

**澄天伟业（宁波）芯片技术有限公司**

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| **Access Control System**  **访问控制指引** |

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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

The purpose of this document is to govern the issue of access right to individual according to job designation and requirement.

此文件的目的是为了依据工作分配与要求管理个人们见权限的问题。

# SCOPE/范围

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

此文件适用于所澄天伟业（宁波）芯片技术有限公司的员工。

# PROCEDURE/程序

**3.1 Installation of Access Control System**

The access control panel and device are installed inside the Security Control Center (SCC). While the entire card readers are installed at relevant access point throughout the premises.

**3.1 门禁控制系统的安装**

门禁控制系统设备安装于安全控制室，而全部的读卡器安装在整个工厂的相关访问点。

**3.2 Operations**

Brief operation of system is covered under guards training.

**3.2 操作**

系统的简短操作是包括在保安培训中的。

**3.3 The Method of Control**

The Point of Access into the facility is controlled by contactless badge. The badges act as an identity card as well as a key to his/her place of work.

The access process is divided into 3 barriers of access groups for effective control. They are the

following:

1. The Glass Door at the reception and side entrance.
2. The mantraps into the workshop and high sensitive zone
3. The good traps with interlocking system for the transfer of goods.

**3.3 控制方法**

进入工厂的通过门禁控制，门禁是由ID卡或密码实现

1. 玻璃门在接待处与侧门
2. 单人通道安装于车间与高敏感区域。
3. 货物通道具有互锁功能为了货物运输。

**3.4 Security Control on Access Badge System.**

The Security Supervisor shall be responsible to check and ensure that the system is functioning effectively to meet the day-to-day workload. He shall review the access rights of staff from time to time. This is achievable by sending a periodical copy of the current access printout to Departmental Manager for review. The returned listing will be updated accordingly into the system. In furtherance, the Security Supervisor shall on a weekly basis, update or delete the access right of any staff, acting on written information. Any discrepancy will be reported to Security Manager for further investigation.

**3.4门禁系统的安全控制**

安全主管负责检查确保系统功能是有效的并能满足每天的工作量。他应不定时检查员工的门禁权限。通过定期发送当前打印的权限复印件记录至安全经理检查是可适用的。返回的清单将相应的更新到系统中。以促进，安全主管应每周更新或删除任何员工的权限并书面记录。为了进一步调查任何不符都需报告至安全经理。

**3.5 The Physical Control on Badges Stock**

The Security Manager assisted by Security Supervisor shall be the sole custodian of the Access Badge stock. The movement of the badge shall be recorded in a register. The issue or withdrawer of the badge shall be under the supervision of the Security Supervisor.

**3.5 门禁卡库存的物理控制**

安全经理协助安全主管应是唯一的门禁卡存储管理员。门禁卡的转移必须记录。门禁卡的发出或回收都应在安全主管的管控下。

**3.6 Predetermine Access Right**

HR department shall notified Security Dept. in writing upon confirmation of appointment. The staff’s

badge access right is activated in accordance with the individual area of work.

**3.6预定门禁权限**

人力资源部应书面通知安全部确认的职位，员工的门禁卡权限依据工作的区域来激活设置。

**3.7 Change of Access Status门禁权限的变更**

The Departmental Manager shall raise an ‘Entrance Authorization Application’ for the purpose of any change in the access right of the individual employee. The Security Manager shall consider the factors and assess the requested prior to approval.由部门经理提交一份员工权限变更申请表来变更权限，安全经理评估是否授权。

**3.7 门禁状态变更**

为了任何员工的职位变更，部门经理应设置门禁权限申请表，完整表格的复印件必须递交至安全控制室，安全经理应提前考虑这些因素与评定要求去批准。

**3.8 Issue of Badges**

The Security Officer at the SCC is responsible for the issue of visitor’s badge / temporary badge / contractor badge only on the condition that proper documentation and approval is done prior to the visit, not otherwise. A badge issue log is maintained for all cards issue. This is to ensure that the issued badges are return at the end of the visit. Cards not return should be reported to Security Supervisor who shall immediately remove all access rights attached to that badge. The next course of action is to recover the badge with the assistance of the host.

**3.8 门禁卡发行**

监控室安全人员负责访客卡，临时卡与合约卡的发行，前提是关于访问的适当的文件已经被提前做好并获得批准，否则不行。门禁卡发行日志包含所有的卡片发行。这是为了确保访客卡在最终被返回至安全部。未归还的门禁卡应报告至安全主管，安全主管将立即取消该卡片的所有权限。下一步是在卡片持有人的协助下找回门禁卡。

**3.9 Monitoring of Anti-Pass Back****反潜监控**

* 1. The Security Supervisor shall check the system log showing all internal anti-pass back activation. He hall determine whether follow up action is necessary to be highlighted to the departmental head for discipline action or retraining on the proper use of the access control system by such employee.

安全主管将审查所有内部返潜系统记录并决定是否提交至部门领导采取措施或者对此类员工进行培训门禁系统的正确使用方法

**3.11 Destruction of Badge**

Badges returned or surrendered to Security Control Center under the following circumstances:

1. Resignation
2. Termination
3. Dismissal
4. End of Contract
5. Damaged / Defective Badge

The Security Supervisor upon receiving the above badge after verification shall immediately cut the

badge into half. This is to render it unusable. He shall deposit it into a box for later transfer to the

Shredder Room for further destruction before final disposal.

**3.11 门禁卡销毁**

以下情况门禁卡需归还至安全控制中心：

1. 辞职
2. 结束
3. 解雇
4. 合约终止
5. 损毁/卡片失效

安全主管在确认后收回以上卡片应立即将卡片剪成两半使其不可再使用。在最终处置之前他应将废卡集中放置在一个盒子里随后运至粉碎间进行进一步粉碎。

**3.12 System Time**

The System time for this system is to be sync to within 2s manually with the CCTV system and Alarm System and this is to be checked daily and this is in the security control center Checklist.

**3.12 系统时间**

门禁系统的时间应手动调整2秒与CCTV监控系统和警报系统同步，此项需每天检查并记录在安全控制中心检查清单上。

**3.13 Password Change**

Account passwords are to be changed once every 90 days for all user accounts.

**3.13 密码变更**

所有用户的账号密码需每三个月更新一次

**3.14 Review**

Every quarter, there will be a review of the Groups Access List and the Personnel assigned to each group. This will be reviewed by the Security Supervisor and will be verified by the security Manager or his appointed representative (other than the Site Supervisor or his subordinate) by comparing the prepared list prepared by the Security Supervisor against the System entries. The verification can be done by sampling.

Every week, the security Supervisor will review all exception cases such as Anti-passbacks to determine if any unauthorized access or attempts have been done and this will be reviewed by the Site Manager.

**3.15检查**

每个季度他们将检查门禁组清单并检查每个人员的签名，他们将由安全主管检查并由安全经理审核或他们被认定的代表（除了现场主管与他的下属）通过由安全主管准备的系统实体，

**3.16 Unissued Badges**

Unissued badges is kept locked in the SCC under dual control by two Security Supervisors. This badges are withdrawn upon requirement and any movement of these badges is recorded in the Badge Movement Log.

**3.16未发行的门禁卡**

未使用的门禁卡应由两名安全人员双控锁在监控室。这些门禁卡的退回要求和任何移动都需记录在门禁卡移动日志中。

**3.17 System Log**

Access control system log should be retained at least 12 months.

**3.17系统日志**

门禁控制系统日志应至少保存12个月。

##### Responsibility/职责

The Security Supervisor shall be responsible for:

1. The proper handling of the Badge Access System that is installed in the SecurityControlCenter.
2. Badge Stock Control
3. Maintenance of log register
4. Issue badges and return of the badges.
5. The destruction of all return and defective badge.

安全主管负责：

1. 安装在安全控制是的门禁系统的适当操作
2. 空白门禁卡控制
3. 维修登记日志
4. 门禁卡的发放与归还
5. 失效和待销毁门禁卡归还

The Security Manager shall be responsible for the audit of the issue badge system and the audit of the access badge stock.

##### REFERENCE DOCUMENT(S)/参考文件

Security Manual 安全手册

##### ABBREVIATION AND TERMS/缩写和术语

NA

##### EQUIPMENT AND MATERIAL/设备和材料

NA

# RECORDs/记录

Access Status Application Form

All related quality records will be retained for a minimum of 24 months

# appendix/附录

NA