

**澄天伟业（宁波）芯片技术有限公司**

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| **Guards Working Manual**  **保安工作手册** |

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# PURPOSE 目的

This is an instruction that is established as a guideline to the daily workring and operational

requirement by the guards . The purpose is to make the gurds have a clear understanding and operational to their responsibilities and authorities. Guards work is an important part of the company's security control.此文件建立的目的是给予保安日常工作和实际操作的指导文件。旨在使保安对自己的工作职责以及权限有明确的认识和操作依据，保安工作是整个公司安全控制的重要组成部分

# 2 SCOPE范围

This is an internal instruction applicable to all internal and external guards in Chengtian Weiye (Ningbo) Chip Technology Co., Ltd.

此文件适用于在澄天伟业（宁波）芯片技术有限公司工作的内部和外部保安。

# 3 REFERENCE DOCUMENT(S)参考文件

3.1 Security Policy安全方针

##### 4 ABBREVIATION AND TERMS缩写

4.1 SHA 高安全区

4.2 SCC - Security Control Center安全控制中心

##### 5 SAFETY安全

N.A.不适用

## 6 EQUIPMENT AND MATERIAL设备资料

N.A. 无

##### 7 PROCEDURE程序

7.1 Guards’ Role and Responsibility保安角色和责任

The guards’main role is to ensure permanent (at a minimum, during working hours) control of the security systems and maintain a high level of protection of the building, assets, access and staff, Must immediately reporting any discrepancy to the company.

保安的主要职责是确保对安全系统的长期稳定性（至少在工作时间内）进行控制，并对建筑物，资产，访客和工作人员保持高度的保护，如有任何差异必须立即向公司报告。

7.2 Prescreening 保安入职筛选

In-house or contracted guards meet the same prescreening qualification requirements as employees working in HSAs. Their pre-employment documentation and background need to be checked/ keeping and sign the Confidentiality Agreement. Compliance with the documents of the personnel security policy (SCT-SP-017)

所有（内部或外聘）保安人员的录用筛选条件与高安全区工作员工一致。需进行就业前的背景调查、档案的存档以及保密协议的签订等 遵照人员安全政策文件（SCT-SP-017）中规定的执行

7.3 Guards’ Authority and Restrictions/Limitations 保安人员的权限和限制：

Any time activities are performed in the HSA, the security control room is always occupied by at least one guard.监控室必须一天24小时保持至少有一名保安人员在内值班

Guards are not permitted to perform any of the functions normally associated with the production of card products or card components. And must not have access to Employee records / Audit logs/ Physical master keys that provide access to card production or provisioning areas

保安人员禁止从事与卡片生产有关的任何工作或行使相关的职能，保安禁止接触人员安全管理档案，产品管理档案、生产成品或废品的统计资料等。保安不得接触员工记录，审核日志且不得使用卡片生产区域内的主钥匙

During the working hours, guards can only enter the following areas: Plant area, guard room, security control rooms, and corridor. At the same time, security personnel must not have access to HSA areas and any restricted areas where the vendor processes, stores, or delivers card products and card components. Such as personalized production workshops, security IC encapsulation production area ，vaults, shredding rooms, data rooms, server room, shipping and delivery areas, etc.

保安人员工作期间可进入厂区、门卫室、监控室、内走廊通道等区域；同时，保安人员不得访问高安全区以及储存或运输卡产品的安全控制区域。比如个性化生产车间、模块封装车间、金库、碎卡室、数据室、机房、装运和交货区域等

For the security systems in the security control room, the guards has only partial operation permission. For example, in the access control system, the guards can only perform personnel inquiries, real-time monitoring of swiping records and remotely open the door if necessary; for the CCTV system , guards can only replay the CCTV and manually synchronize the time. For the alarm system, the arming and disarming of the Zones are done manually based on the approved schedule available at the control room., review the alarm logs, review the alarm electronic map and handle the alarm event. But without written authorization from the security officer，guards are forbidden to modify or alter the internal settings on access system controls, intrusion alarm system, closed circuit television

. 针对监控室内的安防系统，保安仅有部分操作的权限，如：在门禁系统中,保安账户仅可进行人员查询，实时监控刷卡记录，并在必要的情况下进行远程开门；在监控系统中保安仅可查询录像，手动进行时间同步，在报警系统中保安可进行布防或撤防，查询报警日志 ，查看报警电子地图并对报警事件进行处理；除此之外，未经安全负责人的书面授权，保安不得对门禁系统、监控系统以及报警系统的设置和数据信息以及其他功能进行更改或者删除。

8. Security Precautions Overview安全预防概述：

The security precautions are divided into two sections:

安全预防措施包括二部分：

Security on the company premises:

公司范围内的安全

Carrier (bags, car boot, body, etc) searches and examination 携带物品审查（包，车后箱，身体等）

Direct communication channels to police, fire, and security departments 向警方、消防及保全部门的直接沟通管道

Control of recording devices (cameras, video, etc) 记录设施管控（摄影，录影机等）

Surveillance and lighting systems 监控和照明系统

Visitor management 访客管理

Security in company buildings 保全设施

公司建物中的安全

Alarm systems 警报系统

Fire protection 消防

Emergency systems and intrusion systems 监视器材和侵入监控系统、紧急系统监视器材

Security zones 安全区

Company Premises and Building Security 公司范围内和建物中的安全

In the area of external security (security on company premises and in company buildings) it must be ensured that:

外部安全（公司范围内和建物中的安全）必须保证：

All entrances and exits to and from company premises and to the production, storage and office buildings are kept under round-the-clock security surveillance.

公司范围内，生产、存储区域，以及办公大楼所有入口/出口应保证全天候安全监控。

Entry to or exit from the premises by employees is only allowed upon unprompted display of the company ID card,.

职员进出公司范围应主动出示职员识别卡。

Photo taking and video filming on the premises and in buildings are permitted only with the prior permission of a manager and the Security Department.

在公司范围内和办公大楼中照相或录影须事前先取得一名经理人员和保全部门的同意。

All visitors and non-company workers may enter the premises only following written registration and submission of an identification document and visitor form.

所有访客和外来人员必须先签到，提交身份证明档并填写访客表后，才能获准进入公司范围。

All visitors and non-company workers must be escorted by a company staff member during their visit.

所有访客和外来人员来访期间必须由我公司一名职员陪同。

All visitors and non-company workers must have all their entry and exit times recorded in the control documents and the last contact person must confirm the exit time by his/her signature at the end of the visit.

所有访客和外来人员必须在管制文件上登记其来访和离开时间，最后接触他/她的职员须在来访记录末尾签字证明其离去时间。

The facility is fitted with direct police, public security, and fire force alarming systems situated at various sensitive positions within the premises.

该设施应安装于公司范围内保安、公共安全和消防部门警报系统的各种敏感位置并随注意检查。

The facility is fitted with physical intrusion systems and lighting systems.

该设施应安装物理入侵系统和照明系统并随注意检查。

9 Access Notice门禁注意事项

a) Identifies recognition card of the company staff, only after confirming the status may the staff enter the factory. 辨认公司员工之识别证，以确认身份才可入厂。

b) Maintains the order of staff getting on/off work, in particular, the traffic. 维持员工上、下班交通秩序。

c) The weekend / holidays and the night turnover personnel must particularly be checked. 星期例假日及夜间进出人员须特别留意查核。

d) All the visitors should identify themselves and the reason clearly first. After the approval notification by the visited department and marked on the visitor record form, then they are guided entry to the plant by a related department staff. 来访及洽公人员先辨明其身份及事由，经通报被洽部门同意后登记于访客记录表，再由部门人员指引入厂。

e) When delivery company needs to enter the plant for goods, should only agree release after confirmation with related departments which made arrangements. 依约送、取货人员，先通报相关部门人员证实，并查明身份及携物品无误后登记放行。

f) When any visitor has suspicious behavior, refuses to show their real name, or without clear purpose, to inform security room immediately, and record the person’s characteristics for further tracking. 遇有行迹可疑及不报真实姓名，不明来意之访客，应立即知会安全室，并记录其特征，以备查考。

g) Always survey outside conditions, whether are there suspicious men around and so on, also should take appropriate actions and report right away once found out. 随时注视标的物周围内外，有无可疑人员徘徊张望，若然，应适切处理及报告。

h) Control the arrangement to the entrance or the vehicles in the aisle should be neat. 对门口或走道之车辆应管制排列整齐。

i) If anyone carries dangerous goods and tries to enter the plant, should declare with the release form. Meanwhile, it is also necessary to check that the quantity / name of the goods are correct on the release form. Besides visitor, attention should be paid to every local staff to avoid them arbitrarily carrying out the important production goods from the plant after they get off work. 凡出入时携带有危险性或任何物品，应查阅其放行单予以登记，并检查品项、数量是否相符，特须注意下班时员工有无擅自携带物品外出。

j) Everyone carrying inflammable or dangerous goods, should be reminded to handle the goods with care and escorted by the notification department’s staff. Once found out that it is arbitrary to carry, stop him/her immediately, and report to supervisor, the police and security room. 凡出入时携带易燃性或其它危险物品，应告知善加防护，并通报预约单位派人接待，如查系擅自携带，立即制止，并报告单位主管、警方及安全室。

k) Resist the peddler to entry and turn down every sales promotion. 拒绝小贩入内贩卖及挽拒推销。

l) Strictly obey the rules of execution the company whom subscribed to decides the safety regulation. Asks for permission of the department managers to control visitors or goods whether needs to register. 严格遵照执行公司所订定法规及安全守则，并请示部门主管对人的出入及物品携出是否需要管制、登记。

10. Cruising check jobs巡回检查作业：

a) Always starts it when is in charge of duty first, the route and range of inspection as following several key points：

开始值勤时，先请要做巡查动作，巡查之范围与巡查路线为以下几项重点：

i. Check the company security appliance as: The infrared radiation, the illumination lamps and lanterns, the monitoring device, the defense weapon, the fire fighting equipment and the emergency button as well as the maintenance & communication is functional. 巡查公司保安器具如：红外线、照明灯具、监视器、防卫武器、消防设备、紧急按钮以及保持通讯畅通等等。

ii. Check company outward appearance as: All around nearby windows and doors, outer wall, path vehicles and so on. 巡查公司外观如：四周门窗、外墙、道路旁的车辆等等。

iii. Check route as: Security room system >> front door square >>path all around >>outer wall >>wharf >>connection wall. 巡查公司路线如：警卫室保安系统>>大门广场>>道路四周>>外墙>>后码头>>连接墙。

b) Cruising main points巡查要领：

i. Check the power source or the water valve are completely turned off. 检查水、电是否关好。

ii. Check the fire equipments are functional. 检查消防设备是否完好。

iii. Check in the trash can and the ashtray all the cigarette peduncle are completely extinguished. 检查垃圾桶及烟灰缸内烟蒂已完全熄灭。

iv. Check the fire alarm system whether it has broke down or not. 火灾报知机及警报盘有无故障。

v. Check each dark corner if anyone is hiding or if dangerous goods has been left. 各黑暗处所及死角有无不良份子藏匿或放置有危险物品。

vi. Fully use your senses to discover potential danger. 充分利用視、听、嗅、触觉等感觉，发现潜在之危事物，并加以处理。

vii. Should strictly observe on time, customers’ temporary requirements, to open or close the power source or the water valve or other important things. 对客户临时交待须按时或开启或关闭电源或水阀等重要事项，应严格执行，不得有误。

c) Equipment restriction & introduction装具及固定设施之使用规定：

11. 防盗、防火、防灾处置要领：

a) When theft or the atrocity occurs, immediately inform the other co-workers for support. Meanwhile, seal the scene, and according the condition arrest him, and notify police and security room manager at the same time. Continue monitoring him or obstruct him until the police arrives. 发现窃贼侵入或暴行发生时，立即通知邻哨支援，封销现场，视状况逮捕，并通报警方及安全经理和安全室。继续监视阻挠，等待警察前来处理。

b) If fire or any disasters is found, use the nearby fire equipment to extinguish immediately, and inform co-workers for support and dial emergency numbers, manager of security room and the security room. 发现火警或其他灾害，立即以最近之消防器材加以扑灭，及通知邻哨支援处理并即通报消防局，安全经理和安全室。

c) Keep order and evacuate people and vehicles. 维持现场秩序，并疏散人车。

d) To prevent someone from committing robbery or burglary during the fire. 防止不良份子趁火打劫。

e) Assist rescue team to solve the problems as much as you can. 协助救援人员处理问题。

4. Daily log book & contact工作记录与连络报告：

a) Fill up the work log in detail, marking the special situations in the log and pass the log book to security manager after work everyday. 每日填写工作日志，遇有特殊事故须做详细记录，工作日志每日呈报安全经理核阅。

b) Use the phone/walkie-talkie to report to security room before/after duty everyday. 每日上班前、下班后，须向(安全室)电话或对讲机连络，发生重大事故，应主动并随时反应、报告。

###### 12 APPENDIX附件

N.A.无