员以此来核对货物信息。
- 5.1.3. The purchaser submits the delivery documents to the warehouse workers who check the goods information based on them.
- 5.1.4. 保安打开货物通道外门，货车进入卸货区，并停在卸货区停车线内，进入后保安关闭外门。仓库人员打开中门，送货人将货物转移至缓冲区，人退出后再关闭中门。仓库人员打开内门，将货物转移至仓库内，再关闭内门。
- 5.1.4. After the security guard opens the outer door of the goods passage, the truck enters the unloading area and stops within the shutdown line of the unloading area. After the entry, the security guard closes the outer door. After the warehouse worker opens the middle door, the delivery man transfers the goods to the buffer area, and then the warehouse worker closes the middle door after the man exits. After opening the inner door, the warehouse worker transfers the goods to the warehouse and then closes the inner door.
- 5.1.5. 仓库人员确认货物的包装状态、货物名称、编号、货物件数和送货文件的一致性。若有任何问题，应立即与送货人或采购员取得联系进行确认。
- 5.1.5. The warehouse worker confirms the consistency of packing status, name, number, quantity of the goods and delivery documents. In case of any problem, immediately contact the delivery man or purchaser for confirmation.
- 5.1.6. 确认完毕后，送货人员通知保安打开卸货区外门，货车离开卸货区。保安关闭卸货区外门。
- 5.1.6. After the confirmation, the delivery man notifies the security guard of opening the outer door in the unloading area and then the truck leaves the unloading area. The security guard closes the outer door in the unloading area.
- 5.1.7. 公司采购的敏感材料（如防伪标、签名条等），应委托支付组织指定的安全运输公司运抵公司，并在“双人四眼”的双控制原则下进行，现场应有一名安全员。
- 5.1.7. The purchased sensitive materials (such as anti-counterfeiting label, signature bar) shall be transported to the Company by safe transportation company designated by entrusted payment organization based on the double-control principle of “two persons with four eyes” and there shall be a safety officer on site.

5.2. 封装个人化的物料接收管理

5.2. Material receiving management during personalized package

- 5.2.1. 物资到达前，采购部需提前一天将信息完整的通知给仓库。
- 5.2.1. Before the arrival of materials, the Purchasing Department shall notify the warehouse of the complete information one day in advance.

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- 5.2.2. 到货后，采购员确认送货人身份、车辆无误后，车辆进入厂区。
- 5.2.2. After the arrival of goods, vehicles can enter the factory after the purchaser confirms the identity of the delivery man and the vehicles.
- 5.2.3. 保安打开货物通道外门，货车进入卸货区，并停在卸货区停车线内。进入后保安关闭卸货区外门，并将《车辆进出登记表》及《物料到货追踪表》交由送货人及货车司机填写。送货人通过卸货区的安全窗户将送货文件交仓库人员。仓库人员打开卸货区中门，送货人将货物转移缓冲区内，人退出后仓库人员关闭卸货区中门，再打开卸货区内门，将货物转移至仓库内，最后关闭卸货区内门。
- 5.2.3. After the security guard opens the outer door of the goods passage, the truck enters the unloading area and stops within the shutdown line of the unloading area. After the entry, the security guard closes the outer door in the unloading area and submits the *Registration Form for Vehicles Access* and the *Tracking Form for Material Arrival* to the delivery man and truck driver to fill in. The delivery man submits the delivery documents to the warehouse workers through the safety window in the unloading area. After the warehouse worker opens the middle door in the unloading area, the delivery man transfers the goods to the buffer area, and then the warehouse worker closes the middle door in the unloading area after the man exits. Next, the warehouse worker opens the inner door in the unloading area and transfers the goods to the warehouse. Finally, the inner door in the unloading area shall be closed.
- 5.2.4. 仓库人员确认货物的包装状态、货物箱数和送货文件的一致性，再确认货物名称、编号等的正确性。确认无误后送货人和仓库人员在安全窗口交换收货文件，办理交接手续，并完整填写《入库登记表》。若有任何问题，应立即与送货人或采购员进行确认。涉及到敏感材料的交接，如防伪标、签名条，必须在双控制下进行，现场应有一名安全员。
- 5.2.4. The warehouse worker confirms the consistency of packing status, the case quantity of goods and delivery documents and then confirms the correctness of name, number of goods. After the confirmation, the delivery man and warehouse worker exchange the receiving documents at the safety window, go through handover procedures and completely fill in the *Registration Form for Storing*. In case of any problem, immediately confirm with the delivery man or purchaser. The sensitive materials (such as anti-counterfeiting label, signature bar) shall be handed over based on the double-control principle and there shall be a safety officer on site.
- 5.2.5. 交接完成后，送货人员通知保安打开卸货区外门，货车离开卸货区。保安关闭卸货区外门。
- 5.2.5. After the handover, the delivery man notifies the security guard of opening the outer door in the unloading area, and then the truck leaves the unloading area. The security guard

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closes the outer door in the unloading area.

6. 半成品发货管理

6. Shipping Management of Semi-finished Products

6.1. 本标准所述“半成品”，是指在四川科道内部流动的半成品，和在协作单位之间转移的半成品。关于卡片的半成品，无论是出货单位还是接收单位，都必须具有支付组织规定的资质，并按照规范的安全要求操作。

6.1. The term "semi-finished products" as mentioned in this Standard refers to the semi-finished products flowing within Wuhan Sichuan Keydom and the semi-finished products transferred between cooperative units. The semi-finished cards shall be shipped and managed as per the safety requirements of specification by shipping units and receiving units with the qualifications specified by the payment organization.

6.2. 半成品的发货计划由计划员负责，金库人员根据计划员的每日发货计划发货，发货前金库人员需仔细核对产品数量、外箱标签，并持有带签名的《K3 调拨单》、质量检验报告。

6.2. The planner is responsible for the shipping plan for semi-finished products. The vault worker ships goods as per the daily shipping plan made by the planner. Before the shipment, the vault worker shall carefully check the product quantity and the outer case label and hold the signed *K3 Transferring Form* and quality inspection report.

6.3. 计划部下达《外协通知单》通知采购员，采购员收到《外协通知单》后办理 K3 调拨单，将物流货车到达时间及 K3 调拨单交给仓库/金库进行配料，仓库/金库人员负责在 K3 里审核单据的正确性。再将物料送至货物通道。

6.3. The Planning Department issues the *Outsourcing Notice* to the purchaser. After receiving the *Outsourcing Notice*, the purchaser handles the *K3 Transferring Form* and submits the arrival time of logistics truck and *K3 Transferring Form* to the warehouse / vault for material batching. The warehouse / vault workers are responsible for checking the correctness of bills in K3, and then transport the materials to the goods passage.

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密级：1 级 内部

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6.4. 出货物通道时，金库人员打开内门，将货物转移至缓冲区，再关闭内门。金库人员打开中门，将货物转移至卸货区，再关闭中门。金库人员再通知保安打开外门，司机从外门开车进入卸货区，金库人员完成装货再和司机一起押运车辆驶出货物通道，保安关闭外门，完成出货。

6.4. After the materials leave the goods passage, the vault worker opens the inner door, transfers the goods to the buffer area and then closes the inner door. The vault worker opens the middle door, transfers the goods to the unloading area, and then closes the middle door. The vault worker then notifies the security guard of opening the outer door, and the driver drives into the unloading area through the outer door. After the vault worker finishes loading goods, the driver drives the vehicle out of the goods passage with the vault worker (as the attendant) and the security guard closes the outer door, thus completing the shipment.

6.5. 闭路电视系统的监控范围必须覆盖材料及卡片收发的全过程。

6.5. The monitoring scope of closed circuit television system must cover the whole process of receiving and issuing materials and cards.

6.6. 公司生产内部的货运车辆，在公司各栋厂房之间运输产品时，必须保持两人控制，一人为司机另一人押运；车厢门必须上锁，运输途中无法开启，只有到达目的仓库后，才能由仓库人员开启。

6.6. When the goods vehicle manufactured inside the Company is used to transport products among building workshops inside the Company, such vehicle shall be controlled by two persons (one is the driver and the other is the attendant); the doors must be locked and cannot be opened during transportation. Only after the vehicle arrives at the destination warehouse, can the doors be opened by the warehouse worker.

7. 成品发货管理

7. Shipping Management of Finished Products

7.1. 金融卡成品发货管理

7.1. Shipping management of finished financial cards

7.1.1. 金融卡成品发货前需按公司统一的包装样式或按客户的要求进行包装。包装要求：

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- 7.1.1. The finished financial cards need to be packed as per the uniform packing style of the Company or the customer's requirements before the shipment. Packaging requirements:
- 用于卡片和构件包装的材料有足够耐力防止装运过程中粗暴处理造成破损。
所有卡片必须用至少能承受 250lbs. (112kg)压力的双层瓦楞纸箱包装。使用带四川科道 LOGO 的打包带来捆扎纸箱。
 - The materials used for packing cards and components are durable enough to prevent damage from rough handling during loading and transportation. All cards must be packed with double-layer corrugated cartons which can withstand at least 250lbs. (112kg) pressure. The cartons shall be bundled with packing tape with Sichuan Keydom LOGO.
 - 所有包装必须用带四川科道 LOGO 的安全胶带密封。
 - All packages must be sealed with safety tape with Sichuan Keydom LOGO.
 - 外箱上必须贴有描述数量的标签。发货时的卡片数必须标在装箱单和发货通知单上。
 - The outer carton must be labeled with quantity description. When the goods are shipped, the quantity of cards must be labeled on the packing list and shipping notice.
 - 包装外部的标签不得表明或暗含箱内物品的内容性质。
 - The labels on the external package shall not indicate or imply the nature and the contents of goods in the carton.
 - 每个盒子上必须印有其内含卡片的数量, 其所属批次和货运的信息。
 - Each carton must be printed with the quantity of cards inside, their batches and the shipping information.
- 7.1.2. 成品包装完成后, 等待发货的卡产品在双控下保存在仓库内, 并与其他资产有明显的区分, 仅由授权人员访问。闭路电视摄像机必须能对整个暂存区进行无障碍的监控。该区域活动录像记录必须保存备案至少 90 天。
- 7.1.2. After the finished products are packed, the card products to be shipped shall be stored in the warehouse based on the double-control principle, clearly distinguished from other assets and accessed by authorized personnel only. The closed circuit television cameras must be able to monitor the entire temporary storage area without obstruction. The video of activities in the area must be kept and recorded for at least 90 days.
- 7.1.3. 装卡产品已封闭的纸箱不得打开, 存储时封箱胶带也不得破裂。如果包装箱损坏或有篡改的痕迹, 则必须返回到打包区, 重新确认数量、品种后再打包。
- 7.1.3. The sealed cartons with card products filled in shall not be opened, and the sealing tape

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shall not be broken during storage. If the packing box is damaged or there is tampered mark on it, it must be returned to the packing area. After the quantity and variety are reconfirmed, the products can be packed.

7.1.4. 原则上，PIN 封和卡应单独邮寄，且至少应相差两天的时间邮寄。只有银行的书面确认信，以及发卡银行的书面认可，才能将卡和 PIN 一起邮寄。

7.1.4. In principle, PIN seals and cards shall be mailed separately and at least two days apart.

Only a written confirmation letter from the bank and written approval from the card issuing bank are provided, can the cards and PIN be mailed together.

7.1.5. 包装的运送不应发生在一周的最后一个工作日或一个法定节日的前一天，除非快递员的操作和接收者均在这些日期内正常上班。

7.1.5. The packages shall not be transported on the last working day of the week or the day before a statutory holiday unless the expressman and the receiver work normally on those days.

7.1.6. 客服部根据事业部及下线计划确定发货时间等信息，提交《发货申请单》到仓库处，申请单中要求有以下内容：发货部门领导签字、发货员、预计发货时间、物流公司名称等。

7.1.6. The Customer Service Department determines the shipping time and other information as per the Division and offline plan and submits the *Shipping Application Form* to the warehouse. The following contents are required in the application form: signature of the Shipping Department head, shipping clerk, estimated shipping time, name of the logistics company, etc.

7.1.7. 客服部发货时提交由其部门领导签署的《发货申请单》给仓库人员，仓库人员进金库收集所需物料，确认物料名称、数量、包装状态后，由质量人员确认装箱清单与外箱标签的物料名称、数量是否一致后，仓库人员方可发货。

7.1.7. When shipping, the Customer Service Department submits the *Shipping Application Form* signed by the department head to the warehouse worker. After the warehouse worker goes to the vault, collects the required materials and confirms the material name, quantity and packing status, the quality personnel will confirm whether the packing list is consistent with the material name and quantity of the outer carton label. If consistent, the warehouse worker will ship goods.

7.1.8. 提货车辆到达后，由保安确认发货员身份及车辆，并打开卸货区外门，货车进入卸货区，并停在卸货区停车线内，进入后保安关闭卸货区外门。发货员通过卸货区的安全窗户将《发货申请单》及发货产品 K3 单据交仓库人员。仓库人员打开卸货区内门，将所发物料放入卸货缓冲区，然后关闭卸货区内门，再打开卸货区中门。发货员将货

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物从装卸缓冲区运转至卸货区内，仓库人员关闭卸货区中门。发货员核实提货运输商信息与实际情况一致后，与提货人员一起确认物料名称、数量、包装状态，填写《物流提货单》并双方签字，最后提货人员进行交接装车。

7.1.8. After the lading vehicles arrive, the security guard confirms the identity of shipping clerk and vehicles and opens the outer door in the unloading area. The truck enters the unloading area and stops within the shutdown line of the unloading area. After the entry, the security guard closes the outer door in the unloading area. The shipping clerk submits the *Shipping Application Form* and K3 bill of shipped products to the warehouse worker through the safety window in the unloading area. The warehouse worker opens the inner door in the unloading area and places the shipped materials in the buffer area, and then closes the inner door in the unloading area, and finally opens the middle door in the unloading area. The shipping clerk transports the goods from the loading and unloading buffer area to the unloading area and the warehouse worker closes the middle door in the unloading area. After checking that the information of the lading transportation server is consistent with the actual situation, the shipping clerk confirms the name, quantity and packing status of the materials with the lading personnel and fills in the *Logistics Bill of Lading*. After both parties sign, the lading personnel hands over and loads the goods.

7.1.9. 货物装车完毕后，发货员通知保安打开卸货区外门，车辆驶出后保安关闭卸货区外门，完成货物发货。

7.1.9. After the goods are loaded, the shipping clerk notifies the security guard of opening the outer door in the unloading area. After the vehicle drives out, the security guard closes the outer door in the unloading area, thus completing the shipment of goods.

7.2. 通讯卡成品发货管理

7.2. Shipping management of finished communication cards

7.2.1. 原则上，已包装好的产品需在 48 小时内发货，如果要在产品包装好后的 48 小时后发货，则需将他们存放在独立访问控制的高安全区域。

7.2.1. In principle, the packed products need to be shipped within 48 hours. If the products are to be shipped 48 hours after they are packed, they need to be stored in a high-safety area with independent access control.

7.2.2. 其他关于通讯卡发货的要求，同于上述 7.1.1、7.1.2、7.1.3、7.1.5、7.1.6、7.1.7、7.1.8、7.1.9。

7.2.2. Other shipping requirements of communication card are the same as 7.1.1, 7.1.2, 7.1.3, 7.1.5, 7.1.6, 7.1.7, 7.1.8 and 7.1.9 above.

7.3. 终端类成品发货管理

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7.3. Shipping management of terminal finished products

7.3.1. 包装需按照客户的要求来执行，其他安全要求同于上述 7.1.1、7.1.2、7.1.3、7.1.5、7.1.6、7.1.7、7.1.8、7.1.9。

7.3.1. The products need to be packed as per the customer's requirements and other safety requirements are the same as 7.1.1, 7.1.2, 7.1.3, 7.1.5, 7.1.6, 7.1.7, 7.1.8 and 7.1.9 above.

8. 样卡/测试卡领用管理

8. Requisition Management of Sample Card and Test Card

8.1. 对于正常生产/打样以外的物料领取（如样卡、测试用卡、终端类测试或打样产品等），确有需要时，由领用部门填写《K3 其他出库单》并交给仓库/金库，仓库/金库人员审核单据无误后，再根据《K3 其他出库单》进行发放物料。

8.1. If the materials, other than the normal production / proofing, need to be requisitioned (such as sample card, test card, terminal class test or proofing products), the requisition department fills in the *K3 Other Dispatching Forms* and submits it to the warehouse / vault. After checking the bills are correct, the warehouse / vault workers issue the materials as per the *K3 Other Dispatching Forms*.

8.2. 任何部门和人员，原则上不能借用、领取在线产品，特殊情况必须向安全策略部提出申请，经批准后在指定环节借用，并建立记录，用完后按时归还。

8.2. In principle, no department or personnel can borrow or requisition the online products. Under special circumstances, an application must be submitted to the Safety Strategy Department. After approval, the department or personnel can borrow the online products in the designated link, establish the records, and return them on time after use.

9. 成品运输管理

9. Transportation Management of Finished Products

9.1. 金融卡成品的运输

9.1. Transportation of finished financial cards

9.1.1. 金融卡运输可以通过下述方式进行：

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9.1.1. The financial cards can be transported in the following ways:

9.1.1.1. 快递

9.1.1.1. Express

a) 通过专业快递公司发货，专业快递公司应具备国家速递行业管理部门认可的“快递/速递”经营资质，按国家速递管理部门的有关法律法规和制度进行管理，有全国性的管理、标识、仓储、运输、投递、查询等网络。快递包裹的寄送不能安排在工作日最后一天或法定假日前一天，除非快递公司和接收者在运输和接收时，仍处于工作日状态（也就是说，他们都正常营业）。

a) The cards can be delivered by a professional express company, which shall have the "Express/Courier" business qualification approved by the national express delivery industry management department, and shall be managed in accordance with the relevant laws, regulations and systems of the national express delivery management department. There are nationwide networks of management, identification, storage, transportation, delivery and query. The express packages shall not be sent on the last working day of the week or the day before a statutory holiday unless the expressman and the receiver work normally when transporting and receiving the packages (in other words, they are open for business).

- 通过快递发运 VISA、MC、JCB、运通卡时，必须遵循“500 片/每包/天/发行机构”的原则，即每天只能向每个客户发送 500 片 VISA、MC、JCB、运通卡片。
- The VISA, MC, JCB and American Express cards must be delivered by express in the principle of "500 cards/package/day/issuing authority", i.e. only 500 pieces of VISA, MC, JCB and American Express cards can be sent to each customer every day.
- 个人化的卡片必须放置在信封内，信封无特殊特征（信封不可以有任何品牌标签），和其他预分类或传递给邮递服务的盒子大小颜色一致。
- Personalized cards must be placed in envelopes. The envelopes shall be free of special features (no brand labels are allowed on the envelopes) and the same size and color as other boxes pre-sorted or delivered to the mail service.
- 在申请邮寄并封盒后，必须双控点数，然后放置在上锁或上封条的箱子或袋子内。
- After the application for mailing and sealing the box, it must be double-controlled and counted, and then placed in the locked or sealed box or bag.
- 交付凭据上必须有，接收组织代表的签字，供应商必须保留已签收据的复印件。

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- The proof of delivery must be signed by the representative of the receiving organization and the supplier must keep a copy of the signed receipt.
- 承运商需提供每个邮包单独的追踪号码, 追踪系统能识别每个货单的运输情况。
- Carriers need to provide the separate tracking number of each package, and the tracking system can identify the transportation condition of each shipping list.

9.1.1.2. 邮寄

9.1.1.2. Mail

- 必须使用防损包装和/或捆绑, 以防止封盒转移, 或放置于上锁的物料车内。
- The damage proof packaging and/or bundling must be used to prevent the packaging boxes from being removed or placed in locked material vehicles.
- 必须使用和当地邮递服务相同的包装。
- The same packages as the local mail service must be used.
- 包装标签不可标明供应商或发卡行的名称。
- The package label shall not indicate the name of the supplier or the issuing bank.
- 如果用邮寄包装袋代替捆绑或上锁物料车, 那么在转移到邮寄服务之前, 必须上封条。
- If mailing packing bags are used instead of bundling or locked material vehicles, the bags must be sealed before being transferred to the mail service.

9.1.1.3. 装甲车

9.1.1.3. Armored vehicle

- 必须双控执行货物的运输。
- The goods must be transported under double control.
- 车上不能印有卡片的 LOGO 或卡商商标
- No card LOGO or trademark shall be printed on the vehicle.
- 卡商必须确保, 与装甲车服务的合同约定禁止中间暂停, 出现可接触卡的可能性。
- The card suppliers must ensure that the contractual agreement with the armored vehicle service is followed, intermediate suspension is prohibited and that there is a possibility of contacting the card.

9.1.1.4. 非装甲车

9.1.1.4. Non-armored vehicle

- 9.1.1.5. 必须是完好的箱式货车。 运输 VISA、MC、JCB、运通卡需使用陪伴车辆, 此车辆也不可用作卡运输车辆。

9.1.1.5. Van truck must be in good condition. The Accompanying vehicle is required

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to transport the VISA, MC, JCB and American Express cards. Such vehicle cannot be used to transport cards.

- 运输卡的车辆必须一直处于双控状态（司机由保安陪伴），运输过程中不得离开。车辆必须装有电话，或收发报机，与安全控制者相连。
- The vehicle to transport the cards must always be under double control status (the driver is accompanied by security guard) and the driver and security guard must not leave during transportation. The vehicle must be equipped with the telephone or receiver-transmitter connected to the safety controller.
- 车上不能印有卡片的 LOGO 或卡商商标
- No card LOGO or trademark shall be printed on the vehicle.
- 不允许非紧急停车。
- Non-emergency shutdown is not allowed.

9.1.1.6. 航空运输

9.1.1.6. Air transportation

- 承运的航空货运公司必须具有国家二类以上航空货物运输资质和道路运输资质。
- The air goods carrier must have the national air goods transportation qualification of Class II or above and road transportation qualification.
- 必须将物品装入上锁或已封装的容器内。
- Goods must be placed in the locked or packaged containers.
- 不管什么时候，都需要保持从供应商地址到目标地的运输无经停点。
- At all times, it is necessary to transport the goods directly from the supplier's address to the destination without transit point.
- 应选择能处理安全货物的目的地。
- The destination where the goods can be handled safely shall be selected.
- 如果在空运途中有经停点，供应商必须确保货物依然保持完整。
- If there is a transit point during air transportation, the supplier must ensure that the goods remain intact.
- 若起飞前、期间或之后，须有任何地面存放，必须保护地点，未经授权人员不可进入。
- If the goods need to be stored on the ground before, during or after take-off, they shall be protected in the place and the unauthorized personnel is not allowed to enter such place.
- 不允许物品登记为混装货物。
- Goods are not allowed to be registered as mixed cargo.

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- 严禁以乘客身份携带货物作为行李，实现产品运输目的。
 - It is forbidden to carry goods as luggage as passengers to achieve the purpose of product transportation.
- 9.1.1.7. 海运（仅适用于 VISA、MC、JCB、运通卡）
- 9.1.1.7. Maritime transportation (only applicable to VISA, MC, JCB, American Express cards)
- 必须在上锁加封的箱子中存放货物。
 - The goods must be stored in locked and sealed boxes.
 - 不管什么时候，不允许供应商地点和目的地地点之间的经停点停靠。
 - At all times, it is not allowed to stop at the transit point between supplier's address and the destination.
 - 卡商必须使用集装箱运输。
 - The card suppliers must transport the goods with containers.
 - 供应商必须安排及时的码头接送货。
 - The supplier must arrange to timely receive and deliver goods at the dock.
 - 必须为海运服务担保。
 - The maritime transportation service must be guaranteed.
 - 不允许登记产品为混装。
 - The products cannot be registered as the mixed ones.
 - 严禁以乘客身份携带货物作为行李，实现产品运输目的。
 - It is forbidden to carry goods as luggage as passengers to achieve the purpose of product transportation.

9.2. 通讯卡成品的运输

9.2. Transportation of finished communication cards

9.2.1. 通讯卡运输可以通过下述方式进行：

9.2.1. The communication cards can be transported in the following ways:

- 通过专业快递公司发货。专业快递公司应具备国家速递行业管理部门认可的“快递/速递”经营资质，按国家速递管理部门的有关法律法规和制度进行管理，有全国性的管理、标识、仓储、运输、投递、查询等网络。并且必须按照 SAS 规定的数量要求进行发货。快递包裹的寄送不能安排在工作日最后一天或法定假日前一天，除非快递公司和接收者在运输和接收时，仍处于工作日状态（也就是说，他们都正常营业）。
- The cards can be delivered by a professional express company. The professional

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express company shall have the “Express/Courier” business qualification approved by the national express delivery industry management department, and shall be managed in accordance with the relevant laws, regulations and systems of the national express delivery management department. There are nationwide networks of management, identification, storage, transportation, delivery and query. The goods must be delivered in accordance with SAS specified quantity requirements. The express packages shall not be sent on the last working day of the week or the day before a statutory holiday unless the expressman and the receiver work normally when transporting and receiving the packages (in other words, they are open for business).

- 航空运输。 承运的航空货运公司必须具有国家二类以上航空货物运输资质和道路运输资质。
- Air transportation. The air goods carrier must have the national air goods transportation qualification of Class II or above and road transportation qualification.
- 专车直递。 承担直递的专车必须是完好的箱式货车。 执行任务时应当双人双锁控制，有可靠的通讯手段，有必要的防卫器具。 在货物未送达前无特殊情况中途不得停车。 车上不能印有卡片的 LOGO 或卡商标。
- Direct delivery through the special vehicle. The special vehicle for direct delivery must be intact van truck. When carrying out the task, the vehicle shall be controlled with double locks by two persons, equipped with reliable means of communication and necessary defense apparatus. The vehicle is not allowed to stop before the goods are delivered to the destination without special circumstances. No card LOGO or trademark shall be printed on the vehicle.
- 无论何种运输方式，与公司合作的承运商都需要签订含有安全条款的正式合同，都要对运输安全提出具体的要求，明确具体责任及要求，同于上述金融卡合格承运商的条件。
- No matter what mode of transportation is used, the carrier cooperating with the Company needs to sign the formal contract containing safety terms. In the contract, the specific requirements for transportation safety are put forward and the specific responsibilities and requirements are specified. The terms are the same as the conditions of the qualified financial card carriers mentioned above.

9.2.2. 其他通讯卡成品的运输要求，同于 9.1.1.1、9.1.1.2、9.1.1.3、9.1.1.4、9.1.1.5、9.1.1.6。

9.2.2. The requirements for transportation of other finished communication cards are the same as 9.1.1.1, 9.1.1.2, 9.1.1.3, 9.1.1.4, 9.1.1.5 and 9.1.1.6.

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9.3. 终端类成品的运输

9.3. Transportation of terminal finished products

9.3.1. 终端类产品的运输，需严格按照公司以及客户的要求执行。

9.3.1. The terminal products shall be transported in strict accordance with the requirements of the Company and customers.

10. 运输过程中的其他安全要求

10. Other safety requirements during transportation

10.1. 严格按照制定的安全流程操作，安全策略部不定期抽查，原则上产品除机场环节外，不应有其他暂存点；航空配货时，原则上单票货物应在一个航班，不应拆分；航空运输过程中，仅允许中转 1 次；原则上，节假日前不要发货。

10.1. Operate in strict accordance with the established safety process, and the Safety Strategy Department will irregularly carry out the random inspection. In principle, products shall not be stored in other temporary storage points except the airport link; in case of air goods allocation, in principle, the single-ticket goods shall be in one flight and not split; In the process of air transportation, only one time of transit shipment is allowed; In principle, do not deliver goods before holidays.

10.2. 承运商必须按照 VISA、MasterCard、中国银联、运通、JCB、SAS 规定的数量要求进行发货及安全控制。

10.2. The carrier must deliver goods and control the safety in accordance with the quantity requirements specified by VISA, MasterCard, China UnionPay, American Express, JCB and SAS.

10.3. 非个人化卡片和批量生产的预制卡，只能发给发行人或其书面指定的、具有该卡所属支付组织资质的卡商。任何例外都必须得到 Visa、MasterCard、中国银联、运通、JCB 的书面批准。

10.3. The non-personalized cards and mass-produced prefabricated cards may only be issued to the issuer or the card supplier designated by the issuer in writing with the qualification of the payment organization to which the card belongs. Any exception must be approved in writing by Visa, MasterCard, China UnionPay, American Express and JCB.

10.4. 运输前，公司和目的方之前，建立预订识别方式，核对接收货物的运送者

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的授权及身份。

- 10.4. Before the transportation, the Company and the destination party shall establish the reservation and identification modes and check the authorization and identity of the transporter receiving the goods.
- 10.5. 每当托运物的监管和占有，从一个机构或代理商转至另一个时，必须检查托运物，确定所有锁和封条的完整性。
- 10.5. Every time the supervision and possession of consigned goods are transferred from one agency or agent to another, the consigned goods must be checked to ensure all the locks and seals are complete.
- 10.6. 每次转移，必须双控完成书面接收，确认托运物的完整性。
- 10.6. Each transfer must be subject to double control. After the goods are received, the consigned goods shall be confirmed to be complete in writing.
- 10.7. 如果货物在运输过程中发现包装破损、件数不符、内容遗失等异常情况，承运商必须立即就地封存，保留证据，并通知我司客户服务部和安全策略部门。必要时可向当地执法部门寻求帮助；可以先通过电话报告，但是4小时内必须以书面形式确认报告。
- 10.7. In case of breakage of packages, inconsistent quantity of goods, loss of contents and other abnormal conditions in the process of goods transportation, the carrier must immediately seal up the goods, retain the evidence, and inform the Customer Service Department and Safety Strategy Department of our Company. Seek help from local law-enforcing department if necessary; Report can be made by phone first but must be confirmed in writing within 4 hours.
- 10.8. 如果委托运输的卡产品全部或部分没有按照时间表要求到达目的地，承运单位应当及时跟踪查询，直到确认产品去向为止。如果怀疑货物遗失，必须立即通知我司客户服务部和安全策略部。
- 10.8. If all or part of the card products under entrusted transportation fail to arrive at the destination as per the schedule requirement, the carrier shall follow up and inquire in time until the whereabouts of the products are confirmed. If the goods are suspected to be missing, please immediately inform the Customer Service Department and Safety Strategy Department of our Company.

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- 10.9. 无论何种运输方式, 承运人都有责任确保收货单位的代表在货物签收表上签名, 并将其及时返回我司委托人。
- 10.9. No matter what mode of transportation is used, the carrier shall ensure that the representatives of the receiving unit signs the *Goods Receipt Form* and return it to our client in time.
- 10.10. 直接邮寄给持卡人或打包用快递邮寄给发行人的个人化邮封产品, 建议使用国家邮政挂号信和邮政速递物流公司的 EMS 方式, 以保证其安全性。发行商有特殊要求的, 按与发行商商定的方式执行。
- 10.10. For personalized sealed products directly mailed to cardholders or packaged and mailed to issuers by express delivery, it is recommended to use the registered letter of national post and EMS of Postal Express & Logistics Co., Ltd to ensure their safety. If the issuer has special requirements, transport as per the modes agreed with the issuer.
- 10.11. 所有发出的产成品, 都必须执行严格的交接制度。发运人员凭《销售出库单》提货, 与仓库人员按出库单内容认真核对品种、数量、承运商信息是否一致; 发运人员交付承运人员, 也要根据相关承运委托文件仔细核对品种数量并在提货单上签字。
- 10.11. All the delivered finished products must be handed over as per a strict handover system. The delivery personnel picks up the goods as per the *Sales Dispatching Form* and carefully checks whether the variety, quantity and carrier information are consistent with the warehouse worker according to the contents in the dispatching form; When delivering the goods to the carrier, the delivery personnel shall also carefully check the variety and quantity according to the relevant carriage entrustment documents and sign the bill of lading.

11. 承运商安全要求

11. Safety Requirements for Carrier

- 11.1. 无论何种运输方式, 与公司合作的承运商都需要签订含有安全条款的正式合同, 都要对运输安全提出具体的要求, 并明确运输事故的责任归属、赔偿金额、应急处理措施等事项。下图明确了对产品承运商的要求:

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11.1. No matter what mode of transportation is used, the carrier cooperating with the Company needs to sign the formal contract containing safety terms. In the contract, the specific requirements for transportation safety are put forward and the liability attribution of transportation accidents, amount of compensation and emergency measures shall be defined. The requirements for product carriers are specified in the diagram below:

合格承运商的条件 Conditions for Qualified Carriers			
经营资格 Business qualification	车辆要求 Requirements for vehicles	人员要求 Requirements on personnel	管理制度 Management system
陆运：道路运输资格证； Land transportation: road transportation qualification certificate;	银联卡：全封闭箱式货车 UnionPay card: fully enclosed van truck	应为承运商自有的、固定的员工； They shall be permanent employees of carrier.	承运商要有明确的内部管理制度和流程，能够证明具有确保安全运输的管理能力； Carriers shall have established the clear internal management systems and procedures to prove that they have the management ability to ensure safe transportation.
空运：二级以上航空代理资质； Air transportation: aviation agency qualification above Class II.	VISA/MC 卡：武装押运车，或者箱式货车+另一辆车跟随； VISA/MC card: armed attendant vehicle or van truck + another vehicle followed;	员工身份信息存档备案。所有人员变动，立即更新备案信息； The employee identity information shall be recorded on file. In case of personnel change, please immediately update the recorded information;	日常操作中，能够严格执行管理制度； The management system shall be strictly implemented in daily operation;
空运目的港承运商，应与发出港承运商签署协议，明确运输责任； The carrier at the destination port (for air transportation) shall sign	应为承运商自有车辆，不能随意使用外包车辆；空运目的港车辆应为目的港承运商所有； They shall be the carrier's own vehicles and the	员工定期接受运输安全要求培训，并承诺遵守安全要求； Employees shall be regularly trained on requirements for safe	管理制度包含： The management system shall include: 1、产品运输环节中所有的单据和实物核对要求，货物检查要求；

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an agreement with the carrier at the issuing port to clarify the transportation responsibilities;	outsourced vehicles cannot be used at will; vehicles at the destination port (for air transportation) shall be owned by the carrier at the destination port;	transportation and promise to comply with safety requirements.	1. Requirements for checking of all bills and real products in the process of product transportation and requirements for goods inspection; 2、产品破损、遗失应急处理要求; 2. Requirements for emergency handling of product damage and loss; 3、自然灾害、道路状况异常等紧急情况处理流程等; 3. Procedures for handling of natural disasters, abnormal road conditions and other emergency; 4、货物临时暂存点要求(坚固性、CCTV); 4. Requirements for temporary storage points of goods (firmness and CCTV);
	其他要求:随车配备GPS定位装置;CCTV 远程监控装置;改装车辆应全封闭,以符合安全要求; Other requirements: the vehicles shall be equipped with GPS positioning device; CCTV remote monitoring device; the modified vehicle shall be fully enclosed to meet the safety requirements;		

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11.2. 由客服部组织安全策略部以及其他业务部门, 每年至少开展一次涉及所有承运商的安全检查, 针对检查中发现的不符合项和待改善项, 安全策略部提出合理的改善建议, 客服部需督促承运商在规定时间内完成整改, 并提供相应的改善证据。对于承运商各合作网点的现场检查, 根据客服部日常运输管理数据, 由客服部和 IT 安全部共同确定检查地点。原则上每家承运商的合作网点, 每年选择一个网点做现场安全检查。

11.2. The Customer Service Department shall organize the Safety Strategy Department and other business departments to carry out the safety inspection on all carriers at least once a year. The Safety Strategy Department shall propose reasonable suggestions for improvement of the non-conforming items and the items to be improved found during the inspection, and the Customer Service Department shall supervise and urge the carriers to complete rectification within the specified time and provide corresponding improvement evidence. For the on-site inspection of the carrier's cooperative network points, the Customer Service Department and the IT Safety Department shall jointly determine the inspection location according to the daily transportation management data of the Customer Service Department. In principle, one of the carrier's cooperative network points shall be selected for on-site safety inspection every year.

11.3. 承运商安全检查的结果及改善情况, 会纳入每年度承运商招投标的参考范围。

11.3. The results of carrier's safety inspection and improvements will be taken into account in the annual bid and bidding of carriers.

11.4. 承运商安全检查的具体内容, 可参考《承运商安全检查清单》。

11.4. For the specific contents of the carrier safety inspection, please refer to the *Carrier Safety Inspection List*.

12. 物料遗失或被盜的处理

12. Handling of Lost or Stolen Materials

若确认为卡类产品和终端类产品发生遗失或被盜, 安全策略部应按照公

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文件种类: 管制文件 File Type: Controlled document

密级: 1 级 内部

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司相关文件启动应急预案，按预案规定的程序进行处理，并立即向对应的支付组织报告。

If it is confirmed that the card products and terminal products have been lost or stolen, the Safety Strategy Department shall start the emergency plan according to the relevant documents of the Company, follow the procedures specified in the plan, and immediately report to the corresponding payment organization.

13. 参考文件

13. References

- 引用《车辆进出登记表》
- *Registration Form for Vehicles Access*
- 引用《物料到货追踪表》
- *Tracking Form for Material Arrival*
- 引用《入库登记表》
- *Registration Form for Storing*
- 引用《发货申请单》
- *Shipping Application Form*
- 引用《物流提货单》
- *Logistics Bill of Lading*
- 引用《K3 调拨单》
- *K3 Transferring Form*
- 引用《K3 其他出库单》
- *K3 Other Dispatching Forms*
- 引用《销售出库单》
- *Sales Dispatching Form*
- 《承运商安全检查清单》
- *Carrier Safety Inspection List*

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14. 说明

14. 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 Standard takes effect from the date of approval by the management representative, and the historical versions are abolished. The Safety Strategy Department owns the final interpretation right.