

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.
2. 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.
4. 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 Back-up person	TBD – based on when a system is requested in PMKing TBD	
WDC Technical Area access – Converting Back-up person	Wes Brokopp Andre Mellin	brokopp.wb@pg.com 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 network, for the purpose of gathering, monitoring, recording or storing an image or images of process and equipments. Such devices may include, but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and computerized 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 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:

ID	DVR Name	City, State	Action
88	Albany AT10 Line	Albany, GA	edit delete
89	Albany AT14 Line	Albany, GA	edit delete
86	Albany AT8 Line	Albany, GA	edit delete
87	Albany AT9 Line	Albany, GA	edit delete
90	Cape Girardeau G2 Line	Cape Girardeau, MO	edit delete
91	Cape Girardeau G3 Line	Cape Girardeau, MO	edit delete
92	Cape Girardeau G76 Line	Cape Girardeau, MO	edit delete
95	Green Bay FT12 Line	Green Bay, WI	edit delete
93	Green Bay FT3 Line	Green Bay, WI	edit delete
94	Green Bay FT6 Line	Green Bay, WI	edit delete
96	Mehoopany MT60 Line	Mehoopany, PA	edit delete
97	Mehoopany MT61 Line	Mehoopany, PA	edit delete
98	Mehoopany MT62 Line	Mehoopany, PA	edit delete
99	Mehoopany MT63 Line	Mehoopany, PA	edit delete
100	Oxnard TX4 Line	Oxnard, CA	edit delete
101	Oxnard TX3 Line	Oxnard, CA	edit delete

Not yet a member? [Request Login](#)

InVision P&G Login

UserName

Password

Remember Me

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 **XXXXXXXXXX**

Web InVision

Log Out

User Logs Maintenance

Username

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User Name	Last Login Date	IP Address
lima	3/18/2011 8:51:29 AM	137.183.232.24
lima	3/18/2011 8:40:56 AM	137.183.232.22
lima	3/18/2011 8:40:18 AM	137.183.232.22
lima	3/18/2011 8:04:51 AM	137.183.232.24
lima	3/18/2011 8:00:28 AM	137.183.232.23
lima	3/18/2011 7:46:09 AM	137.183.232.22
lima	3/18/2011 6:54:03 AM	137.183.232.22