

**澄天伟业（宁波）芯片技术有限公司**

|  |
| --- |
| **Visitor Registration Guideline**  **访客登记管理** |

Document Number文件编号:SCT-SP006

版本 V 1.0

**Distribution Controls发行管制**

This distribution of this plan is controlled to authorize control leaders of each organizational function who are active members. The Dept Director manages updates and replacement of this plan. Plan recipients who cease to be responsible for the scope of this plan must surrender all copies of the plan to the Dept Director.

此文件仅限于在职能范围内人员中发布。部门主管负责文件的更新、更换。文件接收人不再履行职责时应将此文件所有复印件交还部门主管。

**Document History文件历史记录**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version**  **版本** | **Date**  **日期** | **Update Details**  **更新信息** | **Author**  **主办** | **Censorship**  **审查** | **Approbation**  **核准** |
| 1.0 | 2019/10/30 | First Issue首发 | 曹海翠 | 毛正峰 | 梅昌刚 |
|  | / / |  |  |  |  |
|  | / / |  |  |  |  |
|  | / / |  |  |  |  |

**This version supersedes all previous versions issued prior to the date indicated above**

此版本取代上述发布日期之前的所有版本

# 1 PURPOSE 目的

This is a guideline governing the control of visitors to the Company. It is established within the

parameter of the Company’s Policy as well as the Security Accreditation Standard. Hence adherent to

the following standard is mandatory.

此文件是对公司访客控制的指导，此文件建立在公司方针和安全认证标准的基础上，因此，此文件必须强

制遵守

# 2 SCOPE范围

It is applicable to all staff in Chengtian Weiye (Ningbo) Chip Technology Co., Ltd..

适用于澄天伟业（宁波）芯片技术有限公司的所有员工

# 3 REFERENCE DOCUMENT(S)参考文件

3.1 Security Policy安全方针

3.2 Visa International Vendor Manual VISA客户手册

3.3 MasterCard International Security Standards for Vendor万事达客户手册

3.4 GSM SAS Standard GSM SAS 标准

3.5 CUP Standard 中国银联标准

##### 4 ABBREVIATION AND TERMS缩写

4.1 The Company: Imply the entity of Chengtian Weiye (Ningbo) Chip Technology Co., Ltd.

公司：指澄天伟业（宁波）芯片技术有限公司

4.2 The Host: The departmental representative that has direct contact with thevisitors.

主人：与访客进行直接联系的部门代表

4.3 Visitor: Visitor shall include service provider, customer, guest, job interview or any person by invitation.

访客：访客包括服务供应商，客户，面试人员以及任何被邀请的人员

* 1. Chengtian Staff :Shall include all Chengtian employee

澄天伟业（宁波）芯片技术有限公司员工：应包括澄天伟业（宁波）芯片技术有限公司所有员工

* 1. Recording Material :Shall include camera, video recorder, Sound Devices and hand phone or any other

devices capable to record either Picture or Sound.

记录设备：包括照相机，摄像机，录音器，手机以及任何能够记录声音和设备的机器

* 1. Service Provider: Shall include Contractor, Consultant, Repairman, Technician or any other professional

or vocational individual providing services to Chengtian Weiye (Ningbo) Chip Technology Co., Ltd.

服务提供商：包括供应商，顾问，维修人员，技术人员以及其他向澄天伟业（宁波）芯片技术有限公司提供专业或者职业服务的个人。

4.7 Non Sensitive Zone: Shall include meeting rooms, the exterior of Manufacturing Site office area and

interview room.

非敏感区域：包括会议室，生产区域外围，办公室以及面试办公室

4.8 Highly Sensitive Zone: include server rooms, Shredding room, High Security Storage Room, Data room, warehouse etc .

高敏感区域：包括服务器室，数据室，高安全存储区，碎卡室 ，仓库等。

* 1. Confidentiality Agreement: It is a SAS pre-requisites documentation for all Customers or Visitors visiting

the Highly Sensitive Zone.

保密协议：对于需进入高敏感区域访问的访客，保密协议是SAS安全标准所需的首要文件材料

##### 5 SAFETY安全

N.A.无

##### 6 EQUIPMENT AND MATERIAL设备和资料

N.A.无

##### 7 PROCEDURE流程

**7.1 Control Of Visitors访客控制**

7.1.1 The host department shall be responsible to notify the Security Department of the impending visit.

The notification must be served at least 24 hour prior to the visit.

被访部门应负责通知安全部门访问计划，访客通知单应在访客到达24小时之前提交给安全部

7.1.2 The host department upon confirmation of the visit shall adhere to clause 7.4 of this document.

(i.e. to complete the ‘Notification Of Visitors’ form)

被访部门一旦与访客确认后，应遵循该程序文件7.4的要求。（如完成“访客通知单”）

7.1.3 The host shall be responsible to inform the Visitors prior to their visit that recording material and

smoking is prohibited in the facilities area.

被访问人有义务提前通知访客，在生产区域严禁携带记录设备并且禁止吸烟。

7.1.4 Visitor(s) without an appointment will not allow access to Chengtian Weiye (Ningbo) Chip Technology Co., Ltd.Security Areas. Instead the Security officer shall politely inform the visitor(s) that it is necessary to make an appointment prior to the visit.

未预约的访客不得进入澄天伟业（宁波）芯片技术有限公司的安全区域。安全主管应该礼貌的通知访客，在访问之前应该事先预约。

7.1.5 The Security Officer at the Security Control Center (SCC) shall contact the host if there is business

urgency. This shall be done on a case to case basis. The host shall meet the visitors outside the

Security Control Center if he decides to entertain this. The host shall complete a ‘Notification of Visitors’ form on the spot and submit to the Security Manager or Security Supervisor for approval. Visitors to Secure Areas require approval from The CISO or Security Manager as well as other specific Managers such as R&D, Server Rooms etc.

若有紧急的事务，在安全监控中心的安全主管应该联系被访人，但是应在个案的基础上。若被访问者决

定接待该访客，则必须在监控中心外进行接待。被访问人应该完成“访客通知单”并且提交给安全经理

或者安全主管获得批准。对于需要访问安全区域的访客，必须获得CISO、安全经理或者其他相关经

理的批准，如研发中心，服务器室等。

**7.2 Unspecified Visitors 未知访客**

7.2.1 The Security Control Center and Reception staff shall take the following action in the course of

meeting with unspecified Visitor(s).

监控中心以及前台在接待未知访客的时候，应按照如下流程进行接待

7.2.2 Obtain the name, address and telephone number of the company the person is said to represent.

The particular of the host he intends to meet.

应该获得此访客的姓名、地址、电话以及他需要访问的人员

7.2.3 Politely inform the person that visitors are required to make an appointment in advance.

礼貌的通知该访客应该事先进行预约

7.2.4 The detail shall be submitted to Security Manager or Security Supervisor.

具体要求应该提交予安全经理或者安全主管

7.2.5 Security Manager or Supervisor will contact the company concerned to inform them of our policy.

安全经理或者安全主管应与有关公司联系并通知他们我们的方针。

7.2.6 Check the identity of the visitor with the company concerned to ascertain the visitor’s bona fides.

核查该访客的身份以确保访客信息的真实

7.2.7 If the person is unknown to the company as mentioned, Security shall consider informing the police

and notified the accreditation authority.

若该访客的公司不认识此访客，安全部应考虑报警并且通知其资格认证

**7.3 Urgent Visits By Relatives家属紧急访问**

There may be urgent need to visit Chengtian Weiye (Ningbo) Chip Technology Co., Ltd by relatives of employees. In this case the following action shall be taken:

如遇公司内家属因紧急事宜访问公司，需按如下规定处理：

7.3.1 Security will record the particular of the visitor and the urgent nature of the visit in the occurrence

register. In the event of uncertainty the Security Supervisor or Manager shall be notified.

保安记录访客的具体信息和来访的紧急事由。遇到不确定情况应请示安全主管或经理。

7.3.2 The staff concerned will be contacted either by phone or direct approach to the department by the

Security Officer.

安全主管电话联系员工或直接通知部门找到该员工。

7.3.3 The meeting place shall be limited to the lobby only and the period of the visit is within a reasonable

time.

访客家属只限于在合适的时间在访客大厅进行访问

7.3.4 Security officer should maintain a DISCREET observation distance from the meeting place. This is to

make certain that no illicit transaction occur.

安全主管应在离开访客区一定距离的地方监控现场，以防不法的交接。

**7.4 Notification Of Visitors Form访客通知单**

The Host Department shall be responsible to complete the NOTIFICATION OF VISITORS FORM.

This form must reach the Security Department at least 24 hours prior to the visit. The distribution list

of the form is as follow:

被访部门有义务完成访客通知单，此通知单必须提前24小时提交给安全部门。表格分发清单如下：

7.4.1 Security Dept

安全部

7.4.2 Reception

前台

It is the responsibility of the person hosting the visit to prepare the form and seek approval from the

shop floor departmental head, as specified in clause 7.5 and 7.6.

陪同访问的被访问有义务完成访客通知单的填写并且获得相应的批准，具体要求7.5

**7.5 Approval For Visitors访问批准**

Short Stay Entrance into workshop ---- Host department manager, production department manager and security department manager approval

进入车间短期逗留需经接待部门经理、生产部经理和安全部经理批复

All approved application should submit to Security Control Center.

所有批复的申请都应交至监控室。

**7.6 Visit By Service Provider (Consultants, Contractors, Repairman and Technical support)**

**供应商来访（顾问，承包商，修理工和技术支持）**

7.6.1 The application of visit by the SERVICE PROVIDER should be activated by the Host Department.

The form and procedure in respect of the application is similar to that in clause 7.4.

服务商的访问申请应有被访部门完成，申请流程同7.4的要求

7.6.2 The approving authority is either the Production Manager or the Security Manager.

授权由安全经理或者生产经理批准

7.6.3 The department that engages the service provider shall be responsible to ensure that the said

company is licensed, reputable and the workers must be sufficiently covered by insurance for their

respective trade.

接待的部门必须确认供应商是注册的，知名的公司，并且其工人必须是入保险工作的。

7.6.4 The service provider upon arrival shall report to the Security Control Center. The security officer will

notify the host. A restricted access pass will be issued to him when he surrendered either his

passport or ID card to the Security Officer.

供应商到公司时须通知安全监控中心，安全主管通知受访人接待。访客应自觉在安全监控中心抵押护

照或身份证件换公司设定权限的门禁卡。

7.6.5 The departmental staff (host) shall accompany the Service Provider at all time while working in the

sensitive zone. The Security Officer shall pay periodical visit to ensure that the service provider is

working within the site and that they are not left unattended by the host.

若供应商在高安全区域进行作业，应有接待者陪同。安全专员须定期巡查，以确保供应商是否在指定的区

域作业和防止其在无接待者陪同的情况下作业。

**7.7 Receiving Protocol For Visitors 访客接待流程**

7.7.1 When visitor(s) arrive at Reception, the Receptionist will inform the relevant host(s) of their arrival.

当访客达到前台后，前台应负责通知相关人员（被访人）

7.7.2 The visitor(s) shall surrender their Passport or ID card or equivalent personal document to the

receptionist in exchange for the pre-arranged access badge.

访客应用护照，身份证等有效的个人证件提交给前台，换取进入的证件。

7.7.3 The receptionist shall advise the visitor(s) to sign in the Visitor Register to register their visit with

the Company.

前台应该要求访客在访客登记薄上登记

7.7.4 The visitor(s) will remain in the reception area until the departmental host(s) arrives to escort them to

the designated site either for discussions or demonstrations or interview or presentation outside the

Sensitive Zone.

访客应该在访客大厅等候被访者接待，并在被访者的陪同下到指定区域。讨论，示范，面试以及描述等

应该在敏感区域外进行。

7.7.5 The host shall not allowed unauthorized visit to other site other than the approved site or allow the

visitor to loiter around the facility unattended.

接待者不应让访客进去其他未批准的区域或任其在厂区在无人陪同的情况下闲逛。

7.7.6 On completion of the visit, the host shall escort the visitor(s) to Reception and return the visitor pass

to the SecurityControlCenter. Security guard return identity documents and record leaving time,vistor should sign when get the ID document.

接待结束后，接待者应陪同到安全监控中心交换访客证。保安归还抵押证件并做好访客离开时间的记

录，访客离开时签字回证件。

**7.8 White Guidelines访客须知**

7.8.1 Customers or Visitors and members of Chengtian Weiye (Ningbo) Chip Technology Co., Ltd. who have been given permission to enter the Highly Sensitive Zone MUST remains within designated walkways.

获得进入高安全区域权限的客户，访客以及澄天伟业（宁波）芯片技术有限公司的其他成员必须在指定的区域范围内活动

7.8.2 No recording devices or hand phone are allowed in the Highly Sensitive Zone.

在高安全区域，不得使用记录设备和手机

7.8.3 Supplier’s Service Engineers carrying out maintenance or repair work are NOT allowed to trespass

into other sensitive area of operation.

实施修理工作的供应商维修人员不得进入操作区域以外的保安区域

7.8.4 Security Officer on routine rounds shall ensure compliance. By default, the Service provider or

engineer or Visitor’s entry to the site will be reverted until investigate is completed.

安全主管在日常的检查中应确保符合性。若有违反，供应商，维修人员以及访客的访问行为将被终止直到

调查结束

**7.9 Confidentiality Agreement保密协议**

7.9.1 Customer or Visitor visiting the Highly Sensitive Zone is required to sign Confidentiality Agreement with the Company.

进入高安全区域访问的客户以及访客应与公司签订保密协议

7.9.2 The Receptionist or Security Officer shall explain to the Customer or Visitor of such requirement.

They shall advise them to read and understand the agreement prior to their endorsement.

前台或者安全主管应向客户以及访客解释我们的要求。他们应向访客建议，在签署保密协议之前，应充

分阅读和了解此保密协议的内容。

7.9.3 Customer(s) or Visitor(s) who refuse to sign the agreement for reason best known to them will

be denied access to the Highly Sensitive Zone，as the signing of the document is pre-requisite of the SAS.

借故拒绝签署保密协议的客户和访客，不得进入高安全区域进行访问。这是SAS的首要条件。

# 8 RESPONSIBILITIES责任

8.1 The host must ensure that the visitors are unable to obtain any details or confidentiality documentation

with regards to production and machinery procedure that could be of value to our competitors.

被访人必须确保访客不能获得任何对我们竞争对手有价值的关于生产和设备的机密信息和文件。

8.2 The Security Staff is responsible to ensure compliance of this document by all parties concern with

the visit. The Visitor Access Badge must be returned to SecurityControlCenter at the conclusion of

the visit, failing which is the responsibility of the Host Department to recover the badge from his

visitor(s). Meantime, the Security Manager will instruct the SCC to de-activate the card immediately.

# 安全主管应确保访问期间能够充分遵守此文件规定的要求。访问结束后，访客门禁卡被归还至监控室，若

# 访客在结束访问后未归还访客门禁卡、被访人有责任向访客收回访客门禁卡。同时安全主管应立即将此卡

# 的所有权限删除。

8.3 The department manager or his designate shall ensure that this document is being adhered to within

their area of responsibilities.

部门经理和指定人员应确保此程序规定要求能够在其区域被充分遵守。

# 9 QUALITY RECORD(S) & RETENTION PERIOD记录和保存时间

9.1 ‘Notification Of Visitors’ form to Non-Secure will be retained for 12 months.

进入非安全区域的访客通知单将被保留12个月

9.2 ‘Notification Of Visitors’ form with Plant Tour inside the Production Shop floor in the Highly Sensitive

Zone will be retained for 2 years.

进入车间等高安全区域的访客通知单将被保留2年的时间

9.3 Confidential Agreement shall enjoy immunity.

###### 保密协议将被无限期保存

###### 10 APPENDIX附件

N.A.无