	Family Care Engineering			Deploy via Engineering Dept Mtg on 8-3	
FC Web Based DVR Camera (WDC) Systems Policy					
Created by: J. Gadsby A. Mellin	Doc. Owner: A. Mellin	Last modified on: 05/23/11	Status: Rev. 5.0	Docs Referenced - -	

1. Policy Statement

- 1. Web based DVR cameras (WDCs) can be installed in Family Care plants only for the purpose of remote on-going process monitoring and observation.
- 2. Installed WDCs may only be used to record images for troubleshooting support to reduce effort for operations and central travel cost.
- 3. WDCs shall not be placed in any area (FC IP classification =1) without Band V (Director-level) approval.
- 4. All WDCs will be used in a professional, ethical, and legal manner consistent with all existing P&G policies.
- 5. The limited access for the WDCs will be managed by designated owners according to access needs.
- 6. WDC data stream access is limited to P&G employees only.

2. Reason for Policy

- 1. The purpose of this policy is to regulate the access and use of WDCs to protect P&G Family Care GBU Intellectual Property.
- 2. The purpose of this policy is to clarify roles and responsibilities.
- 3. The purpose of this policy is to outline the access structure and process to gain such access.

3. Policy Requirements

- 1. Only authorized individuals, as determined by this policy will have time-limited access to a WDC data stream.
 - 1. By gaining access to the WDC system, the individual accepts this FC policy for WDC.
 - 2. Basic FC IP training completion is mandatory before access is granted.
- . Access to WDCs is structured and permission levels per area are defined.

4. Related Policy Information

- 1. WDCs will not record or monitor sound.
- 2. Local DVR recording is limited to 30 days under all circumstances (DVR will automatically purge beyond 30 days).
- 3. WDC data is considered to be P&G confidential information and may be subject to further restrictions.
- Requests to distribute information obtained through WDCs outside the GBU or external to P&G must to be approved according to the IP protection level prior per the existing FC IP Policy.

5. Exclusions

1. Non-P&G employees

6. Access Structure

Business Need	Example personnel	Duration	Access to what	Site
Satellite troubleshooting	Platform/ Engineering/ PS	1 Week	Line(s) at specific site	Central Family Care
Initiative/ Project delivery	Project team members	Project length (Max 9 months)	Line(s) project is touching	Central Family Care
Local troubleshooting	Line leader/ Line staff	1 Year (Renewed yearly)	1 Line at 1 Site where person works	Specific Site

Once the duration above is within 30 days (days left) a countdown will begin for the user stating how many days are left until their log-in runs out.

7. Contact Information

Owner	Contact Name	Email
WDC Technical Area access – Papermaking	TBD – based on when a system is requested in PMKing	
Back-up person	TBD	
WDC Technical Area access – Converting	Wes Brokopp	brokopp.wb@pg.com
Back-up person	Andre Mellin	mellin.a@pg.com
Camera reliability and vendor support needs	Line Leader w/ vendor via pgdvr.com (support page)	Specific by line leader

8. Definitions

Word	Definition	
WDC	Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a networ the purpose of gathering, monitoring, recording or storing an image or images of process and equipments. Such devices include, but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and compute visual monitoring.	
9. Responsibilities		
Role	Responsibility	
WDC Technical Area Owner	Reviews requests for WDC access, grants time limited access (Andre Mellin to approve new camera locations)	

FC IP Owner Reviews requests for IP classified technology Reviews recommendations on infrastructure

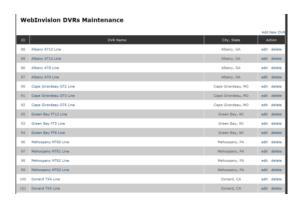
Reviews recommendations on infrastructure for campus-wide surveillance cameras

Recommends policy changes Deploys WDC camera policy

10. Access Process

- 1. Go to http://pgdvr.com/
- 2. Choose Your Plant
 - a. Albany, Cape Girardeau, Green Bay, Mehoopany, Oxnard, Box Elder, Apizaco, (presuming this will eventually be expanded to include other sites) or Central Family Care for access to all plants
- 3. Click Request Login
- 4. Fill Out "InVision P&G Registration" completely using unique username/ password (no shared accounts permitted)
- 5. In the "Request DVR Access Until This Date:" box select expiration date
 - a. Under "6. Access Structure" above state which business need applies (this will determine access duration)
- 6. Under "Request Access to Line(s)" choose which cameras on which lines access is needed
- 7. You must check the box stating, "I have read and understood the FC WDC Systems Policy and have qualified in the basic FC IP training." Then click Submit
- 8. This will create an automated email to the WDC Technical Area owner. Goal is within 24 hours to have access if it is permitted.
- 9. Once access is granted follow Steps 1 and 2 above, input your username/ password, click the "Login" button

Line choices as of 3-28-11 for Central Family Care:



Not yet a member? Request Login InVision P&G Login UserName Password Remember Me Login

<- Select ->

Albany, GA Alexandria, LA

Augusta, GA

Green Bay, WI

LaGrange, GA

Mehoopany, PA Oxnard, CA

Leipsic, OH Lima, OH

Phoenix, AZ

Pineville, LA St. Louis, MO

Central Family Care

Aurora, NE Cape Girardeau, MO

11. Technology Owner Information

- 1. Owner can give access by plant and per line and by camera if desired
- 2. Prior to DVR unit shipping to the site should complete a Web InVision Line Kit Questionnaire which allows A1 Webcams (Providing the portal) to program the unit. This will allow the receiving site to wire and plug in and be all set-up on the Web InVision site without needing ANY programming or set-up at the local site.
- 3. Change Management documentation: CMP # 202415
- 4. Yearly user access is to be reviewed by technology owner
- 5. User accounts will automatically expire based on the expiration date and will notify user via a 30 day count down on log-in
- 6. No shared user accounts permitted
- 7. Admin access is granted by A1 Webcams only. Technology Owner cannot change/ add Admin level access.
- 8. System capabilities can track to a user and IP address level every access of the WDC system and are backed up for XXXXXXXXX

