**外部加密机接收流程  
Receiving Process of External Encryptor**

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# 1 目的 Purpose

此流程用于外部加密机接收管理，四川科道芯国智能技术股份有限公司智能卡及数据生产中心（以下简称为生产中心）依据GB/T19001-2008《质量管理体系要求》，结合生产中心生产经营特点，形成生产中心的《外部加密机接收流程》。

This process is used for the management of external encryptor reception. Sichuan KEYDOM Co., Ltd. intelligent card and data production center (hereinafter referred to as production center) formulates the *External Encryptor Receiving Process* of the production center according to GB/T19001-2008 *Quality Management Systems Requirements*， combining with the production and operation characteristics of the production center.

# 2 适用范围 Application Scope

此流程用于外部加密机接收管理，不包括内部加密机接收。

This process is used for the management of external encryptor reception and does not include internal encryptor reception.

# 3 职能职责 Duties and Responsibilities

逻辑安全管理员：负责完成加密机接收管理，并按照流程规定完成相应业务。

Logical Security Administrator: Responsible for completing the management of encryptor reception and completing the corresponding business according to the process.

智能技术中心人员：负责检查加密机的配置、功能是否正常。

Intelligent Technology Center Personnel: Responsible for checking the configuration and function of the encryptor.

安保人员：负责监督人员进出及物品携带情况。

Security Personnel: Responsible for supervising personnel in and out and the items they carry.

# 4 外部加密机接收管理流程图 Flow Chart of the Management of External Encryptor Reception



# 5 外部加密机接收 External Encryptor Reception

**5.1 验收检查**  
5.1 Acceptance Inspection

（1）销售部在接到客户请求后，需提前一天通过邮件及电话方式通知到安全策略部及智能技术中心，以便相关部门做好准备工作。  
(1) After receiving the customer's request, the sales department shall notify the Security Strategy Department and the Intelligent Technology Center by email and telephone one day in advance so that the relevant departments can make preparations.

（2）安保人员负责做好外部加密机进出登记。  
(2) The security personnel are responsible for registering the entry and exit of the external encryptor.

（3）逻辑安全管理员在接到外部加密机接收通知后，应对加密机进行包装及硬件检查。  
(3) After receiving the notification of the external encryptor reception, the logical security administrator shall perform the examinations on the packaging and hardware of the encryptor.

（4）检查完成后根据检查情况填写《IT设备检查报告》，该报告可用于证明加密机的完好性，在需要向其余部门或机构提供《IT设备检查报告》用作证明用途时，逻辑安全管理员应仅提供复印件。  
(4) After the examinations are completed, the *IT Equipment Examination Report* shall be filled out according to the examination situation. This report can be used to prove the integrity of the encryptor. When the “IT Equipment Examination Report” needs to be provided to other departments or agencies for certification use, the logical security administrator shall only provide copies.

（5）逻辑安全管理员进行机房进出申请，进行加密机机房上架程序。  
(5) The logical security administrator shall perform the application for entry and exit of the machine room, and install the encryptor in the machine room.

（6）智能技术中心人员在接到外部加密机接收通知后，准备好相关检测需要用到的设备及软件，应对加密机系统配置及系统功能进行检测，确定加密机是否正常。  
(6) After receiving the notification of the external encryptor reception, the Intelligent Technology Center personnel shall prepare the equipment and software needed for the relevant detection, and shall detect the system configuration and function of the encryptor to determine whether the encryptor is normal.

（7）检查完成后根据检查情况填写《加密机软件检查报告》，该报告可用于证明加密机的功能正常性。  
(7) After the examination is completed, the *Encryptor Software Examination Report* shall be filled out according to the examination situation, which can be used to prove the normal function of the encryptor.

（8）正常接收流程完成后，签署加密机交接手续填写《ＩＴ设备交接涵》，逻辑安全管理员邮件通知相关部门领导。  
(8) After the normal receiving process is completed, the encryptor handover procedure shall be signed and the *IT Equipment Handover Letter* shall be filled out, and the logical security administrator shall notify the relevant department leaders by emails.

# 6 相关表单 Relevant Sheets

《可携式电脑/存储介质携带许可申请表》

Application Form for Carrying Portable Computer/Storage Medium

《机房进出申请表》

Room Access Application Form

《机房进出记录表》

Room Access Record

《IT设备检查报告》

IT Device Inspection Report

《IT设备交接函》

IT Device Handover Letter