1. Purpose

The purpose of the Regulations is to achieve information sharing by maintaining MIS (Management Information System) and computer hardware and software thoroughly and ensuring the effective operation of computer information system.

2. Scope

2.1 The management of personal computers, servers and all kinds of peripheral equipment (exclusive of the controller of production equipment).

2.2 The application for and management of the permission to access accounts and passwords of the system.

2.3 The application for and management of the system resources and services.

2.4 The application for and management of the access to internet and e-mail.

2.5 The management of the equipment safety and the electronic file information backup.

3. Responsibility and authority

3.1 Head of the department: Designates MIS service personnel and approves the application forms.

3.2 Information management unit: Responsible for the handling of different management information systems in the Company, including two parts: application maintenance and operation support. The maintenance of the computer hardware and software equipment and the technical support will be conducted by the information management personnel themselves or a contracted professional computer company.

3.3 User: Make an application and acceptance request.

3.4 Head of the user department: Approves the application.

4. Procedure

None

5. Contents

5.1 The responsibilities of the personnel related to information management

5.1.1 Head of the department: Responsible for the overall control of MIS, the development of mid- and long-term plans, and the approval of the system.

5.1.2 Programmer: Responsible for the development of programs, the preparation of written reports of programs, and the troubleshooting of programs.

5.1.3 Data management personnel: Responsible for the operation and maintenance of basic hardware, the execution of programs according to operation instructions, the check of data input, processing and output, the retention of system documentation, programs and files, and the preparation and

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management of the information management unit's documents.

5.1.4 System and hardware management personnel: Responsible for the management of the integration of computer hardware and software in the Company, and the management of all the server hosts.

5.1.5 System analyst: Responsible for the planning of the new system development and the integration of existing systems.

5.1.6 Network management personnel: Responsible for the planning, setup and management of the Company's network system, and the maintenance at any time to ensure the normal operation of the network system.

5.1.7 Computer repair personnel: Responsible for the repair of all the computer properties and related peripheral equipment inside or outside the Company.

5.2 The appointment and management of the personnel related to information management

5.2.1 The appointment of information management personnel shall be based on the persons' competency so that they can realize their full potential.

5.2.2 An employee who has handed in his/her notice shall be kept away from sensitive or confidential programs or files right away before he/she resigns, and shall stop handling any project on progress and hand over the said project to an appropriate substitute.

5.2.3 When an employee resigns or is transferred, all the documents, floppy disks, compact disks, etc., that the employee handled before shall be checked thoroughly for handover.

5.2.4 When an employee resigns or is transferred, all the accounts and passwords he/she has accessed or used shall be adjusted.

5.3 Utility software management

5.3.1 Operation system management

5.3.1.1 The operation system used and its documents shall be deemed as the same version.

5.3.1.2 During the operation system selection, the workload and the work type, etc., shall be taken into account.

5.3.2 Database management

5.3.2.1 Only the authorized persons or the responsible principal officer have the authority to make changes to the database.

5.3.2.2 The database maintenance personnel shall not change or delete any data without the user department's agreement. When changing or deleting data is required, it shall be recorded on the "Application Form for Changes to Information Data" (QP-ADM006.07) for future inquiry.

5.3.3 Program and data access control management

5.3.3.1 The access to the programs and data files shall be authorized by the responsible principal officer of the unit.

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5.3.3.2 When the data is input to a program, the input data shall be checked whether it is correct.

5.3.3.3 When designing a program, the personnel must consider as many potential errors as possible and prevent such errors beforehand.

5.3.4 Data access control

5.3.4.1 Only the persons authorized by the responsible principal officer of the unit may access the terminal and data.

5.3.4.2 The operating personnel must type the work password when entering the system. The work password is top secret and shall not be disclosed to anyone except for the operator.

5.3.4.3 The access to data shall be agreed by the user department beforehand.

5.3.4.4 When the data is agreed to be input, the process shall be appropriately controlled to avoid repeated input.

5.3.5 Network system access mechanism

5.3.5.1 The password shall be set by the user himself or herself, while the access shall be authorized by the information management unit.

5.3.5.2 The hierarchical access rights based on the responsibility, importance of work and level of position shall be set according to the “Hierarchical Responsibility Management Regulations” (CMP-101).

5.3.5.3 Appropriate assessment of access shall be made before giving the access right to an employee.

5.3.5.4 Regarding the personal access right when an employee of any unit is transferred or resigns, the account and password shall be handed over and adjusted.

5.3.6 Data input management

5.3.6.1 Where an error occurs, the personnel shall first analyze if the error arises from the data itself or the master file or the program, figure out the cause, and take different response measures.

5.3.3.1 The correction to wrong data shall be approved by the responsible principal officer of the unit.

5.3.6.3 Regarding the cause of wrong data, it must be statistically analyzed, investigated, and followed up for evaluation and improvement, so as to prevent the error from happening again.

5.3.7 Data output management

5.3.7.1 The output data and original document must be properly checked, and the completeness and appearance of the output data shall be reviewed in a reasonable manner.

5.3.7.2 Where the data is transmitted through a communication line, the receipt of output data shall be limited to the authorized persons.

5.3.7.3 After the output data is used, the data shall be destroyed appropriately if not required to be retained.

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5.3.8 Data processing control

5.3.8.1 The data input operation shall be appropriated controlled to ensure that the data is properly and completely processed by the computer.

5.3.8.2 All the processing operation of data shall be controlled by passwords, etc.

5.3.8.3 To avoid disclosure of confidential data, the passwords shall not be displayed on the terminal.

5.3.8.4 Those who access the system with unusual intentions shall be monitored in case the security measures are damaged.

5.3.8.5 When the system provides the data processing function, the rationality and correctness of all the input data shall be checked again.

5.3.8.6 After the data is processed, the output report and input certificate shall be sent to the user department and checked.

5.3.8.7 Where an error is found in the output data, necessary corrections shall be made.

5.3.8.8 Consistency of language and internal code: The language and internal code of the system documents shall be the same for consistency.

5.4 Security control of files and equipment

5.4.1 Hardware equipment management

5.4.1.1 Where the machinery and equipment are rented, the market shall be assessed regularly to know the equipment functions and the reasonable rent.

5.4.1.2 The air conditioning equipment shall be maintained on a regular basis.

5.4.1.3 The automatic voltage regulator and UPS (uninterruptible power supply) device shall be installed.

5.4.1.4Where any devices, equipment or applications of the Main Information Center has been out of service for over 60 minutes, such matter shall be recorded in the “Information System Anomaly Log” (QP-ADM006.08) and sent to the responsible principal officer for review.

5.4.2 Data Center management

5.4.2.1 Smoking is prohibited in the Data Center.

5.4.2.2 Eating and drinking shall not be allowed in the Data Center.

5.4.2.3 The Data Center shall be kept clean.

5.4.2.4 Where the execution of a program is interrupted due to any error, the personnel shall figure out the cause before resuming the execution of the program.

5.4.2.5 Those who are not the personnel from the Information Management Office of the factory shall all fill in the “Data Center Entry-Exit Registration Form” (QP-ADM006.01) when entering and leaving the Data Center.

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5.4.3 Program and database management

5.4.3.1 The important programs shall not be accessed without authorization.

5.4.3.2 When a program needs to be revised due to any changes to the operation requirements, the “Application Form for Changes to Information Program” (QP-ADM006.02) shall be completed. After the application is approved, the case will be handled by the designated responsible person. The program will be revised by an appropriately authorized ERP consultant, and after the program is revised, the applicant shall write down the acceptance result.

5.4.3.3 The must be a designated person responsible for the correctness, completeness and the access right of the data.

5.4.3.4 The protection measures shall be applied to all the important data files.

5.4.3.5 The database where the data has been stored up shall be cleaned on a regular basis so that the data which has expired won’t take up space on the database.

5.4.3.6 The location of the backup database shall be shown clearly so that it can be quickly accessed when necessary.

5.4.3.7 The detailed rules and description of the access to the backup database program shall be available for the personnel to follow when accessing the program.

5.4.4 Backup operation and failure recovery management

5.4.4.1 For all the computers and the accessories, an agreement must be concluded with the supplier that the supplier shall repair the equipment within an appropriate period of time after being informed of the failure.

5.4.4.2 There should be a designated backup engineer from the supplier for the recovery from hardware failure.

5.4.4.3 To ensure the recovery of a master file, the content of the master file shall be regularly copied as a backup file, recorded in the “Information System Work Log” (QP-ADM006.03), and kept at a secure location. The failure recovery procedure shall be specifically established and kept as a document.

5.4.4.4 Every important program shall have at least one programmer or analyst with the knowledge and techniques required for the operation, and the important program file shall be copied as a backup on a regular basis.

5.5 Management of the purchase and use of hardware and software

5.5.1 Hardware

5.5.1.1 To purchase hardware, the application of purchase shall be subject to the “Fixed Asset Management Regulations” (QP-ADM005).

5.5.1.2 The operation manual of each kind of equipment shall be kept.

5.5.1.3 There shall be a specific manufacturer in cooperation to fix the equipment within an appropriate period of time when any equipment is broken.

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5.5.1.4 After the warranty of the important equipment has expired, a maintenance contract shall be entered into with the supplier.

5.5.1.5 Every kind of equipment shall be typed into and controlled in the ERP computer system. The personnel may enter the program and print out the “Information Software/Hardware List” (ERP) (QP-ADM006.04) for reference if necessary; the list includes the property No., user (unit), keeper, specification of equipment, etc.

5.5.1.6 The “property label” (QP-ADM005.05) shall be set and shown at a clearly visible location on the computer equipment, and shall be one of the handover items of work when there is a change in the position.

5.5.2 Software

5.5.2.1 To purchase software, the application of purchase shall be subject to the “Fixed Asset Management Regulations” (QP-ADM005).

5.5.2.2 All the software used shall be licensed software.

5.5.2.3 All the software shall be included in the “Information Software/Hardware List” (QP-ADM006.04) for reference.

5.5.2.4 Risk assessment shall be made for any software with patents involved.

5.5.3 Disposal

5.5.3.1 The disposal request is made by the unit of use of the equipment.

5.5.3.2 The information management personnel shall assess if the disposal is necessary, and provide a reasonable disposal plan.

5.5.3.3 The usable components shall be kept and managed in an appropriate manner to ensure their value of reuse.

5.5.3.4 The disposed equipment that has a specific value shall be appraised and recycled by a qualified recycling company.

5.6 Account management

5.6.1 Application procedure

5.6.1.1 The person who need to make an application shall enter the Company’s “ERP Computer System Operating Rules” (QWI-ADM003), and execute the [Application/Change of the Access Right to System Network]. After the approval from the responsible principal officer is received as per the “Hierarchical Responsibility Management Regulations” (CMP-101), the account administrator will take on the responsibility and carry out the subsequent process.

5.6.1.2 The account administrator shall open the account, set the access right and inform the applicant according to the instructions in the [Application/Change of the Access Right to System Network].

5.6.2 Matters to be aware of

5.6.2.1 The responsible principal officer must know the work detail of the account user to adjust the user’s access right.

5.6.2.2 The implementation of the access right authorization will be stricter than

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the way specified by the laws and regulations in principle to avoid the mistakes in operation due to any improper authorization.

5.7 Data backup and system recovery

5.7.1 Operation principle

5.7.1.1 The Data Center shall be locked on weekdays.

5.7.1.2 Those who are not the personnel from the Information Management Office of the factory must register when entering and leaving the Data Center, with their reasons of entering/leaving recorded.

5.7.1.3 The backup of important data shall be performed every day.

5.7.1.4 The backup data shall be tested regularly to ensure the availability of the backup data.

5.7.1.5 The correct and complete backup data shall be retained at a location that is a certain distance away from the Company to prevent the possible damage caused by any disasters occurring at the main work site.

5.7.2 Data backup procedures

5.7.2.1 The important server machine is equipped with a disk array as one of the backup mechanisms.

5.7.2.2 The backup operation starts at 00:01 every day.

5.7.2.3 Differential backup is performed from Monday to Thursday.

5.7.2.4 Full backup is performed on Friday.

5.7.2.5 Remove the backup storage device after the backup is finished and put the device at a location other than the Company every day.

5.7.3 System recovery operation

5.7.3.1 Where any malfunction of a machine occurs due to the manual operation, the cause that stops the machine from operating normally shall be figured out right away, and the machine shall be repaired in a timely manner. The case shall be further recorded in writing or in an electronic file to prevent the machine from malfunctioning again.

5.7.3.2 Where any unpredictable disaster happens in the Data Center during the working hours of the Company’s personnel, the information management personnel shall arrive at the Data Center within three minutes. The equipment to save, from the first to the last, is the hard disk equipment of the backup data, the server equipment, and the telecommunications equipment. The damage shall be assessed immediately after the disaster recovery. If the data is damaged while the hardware equipment is still able to work normally, the latest backup data stored outside the Company shall be restored to the hardware equipment; if the hardware equipment is damaged, the supplier shall be informed to repair or replace the hardware equipment, and the backup data shall be restored to the hardware equipment after the equipment is back to normal.

5.7.3.3 Where any unpredictable disaster happens in the Data Center during the

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non-working hours of the Company's personnel, the guard stationed at the factory shall inform the disaster relief unit right away when the disaster occurs, and also call the information management personnel at the very moment when such a disaster occurs so that they can come to the site and review the damage. If the data is damaged while the hardware equipment is still able to work normally, the latest backup data stored outside the Company shall be restored to the hardware equipment; if the hardware equipment is damaged, the supplier shall be informed to repair or replace the hardware equipment, and the backup data shall be restored to the hardware equipment after the equipment is back to normal.

5.7.4 Where any person needs to access the information of a backup file and make another backup file for it, the person shall complete the "Application Form for Access to Retained Information and File Backup" (QP-ADM006.06). After the responsible principal officer and the related units have approved, the procedure will be conducted by the information management personnel.

6. Reference documents

6.1 Hierarchical Responsibility Management Regulations (CMP-101)

6.2 Fixed Asset Management Regulations (QP-ADM005)

6.3 ERP Computer System Operating Rules (QWI-ADM003)

7. Forms to be used

7.1 Data Center Entry-Exit Registration Form (QP-ADM006.01)

7.2 Information Program Application/Change Form (QP-ADM006.02)

7.3 Information System Work Log (QP-ADM006.03)

7.4 Information Software/Hardware List (ERP) (QP-ADM006.04)

7.5 Application Form for Access to Retained Information and File Backup (QP-ADM006.06)

7.6 Application Form for Changes to Information Data (QP-ADM006.07)

7.7 Information System Anomaly Log (QP-ADM006.08)

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