

	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-MSC-03
	二级文件 Class 2 Document	产品实现过程 安全管理标准 Safety Management Standard for Product Realization Process	版本号: Version number:
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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

生产中心产品实现过程

安全管理标准

Safety Management Standard for Production
Center Product Realization Process

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密级: 1 级 内部

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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1. 目的

1. Purpose

本规定用于规范公司生产中心产品加工过程中，主要物料和在线产品的流转安全管理。

This regulation is used to regulate the flow safety management of main materials and online products during the company production center product processing.

2. 范围

2. Scope

适用于构成公司生产中心产品的主要物料在领用、加工流转、入库交接过程中的管理。

It is suitable for the management of the main materials which constitute the company production center products in the process of requisition, processing, transferring and warehousing.

3. 名称和缩略语

3. Names and abbreviations

- 产品：生产过程的结果。
- Products : The result of the production process.
- 过程：将输入转化为输出，相互关联或相互作用的一组活动。
- Process: A group of interrelated or interacted activities that transform the input to output.
- 主要物料和在线产品：本文件所指的主要物料和在线产品包括基片、中间层以及卡片成品和半成品。
- Main materials and online products: The main materials and online products referred to in this document include substrates, intermediate layers, card products and semi-products.

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4. 职责

4. Responsibilities

4.1. 安全策略部

4.1. Security Policy Department

- 编制并组织实施本管理规定。
- Prepare and organize the implementation of this management regulation.
- 对产品实现过程进行安全监控，并负责依照本规定进行检查与考核。
- Conduct safety monitoring on the product realization process, and be responsible for inspection and assessment in accordance with this regulation.
- 参与和监督废品及报废基片、中间层和废品卡的销毁，作好销毁记录并建立档案。
- Participate in and supervise the destruction of scrap and scrapped substrates, intermediate layers and waste cards, making records of destruction and establish archives.
- 负责对生产过程中的异常情况，作追踪调查和处理。
- Responsible for tracking, investigating and handling abnormal conditions in the production process.

4.2. 生产部门

4.2 Production department

- 负责按本规定执行产品生产过程中的安全管理工作。
- Responsible for the safety management of the production process in accordance with this regulation.
- 负责维护生产过程中的物料平衡，做好申领、接收、发放转移等记录。

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- Responsible for maintaining the material balance in the production process, and making records of application, receiving, providing and transferring, etc.
- 负责提报各类废品、余料的销毁。
- Responsible for reporting the destruction of all kinds of waste and surplus materials.
- 负责正确填写控制表单，做好各项记录，适时提交销毁申请。
- Responsible for correctly filling in the control form, making all the records, and submitting the application for destruction in time.

4.3. 仓库/金库

4.3. Warehouse/Vault

- 负责物料的入库、存储、发放工作，做好相关记录。
- Responsible for the warehousing, storage, and distribution of materials, and make relevant records.
- 负责审查各类收发料的相关表单及实物的正确性，建档保存。
- Responsible for reviewing the correctness of relevant forms for various types of received and distributed materials and physical objects, and keeping them in file.
- 负责卡片及安全材料的销毁，样卡的安全处理并做好相关记录。
- Responsible for the destruction of cards and safety materials, the safe handling of sample cards and relevant records.

4.4. 生产中心质量管理部

4.4. Quality Management Department of Production Center

负责测试卡片的领用、检测、保存，做好相关记录，及时提交销毁申请。

Responsible for the requisition, testing and saving of test cards, making relevant records and submitting the application for destruction in time.

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4.5. 各事业部（主要是金融项目）

4.5. Each business department (mainly financial projects)

负责提报、收集、审核及传递生产项目的卡组织批复函。

The card organization approval letter for reporting, collecting, checking and transmitting production projects.

5. 订单报批控制流程

5. Order approval control process

原则上，所有在公司下单生产的金融卡项目，都必须经对应的卡组织批准，并提供相应的批复函，事业部将批复函传达给工艺部，工艺部将批复函打印成纸质档，放入生产资料袋内流转。

In principle, all financial card projects produced by the company must be approved by the corresponding card organization, and a corresponding approval letter is provided. The business department will send the approval letter to the process department, and the process department will print the approval letter into a paper file and put it into the production data document for circulation.

6. 卡体生产过程的物料管控

6. Material management control of card production process

6.1. 卡体生产过程的物料领用管控

6.1. Material for card production process Control for requisition

6.1.1. 物料员根据计划人员下达的计划表办理《K3 物资领料单》，并确保领料单的正确性。仓库人员审核 K3 单据正确无误后，根据《K3 物资领料单》给生产线配料。《K3 物资领料单》由仓库和领料部门保管。

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6.1.1. The material handler shall handle the K3 Production Material Requisition according to the schedule issued by the planner and ensure the correctness of the material requisition. After checking the correctness of the K3 documents, the warehouse personnel shall give the ingredients for production line according to the K3 Production Material Requisition. The K3 Production Requisition List is kept by the warehouse and materials department.

6.1.2. 生产计划人员负责提供《生产过程审核报告》给仓库人员，仓库人员根据基控表上填写的控制数量，分基片的正、反版分别填写《生产过程审核报告》，确保每 2000 大张基片附带一张《生产过程审核报告》分别夹在正、反版物料的明显位置，发放到产线时，与生产物料员进行交接签字。

6.1.2. The production planner is responsible for providing the Substrate Batch Control Table to the warehouse personnel. The warehouse personnel fill in the Substrate Batch Control Table in the positive and reverse versions respectively according to the number of controls filled in the substrate control table. Make sure that every 2,000 large-sheet substrates are attached with a Substrate Batch Control Table that is clipped to the obvious position of the positive and reverse materials. When it is delivered to the production line, warehouse personnel shall hand over and sign with the material handler.

6.1.3. 中间层的领用，由装订人员根据生产计划找 K3 审计员办理《K3 物资领料单》，装订人员再凭领料单到仓库领取物料，仓库人员审核 K3 单据正确无误后，根据领料单给装订工序配料，并填写《生产过程审核报告》，将管控表和物料一起发放到装订工序。《K3 生产领用单》由仓库保管。

6.1.3. For the requisition of the intermediate layer, the binding personnel shall consult the K3 auditor according to the production plan to process the K3 Production Material Requisition. The binding personnel shall then go to the warehouse to collect the materials on the basis of the material requisition. After checking the correctness of the K3 documents, the warehouse personnel shall provide the ingredients for the binding process according to the material requisition, and fill in the Intermediate Layer Control Table. The control table and materials shall be distributed together to the binding process. The K3 Production Requisition List is kept by the warehouse.

6.1.4. 仓库人员在填写《生产过程审核报告》，务必认真核对，确保产品名称、编号（或物品编码）与资料袋、K3 中的名称、编号一致，并将《生产过程审核报告》进行正确编号。

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6.1.4. When filling in the Substrate Batch Control Table and Intermediate Layer Control Table, the warehouse personnel must carefully check to ensure that the product name, number (or article code) is consistent with the name and number in the data document and K3, and correctly number the Substrate Batch Control Table and Intermediate Layer Control Table.

6.2. 卡体生产过程的在线产品流转管控

6.2. Online product flow control of card production process

6.2.1. 产品投料起使用《生产过程审核报告》进行数量控制。丝印/胶印应在每个印刷轮次后,在最后一张基控表上正确填写废品数量和正品数量。各轮次产生的废品都装入废品夹。丝印/胶印/巡检的废品用不同颜色的胶带包好,便于分工序进行数量清点。待此单完成印刷经巡检确认后,安全部审核废品数量与表格数量是否一致,并放入带锁的柜子内,定期组织销毁。

6.2.1. From the time of product feeding, the quantity control is carried out by using the Substrate Batch Control Table. Screen printing and offset printing should correctly fill in the quantity of waste product and quality products on the final substrate control table after each printing cycle. The waste produced in each cycle is loaded into the waste clamp. The screen printing/ offset printing/patrol inspection wastes are wrapped in tape of different colors, which is convenient for counting quantities in different processes. After the completion of the printing and the confirmation of patrol inspection, the safety department will check whether the quantity of the waste is the same as the number of the form, and puts them into the locked cabinet and organize the destruction regularly.

6.2.2. 胶印/丝印在向装订转移基片时,《生产过程审核报告》分别随正、反版印刷完毕的正品基片一并转移,资料袋也随产品一起流转。装订工序将产品按照规定的数量,分小组进行加工转移。

6.2.2. When offset printing / screen printing transfers substrates to binding, the Substrate Batch Control Table are transferred with the quality substrates after positive and reverse printing respectively, and the data documents are also transferred with the products. The binding process transfers the products in groups according to the specified quantity.

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6.2.3. 装订工序根据计划产量使用中间层，使用前在《生产过程审核报告》上填写相应订单号、产品名称、数量等。原则上，《生产过程审核报告》上的领用数量与《生产过程审核报告》上的正品数量应当匹配。

6.2.3. Binding process use the intermediate layer according to the planned output. Fill in the corresponding order number, product name, quantity, etc. on the Intermediate Layer Management Control Table before using. In principle, the requisition quantity recorded on the Intermediate Layer Management Control Table should match the number of quality products on the Substrate Batch Control Table.

6.2.4. 装订好的产品按 250 大张一组向层压工序转移。装订工序要正确填写《单卡批量控制表》，正确给单控表编号。每一组产品都要有一张单控表随行，直到产品完工审计完毕为止。

6.2.4. The bound product is transferred to the lamination process in groups of 250 sheets. The binding process should correctly fill in the Single Card Batch Control Table and number it. Each group of products should have a control sheet to follow the flow until the product is completed and audited.

6.2.5. 一个定单的印刷基片全部装订完毕后，装订工序负责依据已经发出的《单卡批量控制表》数量对《生产过程审核报告》进行审计。多余的印刷基片，作废品处理，多余的中间层用于下一个订单或直接退库。产生的装订废品，如实地分别记录在《生产过程审核报告》上，并作暂时保管。审计结束后装订人员填写《生产过程审核报告》再通知安全策略部审核并组织销毁。经过装订工序审计的《生产过程审核报告》上的基片数量，即是准确的投料数量。如果发现实际转入的印刷基片数量与表单上的数量不同，需在表单上填写投料差异。如果差异超过千分之三，生产部门应调查原因，并配合安全策略部作后续处理。审计结束后，《生产过程审核报告》及时转入审计组，待此订单生产完毕结单后，放入资料袋中存档。《生产过程审核报告》直接转交给审计组存档。

6.2.5. After all the printed substrates of an order have been bound, the binding process is responsible for auditing the Substrate Batch Control Table and Intermediate Layer Management Control Table according to the number of Single Card Batch Control Table that have been issued. Surplus printed substrates are used for waste disposal, and surplus intermediate layers are used for

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next orders or directly cancelling stocks. The produced binding wastes are recorded respectively in the Substrate Batch Control Table and Intermediate Layer Management Control Table, and are temporarily kept. After the audit, the binding personnel fill in the Large-sheet Destruction Record Form and then notify the Security Strategy Department to review and organize the destruction. The number of substrates on the Substrate Batch Control Table audited by the binding process is the exact amount of feeding material. If it is found that the number of printed substrates actually transferred is different from that on the form, the difference of feeding materials should be filled in the form. If the difference exceeds three-thousandths of a percent, the Production Department should investigate the cause and follow up with the Security Strategy Department. After the audit is over, the Substrate Batch Control Table will be transferred to the audit team in time. After the order is completed, it will be placed in the data document for archiving. The Intermediate Layer Management Control Table is transmitted directly to the audit team for archiving.

6.2.6. 层压转单卡的卡基，第一组若送检 1 张，转单卡卡基则为 249 大张，送检人应在单控表上注明。 后面的各组均按 250 大张一组随单控表转序。 各组产生的层压废品，用最后一组的装订基片补齐。 全部产品层压结束后，最后一组零头产品按实数记录，废品由层压人员填写《生产过程审核报告》，再通知安全策略部审核并组织销毁。 送检的大张由质量部保管，待此单完结后填写《小卡销毁记录表》并通知安全策略部审核后销毁。 所有产品的销毁，安全策略部都应该有销毁记录。

6.2.6. For laminated single cards, if one card is sent for inspection in the first group, the number of single cards is 249. The sender should indicate it on the single card control table. Each of the following groups is arranged according to 250 sheets in turn with the single card control table. The laminated waste produced by each group is repaired with the last group of binding substrates. After the lamination of all the products, the last set of fractional products are recorded in real numbers, and the waste products are filled in the Large-sheet Destruction Record Form by the laminating personnel , and then notify the Security Strategy Department to review and organize the destruction. The large card to be inspected shall be kept by the Quality Department. After the completion of the order, filling in the Small Card Destruction Record Form and notifying the Security Strategy Department to review and destruction. For all product destruction, the Security Strategy Department should have a record of destruction.

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6.2.7. 从单卡冲切开始，每组平衡数（正、废品数相加）应始终保持在 6000 片（零头组除外），每一组内单片卡的正品与废品要如实记录在单控表中，并要用不同颜色的包装盒分开放置，以组为单位向下道工序转移。

6.2.7. Starting from single card punching, the balance number of each group (the sum of quality products and waste products) should always be kept at 6000 pieces (except for the fraction group). The quality products and waste products of the single card in each group should be recorded truthfully in the single card control table, and it should be placed separately in different color boxes and transferred to the next process in groups.

6.2.8. 产品全部加工结束后，由审计人员进行审计汇总。 审计人员要对每一组产品的正、废品数量进行清点，核实产品数量与单控表上的记录一致后，在单控表上汇总正、废品数并签字确认。单控表上的废品汇总数应包括有标废品和其他废品两类。同一批次的单控表审计完后，产品不再分组，分正品、废品汇总，并将汇总结果填写在《审计汇总表》上。 正品办理《K3 产品入库单》并及时入库，当班次废品下班前统一办理《虚仓入库单》并入库。正、废品入库单据由审计组各保留一联，同《单卡批量控制表》和《审计汇总表》装订在一起，再放入资料袋中存档。

6.2.8 After all products are processed, the auditor shall audit and summarize them. The auditor shall make an inventory on the number of qualified goods and waste products of every group of goods. If the product number is consistent with the record on the Single Card Batch Control Table after the verification, summarize the number of qualified goods and waste products on the Single Card Batch Control Table and sign for confirmation. The total number of waste products in Single Card Batch Control Table shall consist of the waste product and other waste products. After the Single Card Batch Control Table of the same batch is audited, the products are no longer grouped. It is summarized with qualified goods and waste products and the summarized result is filled in the Summary Table of Single Card Batch Control Table. For qualified goods, it shall be handled with K3 Product Warehousing Entry Order and timely warehoused. Before the shift waste products are ended, it shall be handled with Visual Warehouse Entry Order and warehoused. The qualified goods and waste product warehouse entry orders shall be held by the audit team for one copy, respectively, and they are stapled with Single Card Batch Control Table and Summary Table of Single Card Batch Control Table and put in the data document for archiving.

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6.2.9. 对带有个人化数据的产品，按照以下流程执行：

6.2.9 For the product with personalization data, it shall be implemented according to the following processes:

- 6.2.9.1. 带有个人化数据产品的领用过程，同于 6.1。
- 6.2.9.1 The product requisition process with personalization data is consistent with 6.1.
- 6.2.9.2. 一个定单的数码印刷全部完毕后，审计人员负责对《生产过程审核报告》进行审计，具体审计办法参照 6.2.5 处理。
- 6.2.9.2 After the digital printing of the purchase order is completed, the auditor is responsible for the auditing of Substrate Batch Control Table. The specific auditing method is treated with reference to 6.2.5.
- 6.2.9.3. 从数码印刷开始，使用《个人化数据印刷控制表》进行分组数量控制，每组控制数量由数码印刷人员按照各个数据包的数量来定，并正确给控制表编号。每一组产品都要有一张控制表跟随流转，直到产品完工后审记完毕为止。
- 6.2.9.3 Starting from the digital printing, the group quantity control is conducted according to Printing Control Table of Personalization Data. The control quantity of each group is determined by the digital printing personnel according to the number of each data package and the control table is numbered correctly. Each group of products should have a control sheet to follow the flow until the product is completed and audited.
- 6.2.9.4. 装订同时根据计划产量向仓库领取中间层，仓库人员需将中间层的数量、材料信息等记录在《生产过程审核报告》上。原则上，《生产过程审核报告》和《个人化数据印刷控制表》各自控制的数量相配对。装订完毕后，也按照每组控

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制数量进行分组转序，并确保每组实物与表单记录数量一致。装订人员将《生产过程审核报告》交给审计人员审核后存档。

6.2.9.4 At the same time of stapling, it shall receive the intermediate layer according to the scheduled output, and the warehouse personnel shall record the quantity and material information of the intermediate layer on the Intermediate Layer Control Table. In principle, the quantity controlled by Intermediate Layer Control Table and Printing Control Table of Personalization Data respectively is matched. After the binding is completed, grouping and transition procedure are also carried out according to the control quantity of each group, and the number of sheet records of each group is ensured to be consistent with the physical object. The binding personnel shall hand over the Intermediate Layer Control Table to the auditors for checking and keep in the archives after the audit.

6.2.9.5. 单片卡生产过程，同以上 6.2.6、6.2.7 条。

6.2.9.5. The production process of the single card is consistent with the article 6.2.6 and 6.2.7.

6.2.9.6. 检验完成后，全检组人员将每组需要补卡的数量和编号通知计划人员和数码印刷人员，计划人员根据提供的数量和编号重新投料。补卡表单的编号与当组编号一致，只需标注补单字样。如第一次补单则为“补 1”，第二次补单为“补 2”，以此类推，直至此单完结。

6.2.9.6. After the inspection, the workers in the complete inspection would inform planner and digital printing personnel with the quantity and No. of card supplement, and the planner shall re-feeds the material according to the quantity and number provided. The number of the supplement card sheet is the same as that of the group, only the words of supplement sheet are marked. If it is the first supplement sheet, it shall be

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marked with "supplement 1", and the second supplement sheet shall be marked with "supplement 2" and the like until the sheet is completed.

6.2.9.7. 产品全部加工结束后，由审计人员进行审计汇总。 审计人员要对每一组产品的正、废品数量进行清点，核实产品数量与《个人化数据印刷控制表》上的记录一致后，在《个人化数据印刷控制表》上汇总正、废品数并签字确认。《个人化数据印刷控制表》上的废品汇总数，应包括有标废品和其他废品两类。同一批次的单控表审计完后，产品不再分组，按同一批次种类的正、废品汇总，将汇总结果填写在《审计汇总表》上。 正品办理《K3 产品入库单》并及时入库，废品办理《虚仓入库单》并入库。 正、废品入库单据由审计组各保留一联，并同签字确认后的《个人化数据印刷控制表》和《审计汇总表》装订在一起，放入资料袋中存档。

6.2.9.7. After all products are processed, the auditor shall audit and summarize it. The auditor shall make an inventory on the number of qualified goods and waste products of every group of goods. If the product number is consistent with the record on the Printing Control Table of Personalization Data after the verification, summarize the number of qualified goods and waste products on the Printing Control Table of Personalization Data and sign for confirmation. The total number of waste products in Printing Control Table of Personalization Data shall consist the waste product and other waste products. After the Single Card Batch Control Table of the same batch is audited, the products are no longer grouped. It is summarized with qualified goods and waste products in the same batch and the summarized result is filled in the Summary Table of Single Card Batch Control Table. For qualified goods, it shall be handled with K3 Product Warehousing Entry Order and timely warehoused. The waste products shall be handled with Visual Warehouse Entry Order and warehoused. The qualified goods and waste product warehouse

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entry orders shall be held by the audit team for one copy, respectively, and they are stapled with Printing Control Table of Personalization Data and Summary Table of Single Card Batch Control Table and put in the data document for archiving.

6.3. 卡体生产过程的产成品入库管控

6.3. Warehousing control of finished products in card body production process

6.3.1. 已生产完毕的产品原则上需在 24 小时内入库，不可堆放在生产现场。特殊情况下需超时存放，要报安全策略部批准并采取相应的防护措施，置于摄像头监控之下的暂存区。

6.3.1 In principle, the products that have been produced shall be warehoused within 24 hours and it shall not be stacked in the production site. If it shall be stored overtime in special situations, it shall report to Security Strategy Department for approval and adopt the corresponding protective measures. It shall be placed in the temporary storage area under the monitor of the camera.

6.3.2. 产成品凭《K3 产品入库单》和质量检验报告入库，废品凭《虚仓入库单》办理入库。

6.3.2. Finished products shall be warehoused with K3 Product Warehousing Entry Order and Quality Control Inspection Report. The waste products shall be handled with Visual Warehouse Entry Order and warehoused.

6.3.3. 金库对入库产品进行严格的双人双控计数。产品入库数必须与申报的入库单上的数字一致。否则应报告安全策略部门查处。入库单上的数字，可以在备注栏进行多个小批次的数据累加、汇总，正式的入库数字严禁任何形式的更改，否则该入库单据的入库数量无效。

6.3.3. The vault carries out strict two-person double-control counting on the warehousing products. The number of product warehousing must be consistent with that of the warehousing entry order declared. Otherwise, it shall report to the Security Strategy Department for investigation. The number on the warehousing entry order can be accumulated and aggregated in many small batches in the remarks column. No change in any form is allowed to be made the formal warehouse number, otherwise, the warehouse quantity of the warehouse receipt is invalid.

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6.3.4. 入库员和金库人员在交接产品前，需共同核对产品外箱标签、小盒标签与《K3 产品入库单》描述的产品是否相符，并在 K3 单上签字确认。产品入库时，入库员和金库人员要对产品进行双控刷数。刷数要定时实行“1 刷 2 拿 3 放”的原则，数量相符后才可密封包装。如果数量不符，必须马上停止入库，并查找数量不符的原因。如果 2 小时内没有找到原因，需通知安全策略部介入调查。在异常未查清楚之前，相关员工不得离开工作场地，协助安全策略部调查处理。

6.3.4. Before handing over the products, the warehouse keeper and vault worker shall verify whether the outer packing label and the small box label of the products is consistent with the products described in K3 Product Warehousing Entry Order and sign on that for confirmation. When products are put into storage, the warehouse keeper and vault worker shall conduct the product brushing with double control. It shall implement the principle of "1 brush 2 take and 3 put" irregularly. If the quantity is consistent, it could be sealed for package. If the quantity is inconsistent, it shall stop the warehousing immediately and finds out the reasons of quantity discrepancy. If the reasons are not found within 2 hours, it shall inform the Security Strategy Department to intervene in the investigation. Before the abnormal conditions are identified, relevant staff shall not leave the working place and assist the Security Strategy Department for investigation and treatment.

6.3.5. 已申报入库的产品，原则上应一次性入完。如果必须要中断入库，所有产品需重新放回入库员的推车內，并上锁保存，待重新入库。

6.3.5 In principle, products declared for warehousing should be completed at one time. If it must be interrupted for the warehousing, all products shall be placed in the cart of warehouse keepers and locked for storage to wait for re-warehousing.

6.3.6. 已入库的产品，需立即放入金库內保存，盖好盒盖，明确产品标识。金库人员负责保管存储的产品。

6.3.6. The products in the warehouse shall be placed in the vault warehouse for storage immediately. It shall cover the lid and clarify the product identification. The vault worker shall be responsible for reserving the stored products.

6.4. 中间层制造过程（非接车间）的物料管控

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6.4. material control in the intermediate layer production process (contactless workshop)

6.4.1. 中间层制造过程（非接车间）的物料领用管控

6.4.1.Material requisition control in the intermediate layer production process (contactless workshop)

6.4.1.1. 计划部下达订单通知给生产物料员，物料员根据订单办理《K3 领料单》，在确保单据的正确性后，到仓库领取物料。 仓库人员负责审核单据无误后再根据《K3 领料单》进行配料。 《K3 领料单》由仓库、物料员各保管一联。

6.4.1.1 The Planning Department issues the order notice to the production material handler and the material handler would hand over K3 Material Requisition List according to the order. After confirm the correctness of receipt, the material handler would receive the material in the warehouse. Warehouse personnel is responsible for checking auditing the receipt and distributing the materials according to K3 Material Requisition List after confirming the receipt has no error. Warehouse and material handler shall hold one copy of K3 Material Requisition List, respectively.

6.4.1.2. 仓库人员在发放物料前，务必确认产品名称、编号（或物品编码）与 K3 中的名称、标号一致。

6.4.1.2. Before distributing the materials, warehouse personnel shall ensure that the product's name and No. (or article code) should be consistent with the name and No. in K3.

6.4.2. 中间层制造过程（非接车间）的在线流转管控

6.4.2. Online transfer control in the intermediate layer production process (contactless workshop)

6.4.2.1. 双界面预印层的在线流转管控

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6.4.2.1. Online transfer control of dual interface pre-printing layer

- 生产前，生产物料员使用《生产过程审核报告》进行分组编号，每一组 900 大张，流程表随产品一起转序，直到产品完工审计完毕为止。

Before the production, the production material handler adopts the Dual Interface Pre-printing Layer Flow Table for grouping and numbering. Each group has 900 sheets, and the flow table conducts the transition procedure along with the products until the completion audit is completed.

- 上下工序交接需在流程表上签字确认，并如实填写正、废品数量，产生的废品放置在废品区域，并以组为单位一起向下工序转序。

The handover of upper and lower working procedures should be confirmed by signature on the flow table, and the number of qualified goods and waste products should be filled out accurately. The generated waste products should be placed in the waste area, and the next working procedure should be changed together in groups.

- 产品全部加工结束后，由审计人员进行审计汇总。 审计人员要依据流程表对每一组产品的正、废品数量进行清点，用该组废品从最后一组中换取正品后，打包封膜并贴好标签。 在核实批次产品数量与流程表上的数量一致后，正品入库，废品交仓库组织销毁。 若汇总数量与投料数量不符，应在《生产过程审核报告》上如实填写投料差异，并由安全策略部调查处理。 《生产过程审核报告》由非接车间物料组保存。

After all products are processed, the auditor shall audit and summarize it. The auditor shall make an inventory on the number of qualified goods and waste products of every group of goods according to the flow table, and exchange the qualified goods in the last group with the waste products in this group, which shall be packaged, sealed with film and labeled with the sticker. After verifying that the product quantity in the batch is consistent with that in the flow table, the qualified goods are warehoused and the waste products are sent to the warehouse to organize the destruction. If the summary quantity is inconsistent with the feeding material quantity, the feeding difference should be actually filled in the Dual Interface Pre-printing Layer Flow Table and it shall be sent to Security Strategy Department for investigation and treatment. Dual Interface Pre-printing Layer Flow Table shall

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be kept by the material group of contactless workshop.

6.4.2.2. 非接预印层的在线流转管控

6.4.2.2. Online transfer control of contactless pre-printing layer

- 生产前，生产物料员使用《生产过程审核报告》进行分组编号，每一组 2000 大张。

Before the production, the production material handler adopts the Contactless Pre-printing Layer Flow Table - Parent Table for grouping and numbering. Each group has 2000 sheets.

- 印刷工序生产每组大张的流程，同于上述 5.4.2.1.。

The process of producing large sheet of each group in the printing process is the same as that of 5.4.2.1.

- 产品转至非接车间后，每组 2000 大张的物料分 20 小组生产，每小组 100 大张，并附带一张《生产过程审核报告》，子表随产品一起转序，直到产品完工审计完毕为止。

After the products are transferred to the contactless workshop, 2000-sheet materials in each group are divided in 20 groups for production, and each group includes 100 sheets and attached with one Contactless Pre-printing Layer Flow Table - Child Table. The child table conducts the transition procedure along with the products until the completion audit is completed.

- 上下工序交接需在流程表上签字确认，并如实填写正、废品数量，产生的废品放置在废品夹内，并以组为单位一起向下工序转序。

The handover of upper and lower working procedures should be confirmed by signature on the flow table, and the number of qualified goods and waste products should be filled out accurately. The generated waste products should be placed in the waste clamp, and the next working procedure should be changed together in groups.

- 焊接和冲切中产生的模块废品，需在本工序收集，并记录在《封装生产记录表》上，待产品结单后入库。

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The module waste product produced in welding and punching should be collected in this working procedure and recorded in Module Use Record Table and stored after product statement.

- 产品全部加工结束后，由审计人员进行审计汇总。 审计人员要依据子表对每一组产品的正、废品数量进行清点，审核无误后，汇总在《生产过程审核报告》中。 核实批次产品数量与母表上的数量一致后，正品入库，废品交仓库组织销毁。 若汇总数量与投料数量不符，应在《生产过程审核报告》上如实填写投料差异，并由安全策略部调查处理。 母表和子表由非接车间物料组保存。

After all products are processed, the auditor shall audit and summarize it. The auditor shall make an inventory on the number of qualified goods and waste products of every group of goods. It is summarized in the Contactless Pre-printing Layer Flow Table - Parent Table after it is checked without error. After verifying that the product quantity in the batch is consistent with that in the parent table, the qualified goods are warehoused and the waste products are sent to the warehouse to organize the destruction. If the summary quantity is inconsistent with the feeding material quantity, the feeding difference should be actually filled in the Contactless Pre-printing Layer Flow Table - Parent Table and it shall be sent to Security Strategy Department for investigation and treatment The parent and child table should be kept by the material group of contactless workshop.

6.4.3. 中间层制造过程（非接车间）产成品的入库/包装管控

6.4.3. Warehousing/packaging control of finished products in the intermediate layer production process (contactless workshop)

- 6.4.3.1. 产成品凭《K3 产品入库单》和质量检验报告入库。
 - 6.4.3.1.1. Finished products shall be warehoused according to K3 Product Warehousing Entry Order and Quality Control Inspection Report.
- 6.4.3.2. 入库员和仓库人员在交接产品前，需核对《K3 产品入库单》描述的信息与实物相符，并在 K3 单上签字确认。

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6.4.3.2. Before handing over the products, the warehouse personnel and treasury worker shall verify the information described in K3 Product Warehousing Entry Order is consistent with the physical object and sign on that for confirmation.

7. GSM 芯片卡封装初始化过程的物料管控

7. Material control of GSM chip in the card packaging initialization process.

7.1. GSM 芯片卡封装过程的物料管控

7.1. Material control of GSM chip in the card packaging initialization process

7.1.1. GSM 芯片卡封装车间的物料领用管控

7.1.1.1. Material requisition control of GSM chip card packaging workshop

7.1.1.1.1. 物料员根据生产计划人员下达的生产计划表，办理《K3 物资领料单》，同时确保单据的正确性。 仓库人员再负责在 K3 里审核单据的正确性。 发料前，物料数量需经过生产物料员、仓库人员在指定位置一起核实，数量无误后再给生产线配料。 《K3 生产领用单》由仓库和领料部门保管。

7.1.1.1.1. The material handler handles the K3 Production Material Requisition according the production plan sheet issued by the production planner, and ensures the correctness of receipts. The warehouse personnel shall be responsible for checking the correctness of receipts in K3. Before distributing the materials, the production material handler and warehouse personnel shall verify the material quantity in the designated site and distribute the materials to the production line after it is verified without errors. The K3 Production Requisition List is kept by the warehouse and materials department.

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7.1.1.2. 从仓库领取的物料，需经过专门通道运到封装车间，并有交接双方在指定区域进行点数确认，物料员再正确填写《物料车明细表》，明细表放置在推车上，便于查找产品。

7.1.1.2. The materials received from the warehouse shall be transported to the packaging workshop from the specialized channels and the number shall be confirmed by both handover parties in the designated area. Then, the material handler shall correctly fill the Material Vehicle Detail List and it shall be placed in the cart to facilitate to find the products.

7.1.2. GSM 芯片卡封装车间的物料流转过程管控

7.1.2. Material transfer process control of GSM chip card packaging workshop

7.1.2.1. 生产计划人员根据实际订单情况，对产品进行分组配发。原则上，每组卡片的数量以每卷模块数量为单位，适当配发一定比例的备卡，计划人员再将每组产品信息填写在《封装流程表》上，并对流程表进行正确编号。计划人员在填写流程单时，务必认真核对，确保产品名称、编号（或物品编码）与 K3 中的名称、标号一致。

7.1.2.1 The production planner shall distribute the products in groups according to the actual order. In principle, the number of each group of cards is based on the number of modules in each volume, and a certain proportion of alternative cards are appropriately distributed. The planner shall fill the product information of each group in the Packaging Flow Table, and numbered the flow table correctly. When filling out the process list, the planner shall make the careful verification and ensure that the product's name and No. (or article code) should be consistent with the name and No. in K3.

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7.1.2.2. 计划人员将流程表交给生产物料员，物料员凭流程表上的控制数量，对领取的物料进行配发，流程表夹在物料的明显位置，再发放到封装工序。

7.1.2.2. The planner shall hand over the flow table to the production material handler, and the material handler shall distribute the material received according to the controlled quantity on the flow table. The flow table is clipped to the obvious position of the materials and then distributed to the packaging process.

7.1.2.3. 以封装线为单位按组加工，工序之间计数转移。 组与组之间不能混卡混料。

7.1.2.3. It is processed in groups based on the packaging line and counted and transferred among working procedures. Card and materials cannot be mixed among groups.

7.1.2.4. 各工序加工完毕后必须正确填写流程表，正品、废品、剩余备卡数量相加应等于领卡数。 生产中出现的废品，经质检员确认报废后，由操作员和质检员在指定区域作安全处理。 每一组产品的正品、废品、剩余备卡始终随流程表一起在工序间转移。

7.1.2.4 After completing the processing a group of products, the flow table shall be filled correctly, and the sum of quantity of qualified goods, waste products and residual backup cards shall be equal to the quantity of received cards. The waste products in production would be safely treated in the designated area by the operator and quality inspector after being confirmed as scrapping by the quality inspector. The qualified goods, waste products and residual backup cards in each group of products are transferred among working procedures together with flow table.

7.1.2.5. 模块废品需当班结清，并在双控条件下作安全处理，再同本批次的产品一起转序。

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7.1.2.5. Module waste should be cleared on duty and treated safely under the condition of double control. It makes the transition procedure with the products of this batch.

7.1.2.6. 封装完毕的产品由最后一道工序的操作者计数、填表确认数量无误后，与物料员进行计数交接。物料员审计汇总正品、废品、剩余备卡数量无误后入库。

7.1.2.6. After counted by the operator of the last working procedure, and filled in form to confirm the quantity is correct, and the packaged product is counted and handed over with the material handler. Material handler audits and summarizes the quantity of qualified products, waste products and remaining cards and stores them in warehouse.

7.1.2.7. 产品完工后，模块尾料、废品交物料管理人员进行审计，产线不能遗留有残余的未受控模块。

7.1.2.7. After the products are completed, the module tailing and waste products are sent to the material management personnel for auditing and the production line cannot leave the reminding uncontrolled modules.

7.1.3. GSM 芯片卡封装车间的入库管控

7.1.3. Warehousing control of GSM chip card packaging workshop

在仓库的生产一部入库专用区办理相关的入库流程，其他入库要求同于 6.3 所述。

Handle the relevant warehousing process in the special storage area of production division I. Other warehousing requirements are the same as those described in 6.3.

7.2. GSM 芯片卡个人化过程的物料管控

7.2. Material control of GSM chip personalization process

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7.2.1. GSM 芯片卡个人化车间的物料领用管控

7.2.1. Material requisition control of GSM chip card personalization workshop

7.2.1.1. 同于 7.1.1.1、7.1.1.2 所述。

7.2.1.1. Be same as described in 7.1.1.1, 7.1.1.2.

7.2.1.2. 从仓库领取的物料，需经过专门通道运到个人化车间，物料员再正确填写《物料车明细表》，明细表放置在推车上，便于查找产品。

7.2.1.2. The materials received from the warehouse shall be transported to the personalization workshop from the specialized channels. Then, the material handler shall correctly fill the Material Vehicle Detail List and it shall be placed in the cart to facilitate to find the products.

7.2.2. GSM 芯片卡个人化车间的在线产品流转管控

7.2.2. Online product circulation control of personalized workshop of GSM chip card

7.2.2.1. 生产计划人员根据实际订单情况，对产品进行分组配发，并把配发明细记录在《个人化流程单》上。原则上每组产品不能超过 20000 片，再提供《个人化流程单》给物料人员，物料人员根据流程单进行配料，并保留部分产品供换卡使用。

7.2.2.1 Production planner group and distribute the products as per actual order and record the distribution details on Distribution Table of Card Workshop Materials. The number of products in each group shall not exceed 20000 on principle, then the Production Process List of Card Workshop is provided for material personnel who distribute the materials as per the process list and reserve part of products for replacement of card.

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7.2.2.2. 预个人化操作人员与物料人员进行物料交接，计数无误双方签字后将物料车领回本工序按组进行预个人化。

7.2.2.2 Pre-personalized operating personnel and material personnel hand over materials, then the material vehicles are taken back after correct counting and signature of both parties and the process is grouped for pre-personalization.

7.2.2.3. 原则上，一组产品只能由一个操作者在一台设备上加工，完工计数无误填写流程表后与下道工序进行计数交接。

7.2.2.3 One group of products can only be processed by one operator on one set of equipment on principle, and the counting and handover are conducted with the next process after correct completion counting and filling of flow table.

7.2.2.4. 在交期特别紧张等情况下，可以采取多台设备同时加工一组产品的办法进行加工。此种情况由班长（或指定一人）担任该组产品的审计责任人。由班长负责将一组产品拆分给相关机台操作者，进行计数交接。机台完工后交还班长并计数交接。一组全部产品加工完毕后，由班长对此组产品进行计数审计，填写流程表后，移交给下一工序并计数交接。

7.2.2.4 Many sets of equipment can be taken to process a group of products at the same time when the delivery time is very tight. In that condition, the team leader (or designated one person) serves as the audit leader of such group of products. The team leader is responsible for splitting a group of products to the relevant machine standard operators for counting and handover. The products are returned to team leader after completion of machine stand for counting and handover. After a group of products are processed completely, the team leader counts and audits such group of products and completes the flow table before handing over to the next process and counting and delivering.

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7.2.2.5. 以上多台设备同时加工一组产品的办法只适用在一个工序内进行，并必须整组向下道工序转移。 工序之间不准进行小组拆分。

7.2.2.5 The method for the above many sets of equipment to process a group of products at the same time is only suitable for one process, and the whole group of products shall be transferred to the next process. The group shall not be split among processes.

7.2.2.6. 针对个人化工序抛卡太多的设备，如：5800，可多组同时生产、同时补卡，但需确保以组为单位转接到下工序。

7.2.2.6 For the equipment with too much abandoned cards in the personalized process, such as: 5800, they can be produced in many groups at the same time and the cards can be supplemented at the same time, but it shall be ensured that the equipment based on group is transferred to the next process.

7.2.2.7. 各工序加工完毕一组产品后，都必须正确填写流程表，正品、废品、剩余备卡数量相加应等于领卡数。个人化生产完后，操作员必须及时填写产品号段。所有废品放进红色废品盒中。 每一组产品的正品、废品、剩余备卡始终随流程表一起在工序间计数交接转移。

7.2.2.7 After each process completes processing a group of products, the flow table shall be filled correctly, and the sum of quantity of qualified goods, waste products and residual backup cards shall be equal to the quantity of received cards. After the personalized production, the operator shall promptly fill the product number section. All waste products are put in red waste box. The qualified goods, waste products and residual backup cards in each group of products are counted together with flow table in the process for handover and transfer.

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7.2.2.8. 冲切、防伪、扫描在流程单上归为一个工序，计数人员填写的数量即代表此工序所有人的确认结果。

7.2.2.8 In the process list, the punching, anti-counterfeiting and scanning are classified as one process, and the quantity filled by the counting personnel represents the confirmation results of everyone in this process.

7.2.2.9. 同工序不同组的产品，在产能不足、设备损坏等情况下，可交换到本工序的其他设备生产，完工后必须归还到此组，并在流程单上备注清楚，再以组为单位转下工序。

7.2.2.9 The products in the same process and in different groups can be switched to other equipment products in this process under the insufficient capacity, equipment damage, etc., must be returned to this group after completion with clear remark in process list, and is transferred to the next process based on group as unit.

7.2.2.10. 一组产品在最后一个工序完成，操作者对该组产品进行计数无误、填写流程单后，将该组产品连同流程表交还物料人员，包括正品、废品、剩余备卡。物料人员审计汇总数量无误后，产品入库。流程表由物料人员分类保存。

7.2.2.10 A group of products are completed in the last process. The operators return this group of products to the materials together with the flow table including qualified goods, waste products and residual backup cards after counting such group of products correctly and filling the process list. The products are put in warehouse after the material personnel audit and summarize quantity correctly. The flow table is classified and stored by the materials personnel.

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7.2.2.11. 生产过程中产生的废品，经质检员确认报废后，由操作员和质检员在指定区域作安全处理，操作者再报告工序负责人，工序负责人拿该废品所属卡组的备卡到相关工序进行补卡。 废品数量和补卡数量都要在流程表中作出记录。

7.2.2.11 The waste products generated in the production process are disposed safely in designated area by the operators and quality inspectors after the abandonment confirmation of Quality Inspector, then the operators report to the process leader who supplement the cards in the relevant process with the backup card of subordinate card group of such waster products. The quantity of both waste products and supplemented cards shall be recorded in the flow table.

7.2.3. GSM 芯片卡个人化车间的入库管控

7.2.3. Warehousing control of GSM chip card personalized workshop

在仓库的生产一部入库专用区办理相关的入库流程，其他入库要求同于 6.3 所述。

Handle the relevant warehousing process in the special storage area of production division I. Other warehousing requirements are the same as those described in 6.3.

8. 金融芯片卡封装过程的物料管控

8. Material control of financial chip card in the packaging process

8.1. 金融芯片卡封装车间的物料领用管控

8.1. Material receiving control of financial chip card packaging workshop

8.1.1. 统计员根据计划人员下达的生产计划表，办理《K3 物资领料单》并确保单据的正确性。 仓库人员负责在 K3 里再次审核单据的正确性。 配料前，物料数量需经过统计员、仓

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库人员在指定位置一起核实，数量确认无误后再将产品装入物料车，物料员确保物料车上锁后，将产品运至生产区域。《K3 生产领用单》由仓库和领料部门保管。

8.1.1. The statistical officer shall handle the K3 Production Requisition List according to the schedule issued by the planner and ensure the correctness of the requisition list. The warehouse personnel shall be responsible for checking the correctness of receipts again in K3. Before batching, the quantity of materials shall be verified by the statistical officers and warehouse workers at the designated place, the products are loaded in the material vehicle after correct confirmation of quantity, and the material handler transports the materials to the production area after ensuring the material vehicles are locked. The K3 Production Requisition List is kept by the warehouse and materials department.

8.1.2. 已领用的模块，在加锡背胶后暂放在产线带锁的柜子里，需要使用时再取出，并填写《加锡背胶模块记录表》。安全员负责不定时对模块的数量进行检查。

8.1.2 The received module is temporarily placed in the cabinet with lock behind the tin-added back glue and is taken out when needing to be used. The Record Form of Tin-added Back Glue Module is filled. The safety officer is responsible for checking the quantity of modules regularly.

8.2. 金融芯片卡封装车间的在线产品流转管控

8.2. Online product circulation control of financial chip card packaging workshop

8.2.1. 转入生产车间的产品，先放置在统计组区域，统计员依产品所放置的物料车，正确填写《物料车明细表》。每次将产品从物料车转移至生产工序，统计员和生产人员需在明细表上做好交接记录。

8.2.1 The products transferred to the production workshop are placed in statistical group area at first, and the statistical officer correctly fills the Detailed List of Material Vehicle as per the material vehicles where the products are placed. The products are transferred to the production process from material vehicle, and the statistical officers and production personnel need to make the handover record on detail list.

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8.2.2. 统计员根据计划人员下达的生产计划表,对每条线进行配料,并将配料信息记录在《封装流程单》上。原则上,每条线的配料数量,需满足此条线的当班产量,并配备一定的备料量,可供下个班组生产使用。

8.2.2 The statistical officer conducts the batching of each line as per the production plan sheet issued by the planner and records the batching information in Production Statement of Double Interface Packaging Workshop. The batching quantity of each line needs to meet the shift output of such line on principle and certain stock quantity is equipped for the production and usage by next shift group.

8.2.3. 统计员将产品转序给铣槽/封装工序时,双方需当面对产品数量进行确认,确认数量无误后,在《物料车明细表》上及时记录交接信息。

8.2.3 When the statistical officer transfers the products to the milling groove/packaging process, both parties need to confirm the quantity of products face to face and promptly record the handover information on Detailed List of Material Vehicle after correct confirmation of quantity.

8.2.4. 铣槽/封装因产能匹配原因,合并为一个工序,但在铣槽转封装前,需进行一次数量双控确认。铣槽完的产品进行刷数,确保每盒 250 片(尾数盒除外),封装员工拿取产品生产前,再进行一次刷数确认,确保每盒数量无误后,再进行生产。

8.2.4 The milling groove/packaging is merged into one process due to the capacity matching, and the double control of quantity shall be confirmed one time before the milling groove transfers to the packaging. The number of product brushing is counted after the milling groove to ensure 250 pieces (except for the mantissa box) per box. Before the packaging workers take the products for production, the number of brushing is confirmed once again to ensure the production after correct quantity of each box.

8.2.5. 铣槽转封装的产品数量双控过程,需在 24 小时的监控录像下进行。

8.2.5 The double control process of quantity of products for milling groove to transfer to packaging shall be conducted under 24-hour monitoring video.

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8.2.6. 完成铣槽/封装的产品，经质检人员确认后，转序给掰胶工序，交接双方对数量核实无误后，在《生产过程审核报告》上签名确认。

8.2.6 The products completing the groove/packaging are transferred to the glue-breaking process after confirmation of quality inspector. Both handover parties sign on Handover Details of Material Vehicle of Semi-finished Product Card for confirmation after verifying the quantity correctly.

8.2.7. 经掰胶工序检验后的正、废品，直接转统计组，并填写《封装流程单》。统计员核实正、废品数量无误后，再记录在《生产过程审核报告》上。

8.2.7 The qualified goods and waste products after inspection of glue-breaking process are directly transferred to the statistical group and the Handover Details of Material Vehicle of Finished Product Card are filled. After correct verification of quantity of qualified goods and waste products, the statistical officers record on Production Statement of Double Interface Packaging Workshop.

8.2.8. 产品完工后，统计员负责审核当班工序物料的数量，将审核结果记录在《生产过程审核报告》上，如当班产品数量存在差异，需及时通知安全策略部介入调查，必要时可停止生产。《生产过程审核报告》和《封装流程单》由统计组保管。

8.2.8 After completion of products, the statistical officers are responsible for reviewing the quantity of the shift process materials and record the review results on Production Statement of Double Interface Packaging Workshop. If there is difference in the quantity of shift products, it is necessary to promptly notify the safety policy department to intervene in the investigation, and the production can be stopped if necessary. Production Statement of Double Interface Packaging Workshop and Detailed List of Material Vehicle are kept by the statistical group.

8.3. 金融芯片卡封装车间的入库管控

8.3. Warehousing control of financial chip card packaging workshop

在仓库的生产五部入库专用区办理相关的入库流程，其他入库要求同于 6.3 所述。

Handle the relevant warehousing process in the special storage area of production division V.

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Other warehousing requirements are the same as those described in 6.3.

9. 异形卡/智能固件生产过程的物料管控

9. Material control of special-shaped card /intelligent firmware in production process

9.1. 异形卡车间的物料管控

9.1. Material control of special-shaped card workshop

9.1.1. 异形卡车间的物料领用管控

9.1.1 Material receiving control of special-shaped card workshop

同于 8.1.1.所述。

The same as the above 8.1.1.

9.1.2. 异形卡车间的在线产品流转管控

9.1.2 Online product flow control of special-shaped card workshop

9.1.2.1. 生产物料员对产品进行分组、编号，再填写《生产过程审核报告》，并根据流程单进行配料，原则上无序列号的产品为每组 4000 片，有序列号的产品每组 1000 片，并保留部分产品供换卡使用。物料员将每组产品配发信息记录在《生产物料收发表》上。

9.1.2.1 The production material handler group and number the products, then fill Production Process List of Special-shaped Card Workshop, and conduct the batching as per the process list. There are 4000 pieces of products per group without serial number on principle and 1000 pieces of products per group with serial number. Part of products

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are reserved for card replacement. The material handler records the distribution information of each group of products on Receiving and Distribution Sheet of Production Material.

9.1.2.2. 初始化/冲切工序产生的废品，直接退还给物料室，操作员与物料员进行物料交接，操作员在流程表上备注清楚，物料员把回收的物料数量记录在收发表单上，下次分组投料再在收发表单上进行删减。 初始化/冲切工序产生的正品，往滴胶工序转移。 初始化/冲切操作人员与滴胶人员进行物料交接确认。

9.1.2.2 The waste products generated in the initialization / punching process are directly returned to the material room. The operator and material handler conduct the material handover, the operator remarks clearly on flow table and the material handler records the quantity of recycled materials on the receiving and distribution sheet. The next grouping and feeding are deleted on the receiving and distribution sheet. The qualified products generated in the initialization / punching process are transferred to the gum-dripping process. The initialization / punching operators and the gum-dripping personnel conduct the handover and confirmation of materials.

9.1.2.3. 滴胶完后的产品，需做好点数确认，并在托盘上记录数量。

9.1.2.3 After the products are dripped with gum, the number of dots shall be confirmed, and the quantity shall be recorded on the tray.

9.1.2.4. 原则上，转出滴胶工序的当组数量与转入时的数量一致，如发现数量差异，需及时查找原因。

9.1.2.4 On principle, the quantity of group transferring out of the gum-dripping process is consistent with the quantity upon transfer-in. If there is difference in quantity, it is necessary to find out the reason.

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9.1.2.5. 包装工序发现的当组废品，连同流程单一起退还给滴胶工序，滴胶工序对废品进行返工修补，当组的其他正品作正常入库，并记录在《生产物料收发表》上。转回滴胶工序的废品，返工完成后，再转序给包装工序，包装工序负责审核当组数量的正确性，当组数量应该等于正品入库数量和废品数量的累加。

9.1.2.5 The waste products in the group in packaging process are returned to the gum-dripping process together with the process list. The reworking repair is conducted to the waste products in the gum-dripping process. Other qualified products in the group are recorded on Receiving and Distribution Sheet of Production Material. After the waste products of returning to the gum-dripping process are reworked, they are transferred to the packaging process which is responsible for reviewing the correctness of the quantity in the group. The quantity in the group shall be equal to the accumulative amount of the qualified product warehousing quantity and the waste product quantity.

9.1.2.6. 一组产品在最后一个工序完成，操作者对该组产品计数无误、填写流程表后，将该组流程单交还物料员。《生产过程审核报告》由物料员分类保存。

9.1.2.6 A group of products are completed in the last process. The operator returns the process list of such group to the material handler after counting such group of products correctly and filling the flow table. Production Process List of Special-shaped Card Workshop are classified and saved by the material handler.

9.1.2.7. 生产过程中发生的废品，如需补做。由产生废卡的操作者报告工序负责人，负责人拿该废品到相关工序进行补卡。废品数量和补卡数量都要在流程表中作出记录。

9.1.2.7 If the waste products generated in the production process need to be produced again, The operators of waste card report to the process leader who supplement card in the

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relevant process with such waste product. The quantity of both waste products and supplemented cards shall be recorded in the flow table.

9.1.2.8. 产品全部加工结束后，由物料员进行审计汇总。 审计人员要对每一组产品的正、废品数量进行清点，核实产品数量与流程单上的记录一致后，将计数结果记录在《生产物料收发表》上。 审计结束后的产品不再分组，按正品、废品汇总，填写《产品入库单》并及时入库。 签字确认后的流程单和收发表由物料组保存。

9.1.2.8. After all products are processed, the material handler shall audit and summarize it. The auditors shall count the quantity of qualified products and waste products in each group of products and record the counting results on Receiving and Distribution Sheet of Production Material after verifying the quantity of products is consistent with that recorded on process list. The products after audit aren't grouped and are summarized as per qualified products and waste products. The Warehousing Order of Products is filled and the products are put into warehouse promptly. The process list and receiving and distribution sheet after signature for confirmation are kept by the material group.

9.1.3. 异形卡车间的入库管控

9.1.3 Warehousing control of special-shaped card workshop

在仓库的生产异形卡入库专用区办理相关的入库流程，其他入库要求同于 6.3 所述。

Handle the relevant warehousing process in the special area of special-shaped card production warehousing of warehouse. Other warehousing requirements are the same as those described in 6.3.

9.2. 智能固件车间的物料管理

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9.2. Material management of intelligent firmware workshop

9.2.1. 智能固件车间物料领用管控

9.2.1 Material receiving control of intelligent firmware workshop

9.2.1.1. 物料员根据计划人员下达的生产计划表，办理《K3 物资领料单》并确保单据的正确性。 仓库人员负责在 K3 里再次审核单据的正确性。 配料前，物料数量需经过物料员、仓库人员在指定位置一起核实，数量确认无误后再将产品装入物料车，物料员确保物料车上锁后，将产品运至生产区域。 《K3 生产领用单》由仓库和领料部门保管。

9.2.1.1. The material handler shall handle the K3 Production Requisition List according to the schedule issued by the planner and ensure the correctness of the requisition list. The warehouse personnel shall be responsible for checking the correctness of receipts again in K3. Before batching, the quantity of materials shall be verified by the material handlers and warehouse workers at the designated place, the products are loaded in the material vehicle after correct confirmation of quantity, and the material handler transports the materials to the production area after ensuring the material vehicles are locked. The K3 Production Requisition List is kept by the warehouse and materials department.

9.2.2. 智能固件的在线产品物料领用管控

9.2.2 Material receiving control of online products of intelligent firmware

9.2.2.1. 物料员将物料放入车间备料室，生产人员依据计划报表，依次领取当班生产物料并填写《智能固件交接记录表》。

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- 9.2.2.1

The material handler puts the materials in the workshop material preparation room, and production personnel successively receive the shift production materials as per plan statement and fill Handover Record Form of Intelligent Firmware.
- 9.2.2.2.

物料到产线后，在生产、包装过程中都需执行点数，并确保数量无误，然后进行封盒打包。
- 9.2.2.2

After the materials arrive at the production line, the quantity shall be counted in the production and packaging process and the correct quantity is ensured. Then the materials are sealed and packaged.
- 9.2.2.3.

产品全部加工结束后，由物料员进行审计汇总。 审计人员要对智能固件正、废品数量进行清点，核实产品总数与《智能固件交接记录表》上的记录一致后，再将计数结果记录在《智能固件交接记录表》上，然后填写《产品入库单》并及时入库。 签字确认后的《智能固件交接记录表》由物料员保管。
- 9.2.2.3.

After all products are processed, the material handler shall audit and summarize it. The auditors shall make an inventory of the quantity of qualified products and waste products of the intelligent firmware, verify the total quantity of products is consistent with that recorded on Handover Record Form of Intelligent Firmware, then record the counting results on Handover Record Form of Intelligent Firmware and fill Product Warehousing Entry Order for prompt warehousing. Record Form Intelligent Firmware Handover signed for confirmation is kept by the material handler.

9.2.3. 智能固件的物料入库管控

9.2.3 Warehousing control of intelligent firmware material

物料员和仓库人员核对产品外箱标签，确认产品项目和数量无误后，根据市场要求发货。

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Material handler and warehouse personnel verify the product outer packing label, confirm the product project and quantity correctly before delivery as per market requirements.

10. 金融芯片卡初始化/个人化过程的物料管控

10. Material control of initialization/personalization process of financial chip card

10.1. 金融芯片卡初始化的物料管控

10.1. Material control of initialization of financial chip card

10.1.1. 金融芯片卡初始化车间的物料领用管控

10.1.1 Material receiving control of financial chip card in initialization workshop

同于 8.1.1.所述。

The same as the above 8.1.1.

10.1.2. 金融芯片卡初始化车间的产品在线流转管控

10.1.2 Online circulation control of product of financial chip card in initialization workshop

10.1.2.1. 统计员对产品进行分组、编号，原则上，每组产品的上限数量为 30050 片，再填写《个人化流程单》，每张流程单搭配所控制产品数量配发到初始化工序。统计员和初始化人员在流程单上做好交接记录。

10.1.2.1 The statistical officer groups and numbers products. The upper limit of each group of products is 30050 pieces on principle. Then fill Initialization Process Sheet. Each process sheet is distributed to the initialization process by matching with the quantity of the controlled products. Statistical officer and initialization personnel record the handover on process sheet.

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10.1.2.2. 原则上，一组产品只能在一台初始化设备上生产，如因设备故障等原因无法生产，需转至其他设备，必须在流程单上记录清楚。

10.1.2.2 One group of products can only be produced at one set of initialization equipment on principle. If the products can't be produced due to the equipment fault, they shall be transferred to other equipment and must be recorded in process sheet clearly.

10.1.2.3. 初始化完成后，经质检检验的每组正品和流程表一起转到普包。 每组产生的废品用美纹胶固定，并在胶带上填写产品名称和数量，废品在当班结班后转还给统计组。

10.1.2.3 After initialization, each group of qualified products after quality inspection is transferred to the general package together with the flow table. The waste products generated in each group are fixed with masking tape, and the name and quantity of products are filled on the adhesive tape. The waste products are returned to the statistical group after current shift.

10.1.2.4. 产品全部加工结束后，由统计员进行审计汇总。统计员要对每一组产品的正、废品数量进行清点，核实产品数量与流程单上的记录一致后，将计数结果记录在《个人化流程单》上，再填写《生产过程审核报告》。 审计结束后的产品不再分组，按正、废品汇总，办理入库单并及时入库。 签字确认后的流程单和汇总表由统计组保存。

10.1.2.4. After all products are processed, the statistical officer shall audit and summarize it. The statistical officer shall make an inventory of the quantity of the qualified products and waste products in each group of products, and verify the quantity of products is consistent with that recorded on process list before recording in the counting results on Initialization Process Sheet and filling Summary Table of Initialization Workshop Material. The products after audit aren't grouped and are

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summarized as per qualified products and waste products. The warehousing order is handled and the products are put into warehouse promptly. The process list and summary table after signature for confirmation are kept by the statistical group.

10.1.3. 金融芯片卡初始化车间的入库管控

10.1.3 Warehousing control of financial chip card in initialization workshop

在仓库的个人化入库专用区办理相关的入库流程，其他入库要求同于 6.3 所述。

Handle the relevant warehousing process in the special area of personalized warehousing of warehouse. Other warehousing requirements are the same as those described in 6.3.

10.2. 金融芯片卡个人化的物料管控

10.2. Personalized material control of financial chip card

10.2.1. 金融芯片卡个人化过程的物料领用管控

10.2.1 Material requisition control of financial chip card in personalization process

10.2.1.1. 备料员根据生产计划人员下达的生产计划表（或数据中心发出的《制卡说明书》），办理《K3 物资领料单》领料，并审核单据的正确性。 仓库人员负责在 K3 里再次审核单据的正确性。 配料前，物料数量需经过生产备料员、仓库人员在指定位置一起核实，确认数量无误后再将产品装入物料车，并填写物料车存储记录表。 备料员将物料车上锁后，把产品运至生产区域。 领料单由备料室保管一联并存放在相应的产品资料袋内，其余领料单由仓库保管。

10.2.1.1 The stock preparation personnel transact the K3 Production Requisition List to receive materials as per production plan sheet (or Card Production Instruction issued by data center) issued by production planners, and verify the correctness of

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receipt. The warehouse personnel shall be responsible for checking the correctness of receipts again in K3. Before batching, the material quantity shall be verified by the production stock preparation personnel and warehouse personnel together at the designated location, then they load the products into the material vehicle after confirming correct quantity, and fill the Record Form of Material Vehicle Storage. The stock preparation personnel transport the products to the production area after locking the materials. One copy of requisition list is kept by the material preparation room and is placed in the corresponding product document bag, and other requisition lists are kept by warehouse.

10.2.2. 金融芯片卡个人化过程的在线物料流转管控

10.2.2 Material requisition control of financial chip card in personalization process

10.2.2.1. 已转入生产车间的产品，先放置在物料区域。 操作员领用产品前，需经过备料员确认，双方在物料存储记录表上做好交接记录，然后操作员再拿取产品进行生产。

10.2.2.1. Products that have been transferred to the production workshop are placed first in the material area. Before the operator takes the product, it needs to be confirmed by the stock preparation personnel. The two parties make a handover record on the material storage record sheet, and then the operator takes the product for production.

10.2.2.2. 生产计划人员根据设备产能下达《生产物料单（个人化）》给备料员，备料员根据物料单进行配料，并配备一定比例的备料空白卡供补卡使用。

10.2.2.2. The production planner shall issue the Material List of Production (Personalization) to the stock preparation personnel according to the equipment capacity. The stock

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preparation personnel shall make the ingredients according to the material list, and shall be equipped with a certain proportion of blank cards for the use of the replacement card.

10.2.2.3. 生产前，对于卡片上已经带有序列号信息的产品，如同组内有号码短缺，操作员先通过备用空白卡片印上缺失的序列号补齐，并在《非贷记卡个性化产品加工记录》上登记，空白卡打印完成后，再与此批产品一同向下工序转序，转序产品总数（带序列号数加上无序列号数）应等于从物料室的领用数量。

10.2.2.3. Before production, in terms of the products with serial numbers on the card, if there is a shortage of numbers in the same group, the operator should first complete serial number through printing the missing one from the blank card, and register in Processing Record of the Non-credit Card Personalized Product. After the blank card is printed, it will be transferred to the next process together with this batch of products, and the total number of products (with serial number plus no serial number) should be equal to the requisition from the material room.

10.2.2.4. 当班计划安排的生产量，如有设备故障、产能不足等异常发生而未生产完，生产人员需清点卡片数量，并在下班前归还给备料室，备料员核实产品数量无误后再接收。

10.2.2.4. If the production volume scheduled for shift is not finished yet due to the equipment failure, insufficient capacity and so on, the production personnel need to count the number of cards and return it to the preparation room before leaving work. And only the stock preparation personnel have verified the number of products can the cards are accepted.

10.2.2.5. 个性化生产中出现的废卡，首先由质检员判断卡片状态，确认为废卡后，操作员和质检员一起对废卡作安全处理。 操作员再将废卡拿到备料室交换空白

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卡，并填写《个人化补卡申请单》。补卡由操作员和班长双控进行，确保补号的正确性，并在《个人化补卡申请单》上注明补卡信息。

10.2.2.5. For the waste card that appears in the personalized production, the quality inspector first judges the status of the card, and after confirming it as waste card, the operator and the quality inspector are supposed to work together to dispose the card properly. Then the operator takes the waste cards to the preparation room for the exchange of the blank cards, and fills in the Personalized Waste Replenishment Record and Card Quantity Control Form (Non-credit Card). The replacement card is controlled by both the operator and the chief of duty to ensure the correctness of the replenishment number, and the replacement card information is indicated on the Processing Record of Non-credit Card Personalized Product.

10.2.2.6. 针对#行的产品，备料员根据计划任务进行配料，再将每批次产品信息记录在《个人化流程单》上，每份表单记录当班所做产品的信息，直到产品加工结束。生产中产生的废品，同样记录在当批次的《个人化补卡申请单》上。

10.2.2.6. For the product of #, the stock preparation personnel will make the ingredients according to the scheduled tasks, and then record each batch of product information in the Processing Record of Personalized Production in #. And each form records the information of the products made on duty until product processing is over. The waste generated in production is also recorded in the same Personalized Waste Replenishment Record and Card Quantity Control Form (Non-credit Card).

10.2.2.7. 产品全部加工结束后，由备料员进行审计汇总。备料员要对每批次产品的正品、废品、余料数量进行清点，核实产品数量与记录表上的记录一致后，将正品计数结果记录在《生产过程审核报告》上，办理《K3 产品入库单》并报检

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入库，再将废品和余料办理退库。 签字确认后的加工记录表和交接表由备料室保存。

10.2.2.7. After all the products have been processed, the stock preparation personnel will conduct a summary of audit. The stock preparation personnel shall check the quantity of the quality products, waste products and residual materials of each batch of products to verify that the quantity of those products above is consistent with the records on the record sheet, and recording the quantity of the authentic products on the Individualized Finished Goods Storage Transfer Form, the K3 Product Godown Entry will be handled and submitted to the warehouse for inspection, and the waste and residual materials will be returned to the warehouse. The processing record form and the handover form after the signature confirmation are saved by the preparation room.

10.2.3. 金融芯片卡个人化过程产成品的入库管控

10.2.3. Storage control of financial chip card personalization process

10.2.3.1. 在仓库的生产个人化入库专用区办理相关的入库流程，其他入库要求同于 5.3 所述。

10.2.3.1. The relevant storage process should be carried out in the special storage area of personalized production, and the other warehousing requirements are the same as described in 5.3.

10.2.3.2. 对于贷记卡加工过程中的数量控制，按照签订的“###客户贷记卡加工服务手册”中的要求执行。

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10.2.3.2. For the quantity control during the processing of the credit card, the requirements should be carried out according to the signed ###Customer Credit Card Processing Service Manual.

11. 在线产品流转过程中其他安全注意事项

11. Other safety precautions during the transfer of online product

- 1) 生产过程中，如发现某一组小卡数量不平衡，可首先在设备内部、周边和相邻的产品组内查找。如经查找仍然无法平衡，应在 2 小时内报告安全策略部门查处。
- 1) In the production process, if the number of small cards in a group is found unbalanced, it can be searched in the internal, peripheral and adjacent product groups of the equipment. If it is still unbalanced after searching, it should be reported to the Security Strategy Department within 2 hours.
- 2) 在线的产品，无论是大张还是小卡，都不允许无关人员随便接触、动用。任何人都不允许直接从生产现场拿走产品。因工作需要使用现场的产品，必须到安全部门办理借用手续，由产品保管责任人自己拿出来交给需求人，并保证在规定时间内归还。
- 2) Online products, whether large or small, do not allow personnel unrelated to casually touch and use. No one is allowed to take the product directly from the production site. If you need to use the products on site for work, you must go to the Security Department to apply for borrowing, and the person responsible for the product storage will take it out and hand it over to the demander who guarantees that it will be returned within the specified time.
- 3) 生产过程中，送检的卡片数量记录在控制表上，写明数量、用途、送检人。送检的卡片由质量部保管。待产品完工后，向安全策略部提出销毁申请，然后申请人与安全员核实待销毁的数量无误后，组织销毁，仓库需保存销毁记录。
- 3) During the production process, the number of cards sent for inspection is recorded on the control list, indicating the quantity, purpose and inspector. The card, which is to be inspected, is kept by the Quality Department. After the product is completed, the

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application for destruction is submitted to the Security Strategy Department. After the applicant and the safety officer organize personnel to destroy the cards to be destroyed after verification of the quantity, and store the record for the warehouse.

- 4) 生产过程中，原则上不允许对一组产品进行拆分，如遇到必须拆分生产的情况，如质量问题、客户需求、交期要求等，需经过生产部长同意，然后在此组卡片相应的控制表单上签字确认，方可拆分转序。拆分后，原先的表单编号后缀为—A、新的表单编号后缀为—B，以此类推。
- 4) In principle, it is not allowed to split a group of products in the production process. If it is necessary to split the production, such as quality problems, customer requirements, delivery requirements and so on, it must be approved by the Production Minister, who needs to sign and confirm on corresponding control form of this group of cards before the order of the product can be split. After splitting, the original form number is suffixed with -A, the new form number is suffixed with -B, and so on.
- 5) 生产过程中产生的废品，要用不同颜色的包装盒分开放置，以组为单位向下道工序转移。工序间的交接必须计数确认。
- 5) The waste products produced during the production process shall be placed separately in different color packaging boxes and transferred to the next process in groups. The transfer between processes must be counted and confirmed.
- 6) 在单班次生产结束后或暂停时，车间当班管理人员需将半成品卡片、成品卡片、废品卡片放入柜子或推车内，确保柜子或推车上锁。车间内的柜子或推车，钥匙必须由专人保管，未经授权，任何人不得复制钥匙，遗失时应立即报告安全部。
- 6) After the single shift production is finished or suspended, the on-duty management staff must put the semi-finished cards, finished cards, and waste cards into the cabinet or cart to ensure that the cabinet or cart is locked. The key of cabinet or cart in the workshop must be kept by a special person. Without authorization, no one should copy the key. If it is lost, it should be reported to the Security Department immediately.
- 7) 一个物料车可放置若干组产品，每一组产品均配有相应的表单进行控制，组与组之间要有清晰的分界。条件许可情况下，每一层只放置一组产品，以避免组与组之间混卡。

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- 7) A material truck can hold several groups of products, each group of products is equipped with a corresponding form to control, there must be a clear boundary between the groups. When conditions permit, only one group of products is placed on each layer to avoid mixing cards between groups.
- 8) 对于部门/工序之间的产品流转，存在需要办理“虚拟入库”手续的，必须由交接部门、仓库人员一起，在指定的 CCTV 覆盖的安全区域内，办理三方点数交接。数量三方确认无误后，方可进行产品交接。
- 8) For the transfer of products between departments/processes, there is a need to apply for "virtual warehousing". The transfer department and warehouse personnel must handle the counting and transfer in the safe area covered by the designated CCTV. After the quantity has been confirmed by the three parties, the product can be handed over.
- 9) 工程、工艺等方面的在线试验、打样产品及主要材料的安全管理，视同正式订单参照本标准进行。如果只是在部分或单一工序进行测试，需有计划部签署的调度令，并在调度令上写明生产数量和交接人员，且针对产品个人化环节，不得用真实数据进行测试。最后的产成品、归档样品都应有台帐记录可供追溯，且必须帐物一致。报废的产品必须及时申请安全策略部予以核实销毁。
- 9) Online testing in engineering and process, product proofing and safety management of main materials shall be carried out as reference standard of official orders. If you only test in part or in a single process, you need to have a dispatch order signed by the Planning Department, and dispatch order should indicate the production quantity and handover personnel. In addition, do not use real data for testing for product personalization. The final finished product and archived samples should have a ledger record for trace and the record must be consistent. Retired products must be promptly applied to the Security Strategy Department for verification and destruction.
- 10) 产品临时跨部门转序生产的数量控制
- 10) Quantity control of the temporary inter-departmental production of products
- a) 根据计划部的安排，转出产品部门负责将待加工产品送交接收部门，接收方需对产品数量进行刷卡确认，核实无误后，交接双方在交接表单上签字。接收部门接收产品后，视同本部门正常产品，使用本部门生产控制表单对产品生产过程进行控制。

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- a) According to the arrangement of the Planning Department, the transferred product department is responsible for sending the products that need to be processed to the receiving department. The receiving party needs to confirm the quantity of the products through swiping the cards. After the verification, the handover parties sign the handover form. After receiving the product, the receiving department regards it as the normal product of the department and uses the production control form of the department to control the production process of the product.
- b) 在产品转序的同时，转出产品部门需以书面形式提供项目名称和生产工艺说明给接收部门，明确加工内容和技术、质量要求。在必要时（交货时间要求紧迫，或工艺比较复杂等），转出产品部门要派遣一名技术工艺人员或者质量管理人员，到接收部门现场进行技术指导，直至接受部门完全理解加工工艺流程和质量要求。接收部门在生产过程中发生疑难问题，应立即停止生产，主动与转出部门沟通，直至问题解决后再恢复生产。
- b) At the same time as the product is transferred, the product transferred department must provide the project name and description of production process in the form of writing to the receiving department to clarify the processing content, technical and quality requirements. When necessary (the delivery time is urgent, or the process is relatively complicated), the product transferred department should send a technician or quality management personnel to the receiving department for technical guidance, till the receiving department can fully understands the processing flow and quality requirements. If the receiving department has a problem in the production process, it should immediately stop production and actively communicate with the product transferred department, and the production can be continued till the problem is solved.
- c) 临时转入产品生产结束后，接收部门将产品和生产控制表单一起移交给转出产品部门。转出产品部门负责对数量进行刷卡确认，并据此核实生产控制表单与接收的实物产品是否一致。核实无误后，双方在表单上签字确认。此生产控制表单和转出部门的生产控制记录装订在一起保存。
- c) After the temporary transfer of the product is completed, the receiving department hands over the product and together with the production control form to the product transferred department. The transfer-out product department is responsible for verifying the quantity and checking the product described in the production control form is

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consistent with the physical product received. After verification, both parties will sign the form for confirmation. This production control form and the production control record of the transfer department are bound together for saving.

12. 记录表单使用管理

12. Record Form Use Management

12.1. 记录表单填写一般管理内容

12.1. The general management content is filled in the record forms

- 1) 现场使用的各种表单，是对物料和在线产品进行安全控制的重要工具。认真工整地填写表单是操作者应尽的职责。不能用修改液、笔、贴纸等对控制表单上的数据随意涂改。如果原数据必须修改，修改后的地方要求能清晰辨识，被涂改的数据只能划上“=”号，并签上修改人姓名、日期。
- 1) The various forms used in the field are important tools for the safe control of materials and online products. the responsibility of the operator is to fill in the form carefully and neatly. You cannot arbitrarily change the data on the control form with modification fluid, pen, sticker and so on. If the original data has to be modified, the contents being modified need to be clearly identified, and the altered data can only be marked with the "=" sign, in addition, the name of the modified person and date are signed.
- 2) 所有物料和在线产品都要与表单上的数据帐物相符。在产品交接对数量有争议时，任何人不得更改记录，应立即报告安全策略部并协助调查处理。
- 2) All materials and online products must match the data on the form. In the event of a dispute over the quantity of the product, no one may change the record and should report it immediately to the Security Strategy Department and assist with the investigation.
- 3) 安全策略部负责对所有卡产品和表单作日常审核（包括外箱标签订单名称及数量是否与 K3 单一致），如发现数量差异、填写不及时、填写不规范等问题，需立即告知责任人作更正，并根据《安全奖惩条例》中的内容，对填写部门及个人作考

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核。

- 3) The Security Strategy Department is responsible for daily auditing of all card products and forms (including whether the name and quantity of the outer box label are consistent with that of the K3 order). If problems such as quantity difference, untimely filling and non-standard filling are found, the responsible person shall be informed immediately to make corrections, and the filling department and individual shall be assessed according to the contents of the Safety Rewards and Punishment Regulations.

12.2. 资料袋的转序及保存

12.2. Transfer and storage of data documents

- 1) 对于资料袋的转序，交接双方需进行两方面的确认。首先要确认资料袋内的资料完整性，接收方在确认资料完整无误后，由其在资料袋内的资料清单上确认签收。其次，要进行资料袋交接的确认，各部门制定并保管专用交接表单，每次交接转序都由接收人在表单上如实记录，已接收的部门负责对资料袋进行保管。
- 1) For the transfer of the data document, both parties need to confirm two aspects. First, confirming the integrity of the information in the data document, after confirming that the information is complete and correct, especially signing on the list of materials in the data document. Secondly, confirming the delivery of the data document, each department shall formulate and maintain a special transfer form, and each transfer shall be recorded by the recipient on the form, and the received department shall be responsible for the storage of the data document.
- 2) 订单在生产生产结束，资料袋审计完毕后，再将所有表单放入资料袋内，由生产审计组 K3 统计员进行审计汇总，并对每个资料袋进行编号，然后按编号顺序移交综合管理部档案室管理。编号规则举例如下：2014 年第 100 份收集的资料袋，可编号为 201400100；2014 是年份，后面数字是份数。
- 2) After the production is completed and the audit for the data document is finished, all the forms will be placed in the data document. And the production audit team K3 statistical officer will conduct the summary of audit, and each data document will be numbered and then handed over in numerical order to the integrated management archives office for management. Examples of numbering rules are as follows: The

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100th data document collected in 2014 can be numbered 201400100; 2014 is the year, followed by the number.

- 3)
- 资料袋存档时，档案室管理员需在资料袋的外箱贴上编号清单，便于后续资料袋的查找。 其他部门生产记录的归档，需按订单批次、时间顺序和便于追溯的原则进行，确保所有生产记录完整不遗失。
- 3)
- When the data document is archived, the archive room administrator needs to put a numbered list on the outer box of the data document to facilitate the subsequent search of the data document. The filing of production records from other departments is carried out in accordance with the order batch, chronological order and easy traceability, ensuring that all production records are intact.
- 4)
- 打样、试验订单的资料袋管理模式，等同于正式生产订单。
- 4)
- The management mode of data document in proofing and test order is equivalent to the formal production order.

13. 物料遗失或被盗的处理

13. Disposal of lost or stolen materials

若确认为卡相关产品、物料、数据遗失或被盗，安全经理应按照《业务持续运营计划（BCP）》、《产品安全事故应急预案》启动应急预案，按预案规定的程序进行处理，并立即向对应的卡组织报告。

If it is confirmed that the card related products, materials, data are lost or stolen, the safety manager shall start the emergency plan according to the Business Continuity Plan (BCP) and the Product Safety Accident Emergency Plan, and deal with it according to the procedures stipulated in the plan ,and report to the corresponding card organization.

14. 检查与考核

14 Inspection and Assessment

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安全策略部负责对以上规定的执行情况进行检查监督。对违反以上规定的部门或员工，将纳入月度安全考核内容，并依据《安全奖惩条例》中的奖惩条例进行处理。

The security strategy department is responsible for the inspection and supervision for the implementation stipulated above. Departments or employees who violate the above regulations will be included in the monthly safety assessment and will be dealt with according to the reward and punishment regulations in the Safety Rewards and Punishment Regulations.

15. 相关记录

15 Relevant Records

- 个人化流程单
- Production Process List of Special-shaped Card Workshop
- 生产过程审核报告
- Batch Control Table for Substrates
- 单卡批量控制表
- Single Card Batch Control Table
- 个人化数据印刷控制表
- Printing Control Table of Personalization Data
- 小卡销毁记录表
- Small Card Destruction Record Form
- 审计汇总表
- Summary Table of Single Card Batch Control Table
- 智能固件交接记录表
- Handover Record Form of Intelligent Firmware

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16. 参考文件

16. References

- 卡及敏感组件安全管理标准
- Safety management standards of card and sensitive component
- 业务持续运营计划（BCP）
- Business Continuity Plan (BCP)
- 引用 《安全奖惩条例》
- Refer to the *Safety Rewards and Punishment Regulations*
- 引用《物料车明细表》
- Refer to the *Material Vehicle Detail List*
- 引用《个人化流程单》
- Refer to the *Distribution Table of Card Workshop Materials*
- Refer to the *Handover Detail of Finished Card Material Workshop*
- 引用《封装生产记录表》
- Refer to the *Module Usage Record Table*

17. 说明

17 Instructions

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

This document shall come into effect upon the date of approval by the management

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representative, its previous version shall be simultaneously annulled, and the Security Strategy Department reserves the right for the final explanation.

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