机房管理制度

Machine Room Management System

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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	2016/9/28	徐锐 Xu Rui	王川 Wang Chuan	刘劲松 Liu Jinsong
4.2	A/1	替换《IT 日常检查记录表》为《日常机房巡检记录表》 Replace the *IT Routine Inspection Record Form* with *Machine Room Routine Inspection Record Form*.	2017/8/18	王建勋 Wang Jianxun	王建勋 Wang Jianxun	刘劲松 Liu Jinsong
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1 目的

Purpose

为了保证生产系统的安全、稳定运行和研发系统功能的全面发挥，延长机器寿命，保护公司研发信息数据的安全、保密，根据企业的有关规定和客观情况，特制定机房管理程序

In order to ensure the safe and stable operation of the production system and the full play of the functions of the research and development system, prolong the service life of the machine, and protect the safety and confidentiality of the company's research and development information and data, the machine room management procedures are specially formulated according to the relevant regulations and objective conditions of the enterprise.

2 范围

Scope

生产中心生产机房。

Production machine room of production center.

3 职责

Responsibilities

逻辑安全管理员：负责机房日常管理工作，制定和执行程序。

Logic security administrator: responsible for the daily management of the machine room, and formulating and executing the procedures.

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4 程序

Procedures

4.1 机房进出管理

Machine Room Access Management

1、机房门保持常闭，进入机房必须由服务器管理员双控进出，非授权人员禁止入内；

1. The door of the machine room shall be kept normally closed. Access to the machine room shall be subject to double control by the server administrator. Unauthorized personnel are not allowed to enter the machine room;

2、非授权人员需提前申请通过，填写《机房进出申请表》在服务器管理员的陪同下方可进入执行工作，并且详细记录《机房进出登记表》；

2. Non-authorized personnel shall apply for approval in advance, fill in the *Machine Room Access Application Form* before entering into the room to execute work under the escort of the server administrator, and the *Machine Room Access Registration Form* should be recorded in detail;

3、机房门禁由机房管理员负责管理，并且在物理安全组领取钥匙；

3. The machine room access control shall be managed by the machine room administrator and the key shall be collected from the Physical Security Group;

4、需使用机柜钥匙打开机柜时，应在钥匙箱取出钥匙，并填写《机房钥匙使用记录表》；

4. When the cabinet is to be opened with the cabinet key, the key shall be taken out of the key box and the *Machine Room Key Usage Record Form* shall be filled in;

5、出机房时逻辑安全管理员必须保持物品归位，锁上机柜，最后将密码报警系统布防。

5. When leaving the machine room, the logical security administrator must keep the

articles in place, lock the cabinet, and finally deploy the password alarm system.

4.2 安全管理规程

Security Management Procedures

1、建立机房管理责任制，明确专人管理，全面负责机房的日常安全管理及信息设备的日常维护、保养。每天对机房巡检填写《日常机房巡检记录表》。

1. Establish the responsibility system for managing machine room, specify special personnel to fully responsible for the daily safety management of machine room and the daily maintenance of the information equipment. Fill the machine room patrol in the *Machine Room Routine Inspection Record Form* every day.

2、机房区域内严禁吸烟或饮食；

2. Smoking or eating are strictly prohibited in the machine room;

3、机房严禁存放易燃物品及未经核准电器或其他物品；

3. Flammable articles, unauthorized electrical appliances or other articles are strictly prohibited in the machine room.

4、机房适宜温度为20℃~25℃，相对湿度40%～70％。

4. The appropriate temperature for the machine room is 20℃~25℃, and the relative humidity is 40% ~ 70%.

5、服务器管理员应熟悉灭火器位置及操作，遇火灾预警系统报警时，应能及时处理；

5. The server administrator shall be familiar with the location and operation of fire extinguishers, and shall be able to handle in time in case of the alarm by the fire alarm system;

6、机房内各种文具、报表、手册、磁带、磁盘、报表纸、光盘等物品应摆放整齐，必要时贴上标签识别，使用完毕应归还原位，废弃物品应及时撤离研发机房，保持机房内整齐清洁；

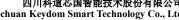6. All kinds of stationery, reports, manuals, tapes, magnetic disks, report paper, compact

discs and other articles in the machine room shall be placed neatly, labeled to be identified when necessary, returned to their original positions after being used, and discarded articles shall be evacuated from the research and development machine room in time to keep the machine room tidy and clean;

7、未经许可，不得在各服务器上安装新软件。如确实工作需要安装的，要经过安全负责人批准；

7. No new software shall be installed on each server without permission. If installation is required for work indeed, it must be approved by the person in charge of security;

8、逻辑安全管理员检查可携式储存媒体确定无计算机病毒并经安全负责人批准方可携入，不会造成妨害系统运作因素后方可放行使用；

8. The portable storage media shall be checked by the logical security administrator to ensure that there is no computer virus and approved by the person in charge of security before being brought in, and it can only be released for use without interfering the system operation;

9、机房内的服务器及网络设备是公司生产的关键设备，任何人不得自行配置或更改系统参数；

9. The server and network equipment in the machine room are the key equipment produced by the company. No one is allowed to configure or change the system parameters by himself;

10、制定安全隐患预警机制。定时分析系统运行日志及系统运行异常现象，及时对系统安全进行预警，同时采取积极措施防止危险的发生。

10. Formulate the early warning mechanism for potential safety hazards. Analyze the system operation logs and abnormal phenomena of system operation regularly, carry out early warning of system safety timely, and take active measures to prevent the occurrence of risks.

11、制定系统服务器配置登记表。制定系统服务器配置登记表，并随机配置，具体内容包括：服务器名称及域名、CPU 类型及数量、内存类型及容量、硬盘类

型及容量、网卡类型及速率、操作系统类型及版本、服务器逻辑名及 IP 地址、应用软件的配置、硬件及软件配置的变更情况等。

11. Make system server configuration registration form. The system server configuration registration form shall be formulated and randomly configured. The specific contents include: server name and domain name, CPU type and quantity, memory type and capacity, hard disk type and capacity, network card type and rate, operating system type and version, server logical name and IP address, configuration of application software, changes in hardware and software configuration, etc.

12、 服务器如因故障或者其它原因需要关机重启，需要经安全负责人同意后，方可进行相关操作；

12. If the server needs to be shut down and restarted due to failure or other reasons, relevant operations can only be carried out with the consent of the person in charge of security;

13、机房设备进出必须得到逻辑安全管理员及安全负责人同意并进行机房进出登记，更新设备资产清单。

13. Access to the equipment in the machine room must be approved by the logical security administrator and the person in charge of security, registration of access to the machine room must be carried out, and the equipment asset list must be updated.

14、各个机柜应标明用途，做到严格区分，明确管理。

14. Each cabinet shall be marked with its purpose, strictly distinguished and clearly managed.

15、机房设备淘汰或者另作他用时，应在安全管理人员监督下，删除与个人化设备业务有关的敏感信息至不可恢复，并做好相关记录。

15. When the equipment in the machine room is eliminated or used for other purposes, sensitive information related to personalized equipment business shall be deleted to be unrecoverable under the supervision of the security administrator, and relevant records shall be made.

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4.3 日常工作

Daily Work

　　1、 定期巡查信息设备及附属设施。

1. Inspect the information equipment and ancillary facilities regularly.

　　2、 定期备份机房重要设备配置及重要数据。

2. Back up important equipment configuration and important data in the machine room regularly.

　　3、 定期监控设备运行情况，更新补丁和杀毒。

3. Monitor equipment operation, update patches and kill virus regularly.

5 记录表单

Record List

《日常机房巡检记录表》

Machine Room Routine Inspection Record Form

《机房进出申请表》

Room Access Application Form

《机房进出登记表》

Machine Room Access Registration Form

《生产区域 IT 设备清单》

IT Fixed Assets Statistics Form

《机房钥匙使用记录表》

Machine Room Usage Record Form

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