

**澄天伟业（宁波）芯片技术有限公司**

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| **The Control And Destruction Of Rejected Cards Procedure**  **废卡的控制及销毁程序** |

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**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

# PURPOSE/目的

This is to establish a standard procedure on the control and destruction of rejected cards

为了建立控制和销毁废卡的标准操作流程

It is aim as a preventive security measure to deter card pilferage during the production cycle.

目的是为了防止在生产环节卡被偷窃的预防安全措施

# SCOPE/范围

This procedure is applicable to Security Department, Logistics Department for Smart card and

Security Branded Cards it includes all credit card of banking card and embedded GSM Cards in Chengtian Weiye (Ningbo) Chip Technology Co., Ltd.

本流程适用于澄天伟业（宁波）芯片技术有限公司的智能卡和带有安全标识的卡包括所有信用卡和银行卡和个人化的GSM卡。

It is applicable to all the Telecom cards, Pay-TV cards and secure transaction card (including payment

Associationcard).

本流程也适用于电信卡，电视付费卡以及安全标志卡銀行卡等

# PROCEDURE/程序

## 3.1 Reject Cards /modules坏卡/模块

There are two categories of rejected cards:

两种类别的废卡、模块

a. The Smart Card/modules, which is a non-security branded card

智能卡：没有安全标志的智能卡

b. The security branded card

有安全标志的卡

## 3.2 The Smart card and categories

### The operator must verify the quantity of all rejected cards/modules at the end of each production run.

操作员必须在每个生产环节末尾确认废卡废模块的数量

He / she shall logged in the quantity on the W/O and the rejected cards is stored inside the designate boxes. The following columns on the W/O must be updated to reflect the completion of the transaction

操作员必须在作业指示书上记录废卡数量并且把废卡放入指定的盒里.在作业指示书上随后的项目列必须更新以便反映整个操作事务

a. Date of completion of sheet

完成日期

b. Customers Name

客户名

c. W/O number

工单号（作业指示书号）

d. Quantity of rejected cards for this batch consignment

某批次卡的废卡数量

The operator will initial the W/O, seal the reject cards/modules designate boxes with security sticker and place the box in the locked trolley.

操作员用安全封贴把废卡和废模块封在指定的盒内并把盒置入有锁的小推车内

The closed trolley will be transferred to warehouse via the goods traps. The logistics staff will secure the rejected card boxes and place them at the rejected box shelves in the warehouse.关闭的小推车将通过货物交接区流转到物流区域,物流部员工把放废卡的盒子置于安全放置区的专放废卡的货架上.

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| e. For reject cards/modul（include embedded chips cards）, if it can not be destroyed on the same shift, the cards must be stored in a secured environment (HSA, security seal) under dual control until it can be properly destroyed |

对于坏卡(所有已封装芯片的卡),如果不能在每班结束后粉碎,应该粘帖安全封帖并安全储存在高安全存储区

## 3.3 Shredding of Rejected Cards/modules and spare cards/modules 坏卡和剩余卡以及坏的和剩余的模块的粉碎

The destruction of the wastage / rejects is done in the Shredder Room which is an enclosed room with CCTV coverage. The Shredder room is under restricted access control right only to Logistic and Security department.

废卡粉碎必须在带有监控摄像的粉碎间进行. 粉碎间的唯一权限控制在物流和安全部门

The Logistics Staff should inform Security Staff who should witness the whole process of destruction.

粉粹卡的员工需通知监控室，监控室全程监督粉碎过程

Two logistics Staff will be detailed to destroy the rejected card at the same time on a daily basis during normal working day and they should witness the destruction operation.

两名物流员工在日常的工作时间将仔细地粉碎坏卡,并且他们将监督整个粉碎过程

Before destruction, two operators must check the integrity of the security seal on the reject cards box at the same time. the quantity of the reject cards must be counted under four-eye. Any discrepancy must be reported to security department.

在粉碎之前,两名操作工必须同时对坏卡盒上的安全封签的完整性进行检查并进行双人点数，任何差异都必须立即汇报安全部.

The two logistic staff participated in the destruction of the rejected cards must make an

endorsement in the Shredding / Destruction certificate to authenticate the process.

参与整个粉碎过程的两名员工必须做好粉碎记录并签字.

The two Logistic Staff upon completion of the Shredding operation must check the shredder’s under tray and the surrounded area for dropout cards. This is to ensure that all the cards are destroyed in full before they lock up the Shredder Room.

物流员工在粉碎之后必须检查粉碎机下面和四周, 确保粉碎间内所有的卡都被销毁.

Approval should be got from warehouse leader if the destruction record was modified.

如果粉碎在记录上修改必须得到仓库主管的同意并签字

The destruction record should be filled fully, only one destruction batch should be included in each signature.

粉碎记录应当必须逐行签字，每格都必须签字，不得签一个字代表粉碎的多批产品

## 3.4 The destruction of module 模块销毁

Destruction log should be maintained for destruction of module ;

必须对模块的粉碎进行记录

Keep chip component inventories that include the reel number, date of usage customer job number, number of modules placed on cards;number of rejected modules from header and trailer scrap, machine malfunction, etc., and the number remaining (based on a mathematical calculation). Records must be maintained for 24 months;

保存模块的目录包括盘号，使用日期，客户工作编码，用在卡上的模块编号，坏模块的编号等，机器故障产生的坏模块等。所有记录应该保持24个月

### 3.5 Destruction Control 碎卡控制

Rejected chip & cards should be destructed once a week, and the quantity of each shredding shouldn’t exceed 20,000 pieces. Before card counting, the tapes on the cards should be removed and sort out cards which couldn’t count by hand-held counter to count by manual. After each destruction, arrange one person to reviewe the destruction activity using the CCTV system (The person must not participate in this destruction activity). And check if the rejected sensitive assets always be destroyed according to a secure procedure.       坏模块及坏卡基每个星期安排粉碎一次，每次碎卡数量不超过20K，数卡前必须先拆掉卡基上的美纹胶，整理好每盒卡不能用数卡器点数的卡挑出来用手数，每次碎完卡之后按排非碎卡人员检查碎卡视频，必须检查视频录相上在碎卡时是否有拆美纹胶、手数数量的动作。

##### Responsibility/职责

N/A

##### REFERENCE DOCUMENT(S)/参考文件

N/A

##### ABBREVIATION AND TERMS/缩写和术语

缩写

* 1. WIP: Work-In-Progress

作业过程

* 1. W/O: Work Order sheet

工单（作业指示书）

* 1. SBC: Security Branded Cards it includes all credit card of banking card

安全标志的卡包括银行卡和信用卡

* 1. Wastages/Rejects These are over run cards generated during production and the type of cards shall include all SBC, GSM

损耗/不合格品这些卡片是在生产结束后产生，卡片类型应该包括所有安全标识卡和GSM卡

##### EQUIPMENT AND MATERIAL/设备和材料

N/A

# RECORDs/记录

粉碎记录

* 1. Shredding Log
  2. Shredding/Destruction Certificate – Cards卡片粉碎/销毁证明

Both records shall be retained for a minimum period of 2 years. 所有记录至少保存2年

# appendix/附录

N/A